

# TERMS OF REFERENCE

## QUARTERLY PREVENTIVE MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEM INCLUDING FIRE SUPPRESSION SYSTEM OF THE BASES CONVERSION AND DEVELOPMENT AUTHORITY

### 1. OBJECTIVE

The Bases Conversion and Development Authority (BCDA) intends to engage the services of a capable Contractor for the Preventive Maintenance of Fire Detection and Alarm System (FDAS) including Fire Suppression System (FSS) for its corporate office located at 2/F Bonifacio Technology Center Building, Bonifacio Global City, Taguig City.

### 2. THE PROPOSAL

The Contractor shall submit its proposal in accordance with this Terms of Reference (TOR).

The proposal shall be submitted together with the following documents:

1. Photocopy of valid Mayor's Permit;
2. Company Profile, list of clients for the past two years;
3. Photocopy of one (1) similar contract with project cost at least equal to the Approved Budget of the Contract (ABC);
4. Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations;

### 3. SCOPE OF WORKS

The scope of work shall cover:

- a. General check up, inspection, calibration, cleaning and testing of all indicating and initiating devices including its Fire Alarm Control Panel (FACP), field devices, as well as its accessories (i.e., indicator lamp, smoke/heat detectors, alarm bell, back-up batteries, switches, contacts, power supply, wiring, etc.), which are included in the entire system;
- b. Tightening of loose terminals and screws;
- c. Upgrade, rectification, repair of the system (including replacement of defective devices) are not included, unless, it is due to the negligence of the contractor.



Other Requirements:

- a. The contractor may use electricity and water (free of charge) in connection with the project within the BCDA premises.
- b. The contractor hereby warrants the honesty, fitness and reliability of its personnel and shall strictly observe safety precaution measures within the duration of the contract. The contractor shall abide the security rules and regulations of BCDA at all times

**4. DEVICES INSTALLED IN THE SYSTEM**

- a.) Fire Alarm Control Panel
- b.) Fire Suppression Control Panel
- c.) Primary and secondary power supply
- d.) Initiating devices such as smoke and heat detectors, etc.
- e.) Notification devices/appliances such as Alarm Bell / Horn & Strobe Light, etc. (see attached plan for the list of devices installed in the system).

**5. DELIVERABLES**

The Contractor after delivering the work stated in Item 3 of this TOR shall submit a quarterly report to BCDA which shall include the following:

1. Condition of all devices installed in the system including accessories (indicator lamp, back-up batteries, switches, contacts, etc.).
2. List of defective devices, etc. (if there are any) and recommendation on how to restore defective devices; and
3. Other related plans as may be required by BCDA.

**6. RESPONSIBILITIES OF BCDA**

1. Allow the staff of the Contractor reasonable access to the office premises (through the Bonifacio Technology Center's Building Administrator) in order that the services are carried out accordingly.
2. BCDA in-house personnel shall assist the Contractor during the performance of services.
3. Provide work permit and other related plans such as the location of the defective devices, etc.

**7. APPROVED BUDGET OF THE CONTRACT (ABC)**

Sixty Thousand Pesos Only (Php60,000.00) inclusive of VAT and all other applicable government taxes, charged to the 2018 approved budget of the General Services Department under Repair and Maintenance of Government Facilities.



## 8. PROJECT DURATION

The duration of the project is from April 1, 2018 to March 31, 2019. The services shall be rendered within two (days) during weekends.

## 9. OCULAR INSPECTION

In coordination with BCDA, prospective Bidders must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to Bid/Quotation submission.

## 10. EFFECTIVITY


The proposed quarterly preventive maintenance shall be effective for the period of 01 April 2018 to 31 March 2019, scheduled are as follows;

First quarterly maintenance	April 2018
Second quarterly maintenance	July 2018
Third quarterly maintenance	October 2018
Fourth quarterly maintenance	February 2019

## 11. TERMINATION

BCDA reserves the right to terminate the Agreement entered into by BCDA and the prospective supplier for any reason/s whatsoever by serving a ten-day written notice to the prospective supplier.


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