

## TERMS OF REFERENCE

### I. PROJECT TITLE:

**SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF DEFECTIVE AIR CONDITIONING UNIT (INDOOR & OUTDOOR) SERVICING BTR GYM LOCATED AT THE FOURTH FLOOR OF THE AYUNTAMIENTO BUILDING.**

### II. DESCRIPTION:

The installation of air-conditioning unit (Indoor and Outdoor) Servicing BTr GYM Facilities of the Bureau of the Treasury aims to provide a comfortable and conducive environment for employees' physical fitness activities. By ensuring proper ventilation and temperature control. This initiative reflects the Bureau's commitment to employee welfare and underscores its recognition of the importance of maintaining a healthy work-life balance and encouraging regular exercise among employees and contributing to their overall health and wellness.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC):

Three Hundred Thirty Thousand Pesos (PhP330,000.00)

*Inclusive of all applicable tax*

### IV. SCOPE OF WORK

1. Mobilization of Manpower, Tools, and Equipment.
2. Engineering Supervision of the Project.
3. Dismantling of Defective Air Conditioning unit FCU and ACCU.
4. Dismantling of Existing Copper Pipe and Insulation Foams.
5. Mounting and Installation of Air Conditioning Units FCU and ACCU with Rubber Pads Support.
6. Tapping existing electrical PVC wiring including power and transmission wiring from FCU to ACCU.
7. Installation of Hard Drawn Copper Pipe 5/8" O.D. and 3/8" O.D. Type-L with Insulation Foam from FCU to ACCU including Vinyl Tape Insulation.
8. Wiring Connection, Leak testing and Correction, System Flushing, and Vacuuming.
9. Provision of Metal Cladding of Refrigerant Pipe sets, from ACCU to FCU, using pre-painted galvanized iron Gauge 0.5mm. (Same as Wall Painted)
10. Refrigerant Charging and Start-Up with Commissioning.
11. Restore all affected areas.
12. Demobilization and Cleaning of the working area.
13. Turnover of existing air-conditioning unit to the Bureau of the Treasury.
14. Attach Certificate of Warranty.

### V. MATERIAL SPECIFICATION

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
1	1	Set	Inverter Type Ceiling Cassette Split Type Air Conditioning Unit. <ul style="list-style-type: none"><li>• Rated Cooling Capacity: 6HP</li><li>• Power Supply: 230V</li><li>• 60Hz</li></ul>

			• Refrigerant: R32
2	3	<i>Rolls</i>	Copper Pipe, 5/8"
3	3	<i>Rolls</i>	Copper Pipe, 3/8"
4	10	<i>Pcs</i>	Insulation Foam, 5/8" x 1" thick
5	10	<i>Pcs</i>	Insulation Foam, 3/8" x 1" thick
6	4	<i>Rolls</i>	Duct Tape Aluminum
7	4	<i>Rolls</i>	Aero Tape
8	10	<i>Rolls</i>	Polyethylene Tape
9	3	<i>Tanks</i>	Freon, R32
10	20	<i>Pcs</i>	Copper Elbow, 5/8" O.D. Type-L Hard Drawn
11	20	<i>Pcs</i>	Copper Elbow, 3/8" O.D. Type-L Hard Drawn
12	20	<i>Pcs</i>	Flat Silver Rod, 18"
13	1	<i>Tank</i>	Nitro
14	1	<i>Pair</i>	Acetylene / Oxygen

**VI. CONTRACT DURATION:**

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

**VII. WARRANTY:**

One (1) year against material defects and faulty workmanship.

**VIII. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:**

- a. Must have at least five (5) years of existence in the business.
- b. The Contractor shall submit the following requirements:
  1. DTI / SEC Registration Certificate
  2. Mayor's Permit
  3. PhilGEPS Registration Certificate

**IX. RESERVATION CLAUSE:**

The BTr reserves the right to reject documents which 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.

Submitted by:

**LORETO O. HIDALGO, MNSA**  
*Chief Treasury Operations Officer II*  
 Facilities and Maintenance Division