

## TERMS OF REFERENCE

### I. PROJECT TITLE:

**SUPPLY AND DELIVERY OF DRY CHEMICAL, HFC 236FA & HCFC-123 FIRE EXTINGUISHER OF BUREAU OF THE TREASURY LOCATED AT THE AYUNTAMIENTO BUILDING.**

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

One hundred forty-five thousand Pesos (Php 145,000.00)

*Inclusive of all applicable tax and service charge*

### III. SCOPE OF WORK

1. To pick up the fire extinguisher to be refilled 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 will only be pulled out upon 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, 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)	UNIT PRICE	TOTAL PRICE
1	Fire Extinguisher ABC Dry Chemical, 10lbs	31		
2	Fire Extinguisher, HCFC 123, 10lbs	8		
3	Fire Extinguisher, HFC 236 FA, 50lbs	1		

### V. OTHER TERMS AND CONDITIONS:

1. Refilled Dry Chemical, HCFC, and HFC fire extinguishers shall be subjected to chemical purity and weigh 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 failed the required standard set by the DTI Bureau of Product Standard.

### VI. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

- a. Must have at least five (5) years of existence in the business.
- b. Valid BPS/PS license secured from the Bureau of Product and Standards of the Department of Trade and Industry.

**VII. CONTRACT DURATION:**

The project must be completed in Ten (10) 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
2. HCFC 123 Fire Extinguisher	Three (3) years against inherent mechanical defects
3. HFC 236 FA Fire Extinguisher	Three (3) years 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 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.

Prepared by:

Submitted by:

**ENGR RAM DARCY M. PEÑALOSA**

Administrative Officer IV  
Facilities and Maintenance Division

**LORETO O. HIDALGO, MNSA**

Chief Treasury Operations Officer II  
Facilities and Maintenance Division