



Republika ng Pilipinas
Lungsod ng Quezon
Kagawaran 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
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TERMS OF REFERENCE (TOR) MONTHLY PREVENTIVE MAINTENANCE OF DIESEL GENERATOR SETS ON VARIOUS QUEZON CITY GOVERNMENT FACILITIES

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safe and sound working environment for the benefits of the officials, employees and transacting public within the Quezon City Government Facilities.

II. PROJECT DESCRIPTION

This project is to maintain continuous operations of the electrical power supply in the event of power interruptions for safety and compliance to the Electrical 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 scope of work for the Preventive Maintenance of Diesel Generator Sets On Various Quezon City Government Facilities shall include, but not limited to, the following:

❖ Monthly Preventive Maintenance Service:

1. Check and clean:
 - a. Automatic Transfer Switch (ATS)
 - b. Generator
 - c. Generator shed
2. Check fuel level, shall be at least 70% full, refill of fuel if necessary.
Note: Diesel fuel shall be provided by the administrator of every building.
3. Check for any leak (fuel tank, engine, filters, coolant, batteries and other components).
4. Check engine filter, fuel filter, oil filter and coolant filter.
5. Check if all components are properly closed or covered.
6. Check and refill coolant and battery water level.
7. Check and retighten battery connections and measure terminal voltage.
8. Check battery charger and DC voltage measured by the system.
9. Check ventilation system of engine and the shed.
10. Correct, adjust, calibrate all parameters, if necessary.
11. The following items shall be provided by the service provider's cost if necessary. This is applicable to all units:
 - a. Battery
 - b. Battery trickle charger
 - c. Coolant
 - d. Distilled water

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- e. Fuse and fuse holder
 - f. Wiring or control wire
 - g. Thermostat
 - h. Pressure switch
 - i. Belt
 - j. Relays
 - k. Timers
 - l. Buttons/switches
12. Conduct no load testing of all units every weekend upon approval of the CGSD.
 - ✓ 13. Check and calibrate pre-heating and cooling down operations. Pre-heating time shall not exceed 3 minutes and the cooling down shall not exceed 5 minutes.
 14. Check the following parameters: Voltage (Lines 1, 2 and 3), Current (Lines 1, 2 and 3), Power Factor, Frequency, Speed, Water temperature and oil pressure.
 - ✓ 15. Submit monthly service report stating preventive maintenance activities, checked, repaired, troubleshooted and calibrated components, countersigned by an authorized CGSD representative.
- ❖ Responsibilities of the Service Provider:
1. Provide one (1) on-site technician within the regular office hours on weekdays that shall report to the CGSD authorized representative, wearing company uniform with proper identifications and wearing personal protective equipment (PPE).
 2. Replace the on-site technicians upon official request of the CGSD.
 3. Provide one (1) motorcycle for the transportation of the technicians to different location of the units and other related concerns.
 4. Provide qualified technicians, tools, supervision and equipment necessary to conduct preventive maintenance check-up and corrective maintenance as per attached scope of works.
 5. Provide qualified/certified hauler of generator sets' hazardous waste as mandated by the Department of Environment and Natural Resources (DENR).
 6. Provide manpower assistance to any activities concerning the generator sets including the testing proper of the generators as required by the DENR.
 - ✓ 7. Conduct operation/ maintenance training and issue corresponding Certificate of Participation.
 - ✓ 8. Minor repair and adjustments as per required in the periodic schedule shall be undertaken at no cost to the Quezon City Government. Quotation to supply spare parts and other materials shall be submitted for approval prior to installation and billing.
 - ✓ 9. Service reports shall be accomplished at the site and copies be submitted to the City General Services Department's representative at the site with the latter's written acknowledgement on it, right after rendering services.

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10. Prepares schedule of visits to ensure full coverage of all units. Advance notice of changes in the schedule shall be communicated with dispatch by both parties.
11. Train on site operator on the proper operation and maintenance activities.
12. Provide a 24 to 48 hours servicing capability as needed for emergency.
13. Keep a complete generator set record that will be vital for determining cause of any trouble that might occur. Provide updated list of service provider's contact details in case of emergency.
14. Once a year change of engine oil, fuel filter, coolant filter and oil filter, to be scheduled subject to approval of the end user.
- ✓ 15. No load testing of all generator sets enrolled every two weeks and assessing all units for possible defects and submit service reports indicating status of all enrolled units.
16. With load testing of all generator sets and automatic transfer switches annually, upon approval of the official request to the CGSD.

