



National Center for Mental Health

TERMS OF REFERENCE

I. PROJECT TITLE:

Repair of the Automatic Gate Barrier at NCMH Parking Entrance and Exit that Includes Supply, Delivery, Installation, Testing, and Commissioning of Necessary Equipment/Fixtures and Accessories.

II. CONTRACT DURATION

Not less than one (1) month or until the repair works is fully accomplished and all of the deliverables in the Scope of Works are satisfactorily delivered.

III. APPROVED BUDGET:

One Hundred Ninety Seven Thousand Pesos (₱197,000.00)

IV. SCOPE OF WORKS:

The Contractor shall render effective and proper corrective maintenance works on the equipment, fixtures and accessories of the automatic gate barrier, including other hardware and software component of the system.

1. Conducts pre-maintenance works meeting with the concerned Sections and Units of NCMH;
2. Supply, deliver and install necessary equipment, fixtures and accessories that are compatible with the existing system;
3. Surrender replaced equipment, fixtures and accessories to the NCMH for proper inventory, recording and tracking;
4. Conducts system commissioning for at least five (5) calendar days;
5. Conducts system actual testing for atleast ten (10) calendar days;
6. Conducts back-job/punchlist works, if needed;
7. Conducts post-maintenance works meeting, to include endorsement of warranty cards, manuals and other documents, with the concerned Sections and Units of NCMH;
8. Submits service report, test result and/or other equivalent document stating the equipment undergone series of test, to support its optimal functionality;
9. Conducts other maintenance works related to the project.

V. PAYMENT METHOD:

The Contractor shall be paid in full only after the repair works is fully accomplished and all of the deliverables in the Scope of Works are satisfactorily delivered. No payment shall be made before and during the course of the project implementation.

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REPUBLIC OF THE PHILIPPINES
Department of Health



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VI. WARRANTY:

Parts and services for this project shall have a warranty period of one (1) year after the completion.

VII. OTHER TERMS AND CONDITIONS:

1. All services shall be done at the NCMH. In event that there is a need to conduct repair works outside the vicinity of NCMH, the Contractor shall inform the concerned Section and Unit prior to the scheduled works.
2. The Contractor shall have to follow all business rules and regulations of the NCMH.
3. The Contractor shall accommodate 24/7 response/on-call services for emergency and/or other reasons causing the equipment bug-down.
4. 24/7 response/on-call time of the Contractor shall not exceed three (3) hours upon the time of referral.
5. Equipment, fixtures and accessories that were damaged during the course of the project implementation shall be replaced and installed by the Contractor, free of charge.


Prepared by:

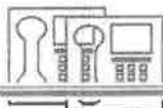

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