

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE
Repair and Rehabilitation of the Lift Station Pump for the DFA Main Building
ABC: 320,000.00

Item No.		
I.	<p>Background</p> <p>The Engineering and Maintenance Division (EMD) of the Office of Asset Management and Support Services (OAMSS) intends to procure services for the repair and rehabilitation of the two (2) defective Lift Station Pumps located at the sub-basement of the DFA Main Building.</p> <p>Said Lift Stations needs to be repaired/rehabilitated in order to transfer wastewater and sewage drained coming from the DFA Main Building up to the Sewage Treatment Plant (STP) located at the main gate area. This sewage system needs to be fully operational in compliance with DENR DAO 2016-08 directives.</p>	
II.	<p>Objectives</p> <p>To procure supply of labor, materials, consumables and technical skills for the repair and rehabilitation of the two (2) Lift Station Pumps located at the sub-basement of the DFA Main Building.</p>	
III.	Scope of work	Statement of Compliance
	1. Supply labor, materials, consumables and technical skills for the repair and rehabilitation of the lift station pumps.	
	2. Dismantling of defective existing pumps.	
	3. Termination of power supply, isolate and safekeep.	
	4. Pull out of the pump assembly.	
	5. Rehabilitation and reconditioning of drive motor including replacement of new shaft bearings, re-baking of copper windings and/or rewinding.	
	6. Replace mechanical shaft seal, gaskets, labyrinth & sealing elements.	
	7. Dynamic balancing of impeller.	
	8. Rebuild/remachine bearing housing.	
	9. Replace shafting using 4140 type material.	
	10. Repair/reconditioning of the entire pump assembly and application of paint.	

	11. Repainting of motor-pump casing.	
	12. Check, repair, rehabilitation and/or replacement, as necessary, the motor controls and its components.	
	13. Deliver, remounting, power supply termination.	
	14. System testing and commissioning.	
	15. Replace new bearings.	
	16. Repair/replace suction pipe.	
	17. Replace with new bearings.	
IV.	Contractor's Obligations	
	The Contractor shall:	
	1. Deliver to the Department the-necessary supply of labor, materials, consumables and technical skills	
	2. Guarantee that it has the capacity to deliver services required by the DFA.	
	3. Warranty of at least four (4) months for the parts replacement and workmanship. Replace any defective items found during the warranty period free of charge within four (4) months upon acceptance.	
V.	Project Duration	
	The Project will be implemented in the issuance of the Job Order. The duration of the contract is thirty days (30) days upon implementation.	
VI.	Delivery	
	1. All items shall be delivered within ten (10) calendar days upon receipt of Notice to Proceed (NTP).	
	2. All deliveries shall be made with one (1) day prior notice to Office of Asset Management and Support Services – Engineering and Maintenance Division (OAMSS-EMD) from Monday – Friday, 8:00 am to 5:00 pm.	
	3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service – Financial Resources Management Division (OFMS-FRMD).	
VI.	Terms of Payment	
	1. Payments shall be made thirty (30) days upon receipt of the invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements	

	needed for payment will be provided by the OFMS-FRMD upon signing of the Contract.	
	2. The payment shall be inclusive of all applicable taxes and other lawful charges.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating that the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder’s Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of the ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

Conformé:

[Signature/s]
 [Name of Bidder’s Authorized Representative/s]
 [Position]
 [Date]