IV. AREA OF COVERAGE

The Preventive Maintenance Service shall cover the various Quezon City Government Facilities as follows:

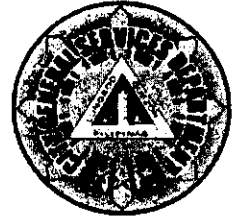
ITEM NO	LOCATION/ UNIT	SPECIFICATION
1	High Rise Building	Caterpillar 875 kVA, 700kW
2	Legislative Building	Cummins 754 kVA, 603 kW
3	Annex Building	Cummins 625 kVA, 500 kW
4	Civic Center A & B	Cummins 1,265 kVA, 1,012 kW
5	Civic Center C	Stamford 444 kVA, 355 kW
6	Civic Center D (Unit 1)	Cummins 750 kVA, 600 kW
7	Civic Center D (Unit 2)	Cummins 1000 kVA, 910 kW
8	Civic Center E	Supermaly 687.5 kVA, 550 kW
9	Civic Center F (Unit 1)	Cummins 1000 kVA, 910 kW
10	Civic Center F (Unit 2)	Cummins 1000 kVA, 910 kW
11	City Health Building	AGG 750 kVA, 600kW
12	NGO	Cummins 385 kVA, 313 kW
13	DRRMO	Cummins 385 kVA, 313 kW
14	DPOS	Cummins 385 kVA, 313 kW
15	Community Center	Powercity 400 kVA, 320 kW
16	Multi-level Parking	Cummins 187 kVA, 170 kW
17	QC Public Library	Westinpower 270 kVA, 216 kW
18	QMC Underpass	Perkins 132 kVA, 105 kW
19	Philcoa Underpass	Perkins 120 kVA, 96 kW
20	District 3 Action Office	Supermaly 350 kVA, 280 kW

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21	District 4 Action Center	AGG 400 kVA, 320 kW
22	CGSD Central Warehouse	AGG 313 kVA, 250 kW
23	Central Pharmacy Cold Storage	Cummins 150 kVA, 120 kW
24	Amoranto Sports Complex	Cummins 1000 kVA, 910kW
25	Quezon Avenue corner EDSA Pumping Station	Cumper 270 kVA, 216 kW
26	Rosario Maclang Bautista General Hospital (Unit 1)	Baodouin 560 kVA, 448 kW
27	Rosario Maclang Bautista General Hospital (Unit 2)	Baodouin 560 kVA, 448 kW
28	Quezon City General Hospital (Unit 1)	Cummins 500 kVA, 400 kW
29	Quezon City General Hospital (Unit 2)	Cummins 500 kVA, 400 kW
30	Quezon City General Hospital (Unit 3)	Cummins 1031 kVA, 825 kW
31	Novaliches District Hospital	Cummins 750 kVA, 600 kW
32	QC Reception House (Unit 1)	Cummins 125 kVA, 100 kW
33	QC Reception House (Unit 2)	Cummins 220 kVA, 176 kW
34	Bagong Silangan Evacuation Center	Powerdiesel 300 kVA, 240 kW

V. PROJECT STANDARDS & REQUIREMENT

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

A. Track record

- The service provider shall have at least three (3) years actual experience in electrical services particular to installation, repair and preventive maintenance service of diesel generator sets.

B. Organization

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

C. Manpower

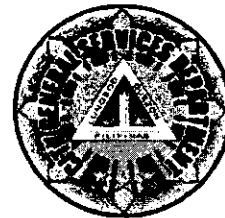
- The service provider shall provide at least three (3) technical personnel wearing complete and proper personal protective equipment during the conduct of the preventive maintenance.
- All services to be rendered must be supervised by a duly accredited Safety Officer and duly licensed Master Electrician or duly licensed Electrical Engineer whom is required to provide a Certified True Copy of Certificate of Registration and Professional License/ ID, whichever is applicable.

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VI. WARRANTY

The service provider shall provide three (3) months service warranty period against workmanship issues arising from the back job after the conduct of the preventive maintenance.

Spare parts supplied by the contractor shall have a three (3) months product warranty from the time of its installation.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Quezon City Government has set an Approved Budget for the Contract (ABC) of Seven Million Five Hundred Twenty Seven Thousand One Hundred Seventy One Pesos & 36/100 Only (7,527,171.36).

- ❖ No Price Adjustment
- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost is increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

Monthly payment upon completion of the preventive maintenance service with submission of its equivalent service report.

IX. 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.

X. 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.

XI. DELIVERY PERIOD

- ✓ The project has monthly duration and shall commence upon issuance of the Notice to Proceed (NTP) until December 31, 2025.

Prepared by:

Attested by:


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FE B. BASS
Officer-in-Charge
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