



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618
426-0465; 426-0001; 426-0347; 426-0480; 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

FOR/TO : **ALL CONCERNED OFFICIALS AND EMPLOYEES**
DENR Central Office

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **REPLACEMENT OF FIRE SPRINKLER SYSTEM AND**
INSTALLATION OF JOCKEY PUMP

DATE : **FEB 01 2021**

To provide the Main Building of the DENR Central Office with an active fire protection, a fire sprinkler system will be installed. This system however requires holing of ceilings. Hence, all officials and employees shall grant convenience to our Contractor until all operations concerning the Subject Project in your area are completed. Restoration of damaged ceiling will be shouldered by the service provider as well as the repair or replacement in any damage of properties.

Attached is pertinent documents.

For your information and cooperation.


ROLANDO R. CASTRO

MEMO NO. 2021 - 125

**TOR for the Replacement of Fire Sprinkler System and Installation of Jockey Pump
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

Jockey Pump in strict accordance with the technical specifications and drawings, complete and ready for use.

- 3.3 The Contractor shall conduct site inspection to determine the specific needs of the project; and
- 3.4 The Contractor shall perform the following tasks at par with acceptable standards:
 - 3.3.1. Arrange or obtain and the cost of necessary permits, bonds and fees for the automatic sprinkler work;
 - 3.3.2. Pay all permit fees;
 - 3.3.3. Supply and install sprinkler system for the floors shown on the plans;
 - 3.3.4. Submit detailed shop drawings for review and approval of DENR, where the system shall include all pipes, hangers, sway braces, and control valve monitor switches;
 - 3.3.5. Supply and install fire pumps and jockey pump, including controllers and pumps accessories;
 - 3.3.6. Supply and install all electrical power connections, including electrical power connection to emergency power;
 - 3.3.7. Supply and install fire hose cabinets, including all accessories: fire hose 1 ½ x 50 ft, male and female brass coupling, 1-1/2 angle valve, 1-1/2 brass nipple, straight nozzle, and semi-automatic hose rack;
 - 3.3.8. Supply and install alarm check valves, complete with set of trimmings, retarding chamber, water motor alarm gong, and alarm pressure switches;
 - 3.3.9. Coordinate and interface the required electrical wiring connections to the Building Central Fire Alarm System;
 - 3.3.10. Supply and install dry standpipe system, complete with valves and fire department connection as shown in the plans;
 - 3.3.11. Furnish and install fire department connection for wet sprinkler system;
 - 3.3.12. Furnish and install inspector's test connection pipe, sight glass, and valves on the farthest point of each floor as shown in the plans;
 - 3.3.13. Supply and install floor control valve, including water flow switch, supervisory switch, and pressure gauges on each floor as shown in the plans;
 - 3.3.14. Furnish and install the conduit and wiring connection of the water flow switch and supervisory switch to sprinkler monitoring control panel and interfaced to the Building Fire Alarm Panel;
 - 3.3.15. Conduct testing of all piping works and necessary cleaning of the fire protection works including testing of the fire department pipeline (dry pipe) and drain pipe and sprinkler monitor alarm panel;
 - 3.3.16. Seal all openings through which fire may spread from the pipe with fire-resistant materials;
 - 3.3.17. Conduct chipping and plastering works necessary for the area covered in the installation of automatic sprinkler system;
 - 3.3.18. Furnish the DENR with shop drawings and secure certificate of inspection;
 - 3.3.19. Remove all rubbish and debris resulting from the fire protection work periodically from the jobsite;
 - 3.3.20. Pipe and install new water supply for cistern tank tapped to nearest MWSS supply line;

E.T.SA

2

**TOR for the Replacement of Fire Sprinkler System and Installation of Jockey Pump
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

- 5.6 The Contractor shall submit monthly Accomplishment Report accompanied with pictures every first Monday of the succeeding month, addressed to the Director of Administrative Service.
- 5.7 The Contractor shall submit pictures taken before the construction.
- 5.8 The Contractor shall have visited the site and thoroughly inspect existing facilities and considered, in the preparation of his tender, how such conditions will affect the work required by the drawings and specifications, and failure to do so will in no way relieve the Contractor of the responsibility for furnishing labor, materials, and equipment required.
- 5.9 The Contractor shall not claim additional payments or damages for any delay or extra expense caused by encountering construction or materials other than anticipated or different from those indicated.
- 5.10 The Contractor shall assume full responsibility for any and all damages to the existing construction and to verify facilities.
- 5.11 The Contractor shall take any necessary photographs of existing conditions and shall file a report with the Implementing Agency, listing any existing damaged construction before the work is started.
- 5.12 The Contractor shall finish the construction with first class workmanship to the satisfaction of the DENR Management.
- 5.13 The Contractor shall only use materials in accordance to the standards of the Bureau of Research and Standards of the Department of Public Works and Highways, the Department of Science and Technology, or the Department of Trade and Industry.
- 5.14 The Contractor shall conform with the Environment Management System being practiced by the DENR Central Office in accordance with ISO 14001-2015 by providing the following:
 - 5.14.1 A List of pre-identified Environmental Aspects and Impacts and the corresponding operational control or crisis response procedures in cases of emergency situations shall be submitted to the GSD three days upon receipt of the NTP;
 - 5.14.2 All supplies and materials to be brought inside the DENR premises shall be green labelled or environment friendly (if applicable) and bear the corresponding Material Safety Data Sheet (MSDS);
 - 5.14.3 All hazardous materials necessary for the completion of the project shall be properly labelled with MSDS and placed in a secondary containment and located at the safest place in the working area; and
 - 5.14.4 All hazardous wastes generated shall be properly turned over to DENR MRF for the inventory and subsequent disposition enlisting the services of authorized treater/transporter.
- 5.15 The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting and other activities.
- 5.16 The Contractor shall ensure that all staff are wearing their working apparels with IDs and provided with necessary safety gears.
- 5.17 The Contractor shall strictly enforce the NO STYRO OR PLASTIC POLICY in the working area.
- 5.18 The Contractor shall train DENR personnel assigned by the Director of Administrative Service for the operation and maintenance of the fire sprinkler system.

E.T.SA

9