

TERMS OF REFERENCE

I. PROJECT TITLE:

REFILLING AND DELIVERY OF FIRE EXTINGUISHERS OF BUREAU OF THE TREASURY LOCATED AT THE AYUNTAMIENTO BUILDING.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

Twenty-three Thousand Eight Hundred Seventy Pesos (PhP23,870.00)

Inclusive of all applicable tax and service charges.

III. SCOPE OF WORK

1. To pick up the fire extinguisher at the Ayuntamiento Building.
2. Service units will be provided upon pick-up of the units to be refilled on a ratio of 1:1 and with the same capacity and type of chemical. These will only be pulled out upon the return/delivery of the refilled fire extinguisher.
3. Hydrostatic testing to ensure pressure strength
4. Cylinder cleaning
5. Leak testing
6. Refill of Chemical
7. Valve checking/resetting, replace if needed.
8. Checking all spare parts, and replace if needed.
9. Repainting of Cylinder
10. Provision of tags to each cylinder with proper/clear details.

IV. BILL OF QUANTITIES

Nr	DESCRIPTION	QUANTITY (units)
1	Fire Extinguisher, Dry Type, 10lbs	31

V. OTHER TERMS AND CONDITIONS:

1. Refilled HCFC 123, and Dry Chemical fire extinguishers shall be subjected to chemical purity and weight testing at the Philippine Institute of Pure and Applied Chemistry (PIPAC) at the expense of the contractor. The end-user shall select one (1) sample unit for each type of fire extinguisher delivered, and the same shall be refilled again with the same chemical content by the contractor at the expense of the contractor. BTr shall not make any payment to the contractor if any of the said samples fail the required standard set by the DTI Bureau of Product Standards.

VI. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

- a. Must have at least five (5) years of experience in refilling and delivering Fire Extinguishers.
- b. Product must have a Philippine Standard (PS) mark from the Bureau of the Philippines Standards or any Philippine National Standards number.

VII. CONTRACT DURATION:

The project must be completed within Thirty (30) calendar days from the issuance of the Purchase Order.

VIII. WARRANTY:

Warranty against factory defects due to faulty materials and workmanship that would substantially affect the function of the product under normal use are as follows:

DESCRIPTION	WARRANTY
1. ABC Dry Chemical Fire Extinguisher	One (1) year against inherent mechanical defects

- Warranty period shall start upon the issuance of the certificate of completion and acceptance.

IX. RESERVATION CLAUSE:

The BTr reserves the right to reject documents that do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BTr.

The BTr assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Prepared by:

Submitted by:

ENGR CHARLES NIXON M. BALTAZAR (Sgd.)
Administrative Officer V
Facilities and Maintenance Division

LORETO O. HIDALGO, MNSA (Sgd.)
Chief Treasury Operations Officer II
Chief, Facilities and Maintenance Division