



**Kagawaran ng Lingkurang Panlahat
GENERAL SERVICES DEPARTMENT**

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**TERMS OF REFERENCE (TOR)
OPERATION AND MONTHLY PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON
CITY HALL LAGOON FOUNTAIN**

I. RATIONALE AND BACKGROUND

The Quezon City Government (the "City") has installed a state-of-the-art fountain as part of the development of the Quezon City Hall Lagoon. The fountain provides free entertainment to park goers. Due to its highly complex nature, it is necessary and practical to avail the services of a company with resources, equipment, trained personnel and expertise fully capable of operating, maintaining and repairing the said fountain with minimal downtime and at a reasonable cost. This Terms of Reference is prepared as part of the selection process for private contractors that will most serve the interest of the City Government and its inhabitants in maintaining the beauty of the fountain and preserve the City's capital investment.

II. PROJECT OBJECTIVES

The project primary objective is to avail the services of a company with resources, equipment, trained personnel and expertise fully capable of operating, maintaining and repairing the said fountain with minimal downtime and at a reasonable cost.

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 for the Operation and Preventive Maintenance Service of the Quezon City Hall Lagoon Fountain shall include, but not limited to, the following:

1. Fountain Nozzles, Filter System and Valves
 - a. Cleaning of fountain nozzles, filters and valves
 - b. Adjustment and calibration to maintain the desired water effects.
 - c. Supply and replacement of minor spare parts whenever needed.
2. Pump and Motor
 - a. Cleaning of pumps, shaft and fixtures.
 - b. Check integrity of motor and pump in electrical aspects.
 - c. Check integrity of motor and pump in mechanical aspects.
 - d. Adjustment and calibration of pump and motor to maintain the standard operations.
 - e. Minor repair of pumps and motor whenever needed.
3. Control and Wiring
 - a. Cleaning of control boards, magnetic switches, circuit breakers, terminals, control wiring and other electronic devices.
 - b. Retightening of all screws and terminals.
 - c. Adjustment and calibration to maintain the standard operations.
 - d. Repair and replacement of spare parts whenever needed.
4. Lamps
 - a. Cleaning of lamps externally and internally if needed.
 - b. Checking of integrity of lamps and wiring incorporated.
 - c. Replacement of busted bulbs if any.
 - d. Minor repairs of lamps and accessories whenever needed.
5. Lagoon Area
 - a. Cleaning of lagoon water perimeter to make sure no foreign materials can be seen.
 - b. Treatment of lagoon water.



6. Fountain Operation
 - a. A fountain operator shall be present whenever the fountain is required to operate with no additional cost to the City.
 - b. Coordination with City General Services Department for the operation time.

IV. AREA OF COVERAGE

The Operation and Monthly Preventive Maintenance Service of the Quezon City Hall Lagoon Fountain is located at Grounds, near Gate 1, Quezon City Hall, along Elliptical Road, Quezon City.

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 Preventive Maintenance, Repair or Installation of Fountain Pumps.
- ❖ 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 one (1) technical personnel wearing proper personal protective equipment in operating the fountain with lights.
 - The service provider shall provide at least two (2) technical personnel in conducting the preventive maintenance, supervised by one (1) Safety Officer, who is required to provide a copy of his certification or license, whichever is applicable.

VI. WARRANTY

The service provider shall provide three (3) months warranty of the spare parts and repair services rendered. Any major spare parts and parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

VII. APPROVED BUDGET FOR THE CONTRACT

The City Government has set an Approved Budget for the Contract (ABC) of Three Hundred Thirty-Eight Thousand Eight Hundred Pesos Only (P338,800.00).

- ❖ 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 are 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 scope of work.

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.

VII. DELIVERY PERIOD

The project has duration until December 31, 2025, upon issuance of the Notice to Proceed.

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