

TERMS OF REFERENCE (TOR)

SUPPLY AND INSTALLATION OF CREMATORY MACHINE

I. RATIONALE AND BRIEF BACKGROUND

The project calls for a Bidder/ Supplier that can provide a Crematory Machine that can partially address the increasing problem of burial land space and some of the city's environmental concerns with regards to corpse management, and can offer an alternative way of corpse disposal aside from traditional burial. Primarily, the crematorium is needed to hasten the development of the operations and services of the Baesa Public Cemetery. Cremation is seen as the best alternative method for downsizing the number of catacomb or mixed-burial system.

Hence, this project shall address some of the rising environmental concerns on human remains management, to wit;

1. Traditional burial takes up a great deal of land space; such space may have been utilized for commercial, residential and industrial purposes. Operationalization of the crematory process eliminates the need for massive burial space for our departed loved ones. A space in a columbarium can be instead the sanctuary for their ashes. In such a case, we can save parcel of land, which can be used for other project development.
2. Embalming fluids are known to contaminate groundwater with mercury, arsenic and formaldehyde. Coffins are another known source of contaminants.
3. Soil contamination can also occur due to the contamination of radioisotopes, which happen when the body was exposed to radiation therapy and various medications and such remained after death.

II. PROJECT DESCRIPTION

The Crematory Machine incorporates the following features;

1. Easy installation. Must be installed within four (4) hours without utilizing underground ducting;
2. Designed and built with fully computerized automated process control for efficient operation, while providing the lowest fuel consumption;
3. Fast cremation time of not more than two (2) hours for an averagely built cadaver;
4. With proven durability and low maintenance, it can accommodate 10-12 bodies for cremation within a twelve (12) hour operation;
5. State-of-the-art heat production design which compress power, time and fuel efficiency;
6. Self-locking and self-sealing power door mechanism. Door height must be aligned with the loading car for effortless transfer;
7. Air regulators and thermal system are designed and installed for quiet operation;
8. Insulation of the machine should allow for the exhaust system to sustain high temperature levels and ensure pollution-free and non-toxic gas emission;
9. Equipped with Anti-Pollution Control System which eliminates smoke, fumes, and other air-borne pollutants;
10. The entire cremation combustion process must be completed with the air controlled chambers that eliminates burning in stack, allowing for twenty-four (24) hour operation and providing for greater fuel efficiency.

III. PROJECT SCOPE OF WORK

The project involves not only the supply, delivery and installation of the Crematory Machine, but also includes associated services that are necessary to achieve the project's objectives.

1. On-site inspection of the facility at Baesa Public Cemetery where the Machine will be installed;
2. Delivery of the machine at Baesa Public Cemetery and installation of the same at the temporary shelter intended for the said machine;
3. Conduct the curing or test run of the machine upon installation to make it ready for use and the expenses to be incurred in therein, including the technical personnel who shall perform the test run process;

4. Conduct regular preventive maintenance check on the machine to obtain the desired working condition during the warranty period.

IV. AREA OF COVERAGE

The Crematory Machine shall be delivered and installed at the intended Crematorium Building located inside the Baesa Public Cemetery, Quirino Highway, Sangandaan, Quezon City, Metro Manila.

V. PROJECT STANDARDS & REQUIREMENTS

The following are the qualifications and requirements for the Bidder/ Supplier;

1. The Bidder must execute an Affidavit of Undertaking stating the following premises;
 - a. That they will assist during the applying and securing of necessary permits, clearances and licenses from concerned National Government Agencies, such as the Department of Environment and Natural Resources (DENR), and other agencies involved in the operation of the Crematorium;
 - b. That they shall facilitate the test run process upon installation of the machine at their expense;
 - c. That they must have a technical personnel available on-call, from 8:00 am to 5:00 pm, Monday to Saturday, who are capable of conducting repair and maintenance;
 - d. That replaceable parts of the machine should be available for procurement in the next five (5) years.
2. The Bidder must have completed within the last three (3) years a Single Largest Completed Contract (SLCC) in the delivery and installation of a Crematory Machine within Metro Manila or in any of its neighboring provinces; the value of which, adjusted if necessary, must be equal to at least fifty percent (50%) of the Approved Budget for the Contract;
3. The Bidder shall present their Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI) Registrations, showing that they are registered as Manufacturer/ Fabricator;
4. The Bidder must submit an established organizational chart of their company with their existing manpower complement;
5. The Bidder must be able to submit a Manual of Operations for their crematory machine.

VI. WARRANTY

1. The Bidder shall provide a two (2) year warranty on parts and services;
2. The Bidder shall repair, correct or replace any defective item/part during the warranty period, at their expense;
3. The Bidder shall submit a Preventive Maintenance Program/ Activities during the warranty period.

VII. PROJECT DURATION

Supply, delivery and installation of the Crematory Machine at the Baesa Public Cemetery shall be completed within thirty (30) calendar days upon granting of the Notice of Award to the winning bidder.

VIII. APPROVED BUDGET FOR THE CONTRACT

The Approved budget for the project indicated herein is in the amount of Seven Million pesos (Php 7,000,000.00).

IX. BASIS OF PAYMENT

Full payment shall be collected upon completion of delivery and installation of Crematory Machine, and complete compliance of stipulations in this Terms of Reference. Providing further that one percent (1%) of the total contract price shall be retained by the City for a prescribed period, as provided by the Law.

X. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages, pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

Should there be any dispute, controversy or difference between contracting parties arising from the supply and installation of Crematory Machine, the contracting parties shall exert efforts to amicably settle such dispute or difference.

However, if any dispute, controversy or difference cannot be resolved to the mutual satisfaction of the contracting parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice to the aggrieved party to redress before a court of competent jurisdiction.

XI. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its Revised IRR shall be followed in the termination of any service contract. In the event the City terminates the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 53 (d) of RA 9184 and its IRR.

The pertinent provisions of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act and its implementing Rules and Regulations are deemed written and incorporated in the OTR. In case of any conflict between the provisions herein and those of RA 9184 and its IRR, the latter shall prevail.

TECHNICAL WORKING GROUP:

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