



Republika ng Pilipinas
Lungsod ng Quezon
Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

9th & 8th Flr. Main Bldg. Quezon City Hall, Elliptical Rd., Diliman, Quezon City
Trunkline: 02-89884242 Local No.: 8600 (OIC), RMCD-8624, BGMD-7329,
CWMD-8603, FAMCD-8620/1126, MD-8612/8209, ADMIN-8602, MPMCD-8609
Email Address: gsd@quezoncity.gov.ph / quezoncitygso@yahoo.com



TERMS OF REFERENCE (TOR)
REPAIR AND PREVENTIVE MAINTENANCE OF FIRE DETECTION & ALARM SYSTEM OF
VARIOUS BUILDINGS WITHIN QUEZON CITY HALL COMPOUND

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safety and respond immediately in the event of fire emergencies for the benefits of the officials, employees and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to maintain standard operation of Fire Detection and Alarm System that will be beneficial in the event of fire emergencies and as compliance to the RA 9514 referred to as the Fire Code of the Philippines.

III. PROJECT SCOPE OF WORK

The Scope of Work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim. The scope of work shall include, but not limited to, the following:

1. Conduct pre-inspection of all mechanical, electrical and electronic equipment of the Fire Detection and Alarm System, all defective spare parts should be validated defective by CGSD authorized representative.
2. Submission of work plan at least 3 days before the proposed repair schedule for proper coordination, information dissemination and prior rescheduling.
3. Coordination with the occupants of the building.
4. Provision of safety signages.
5. General cleaning of Fire Alarm Control Panel, Smoke Detectors, Manual Pull Stations, Alarm Bell.
6. All fixtures and devices should be working in good and standard condition.
7. Replacement of defective spare parts, rewiring and reprogramming.
8. Testing and commissioning per floor and general testing.
9. General housekeeping after the completion of scope of work.
10. Restoration of any damages found to be result during and after the completion of the scope of work.
11. The contractor shall submit service reports of the activity during and after and stating the status of all devices, fixtures and the entire Fire Detection and Alarm System including their recommendations and quotations.

IV. AREA OF COVERAGE

The Repair of Fire Detection and Alarm System within Quezon City Hall Compound is listed as follows:



Civic Center Building C All Floors
Civic Center Building D All Floors
Parking Building All Floors
NGO Building All Floors

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the service provider:

❖ Track record

- The service provider shall have at least three (3) years actual experience in installation, repair and maintenance of Fire Detection & Alarm System.

❖ Organization

- The service provider shall submit its detailed organization chart which shall indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ Manpower

- The service provider shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair and maintenance.

All services to be rendered must be supervised by at least one (1) accredited Safety Officer who is required to provide Certificate of Registration and License.

VI. WARRANTY

The service provider shall provide six (6) months warranty for the spare parts and workmanship. Any parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

VI. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of One Million Five Hundred Thousand Pesos Only (P1,500,000.00).

VII. BASIS OF PAYMENT

One-time payment upon completion of the scope of works.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to

penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

IX. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

X. DELIVERY PERIOD

Sixty (60) calendar days upon issuance of Notice to Proceed.

Prepared by:


JERRICK D. GAYETA
Acting Division Chief, BGMD 

Attested by:


JOEL G. ESCUETA
Assistant Department Head III - Operations

Noted:


FE B. BASS
Officer-in-Charge
City General Services Department