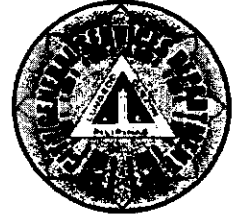




Republika ng Pilipinas  
Lungsod ng Quezon

Kagawaran ng Lingkurang Panlahat  
**GENERAL SERVICES DEPARTMENT**

9<sup>th</sup> & 8<sup>th</sup> 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 / quezoncitygsd@yahoo.com



**TERMS OF REFERENCE (TOR)**  
**PREVENTIVE MAINTENANCE OF HIGH-VOLTAGE AND LOW-VOLTAGE**  
**SWITCHGEARS ON VARIOUS BUILDINGS WITHIN QUEZON CITY HALL COMPOUND**

**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 High & Low Voltage Switchgears of various buildings as indicated in the Area of Coverage shall include, but not limited to, the following:

❖ Preventive Maintenance Service:

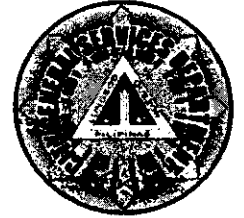
1. Safety inspection of all electrical facilities, perform short circuit analysis on circuit breakers and insulation resistance test.
2. Conduct switch testing and terminal re-tightening.
3. Conduct cleaning and vacuuming of all MDP's and insulation test and re tightened, conduct continuity test.
4. Conduct switchgear insulated test, minor refurbishment and re-lubrication.
5. Switchgear bus insulated and cable joints testing, identify loose connection and rectify.
6. Re-torque connection to panel board, checking of lock-out tags.
7. Provide safety signs and tagging of all electrical equipment from main breakers to branches.
8. Conduct safety inspection, cleaning, vacuuming, switch testing terminal retightening and perform short circuit analysis and insulation resistance test on all distribution panels.
9. Installation of aluminum expanded metal sheet on all outdoor electrical facilities' louver door to prevent penetration of dried leaves and other foreign materials, if any.
10. Submission of organized inventory with proper tagging.
11. Submission of the Preventive Maintenance documentation with corresponding pictures.
12. Provide data/test results.
13. Submit findings and recommendation.
14. Testing and Commissioning.
15. Restoration of any damages that may occur during the conduction of the scope of works.

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**VISION :** *The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.*  
**MISSION :** *We provide the delivery of general services to the Quezon City Government and its constituents that are: EFFECTIVE, EFFICIENT and ECONOMICAL.*





❖ Liabilities of the Service Provider:

1. The Service Provider shall indemnify and keep indemnified the City against all losses and claims for injuries or damage to any person or property whatsoever which may arise or consequence of the performance of this agreement and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of or in relation thereto.
2. The Service provider agrees that the City shall be free from any liability to any accident during the implementation of the contract

**IV. AREA OF COVERAGE**

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

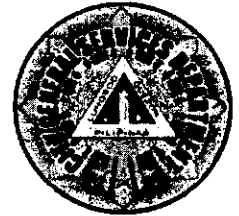
ITEM NO	LOCATION	PARTICULARS
1	High-Rise Building	Three (3) Units 333 KVA Transformers, Main Circuit Breaker (MCB) and All Distribution Panels
2	Legislative Building	Three (3) Units 333 KVA Transformers, Main Circuit Breaker (MCB) and All Distribution Panels
3	Annex Building	Main Circuit Breaker (MCB) and All Distribution Panels
4	Multi-level Parking	Main Circuit Breaker (MCB) and All Distribution Panels
5	Civic Center A & B	Main Circuit Breaker (MCB) and All Distribution Panels
6	Civic Center C	Main Circuit Breaker (MCB) and All Distribution Panels
7	Civic Center D	Two (2) units High-Voltage Switchgear, two (2) units Main Circuit Breaker (MCB), All Distribution Panels
8	Civic Center E	Main Circuit Breaker (MCB) and All Distribution Panels
9	Civic Center F	Two (2) units High-Voltage Switchgear, two (2) units Main Circuit Breaker (MCB), All Distribution Panels
10	City Health Building	Main Circuit Breaker (MCB) and All Distribution Panels
11	NGO	Main Circuit Breaker (MCB) and All Distribution Panels
12	DPOS	Main Circuit Breaker (MCB) and All Distribution Panels
13	QC Public Library	Main Circuit Breaker (MCB) and All Distribution Panels

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14	Police Detachment	Main Circuit Breaker (MCB) and All Distribution Panels
15	Community Center	Main Circuit Breaker (MCB) and All Distribution Panels
16	QMC Underpass	Main Circuit Breaker (MCB) and All Distribution Panels
17	Philcoa Underpass	Main Circuit Breaker (MCB) and All Distribution Panels

#### V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

##### 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 high-voltage and low-voltage switchgears.

##### B. 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.

##### C. Manpower

- The service provider shall provide at least seven (7) electrical practitioners 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.

#### VI. PROJECT DURATION

Ninety (90) calendar days upon issuance of Notice to Proceed (NTP).

#### VII. WARRANTY

The service provider shall provide six (6) months service warranty period against workmanship issues arising from the back job after the conduct of the preventive maintenance.

#### VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Quezon City Government has set an Approved Budget for the Contract (ABC) of Four Million Five Hundred Thousand Pesos Only (PhP 4,500,000.00).

- ❖ 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

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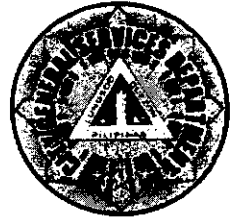




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Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

**IX. BASIS OF PAYMENT**

One-time payment upon completion of the preventive maintenance service with submission of its equivalent service report.

**X. 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.

**XI. 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.

Prepared by:

  
**JERRICK D. GAYETA**  
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Attested by:

  
**JOEL G. ESCUETA**  
Asst. Head – Operations  
City General Services Department

Noted by:

  
**FE B. BASS**  
Officer-In-Charge  
City General Services Department

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