

## **TERMS OF REFERENCE**

### **I. PROJECT TITLE:**

**Cleaning and General Maintenance of Fourteen (14) Chandeliers and Twenty-Four (24) Wall Lamps at the Ayuntamiento Building.**

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

One Hundred Seventy Thousand Pesos (Php170,000.00)

*Inclusive of all applicable tax and service charge*

### **III. SCOPE OF WORK**

1. Cleaning and maintenance of the chandeliers and wall lamps at Marble Hall, Sala de Sesiones, Vestibule, and Cafeteria.
2. Polishing and brushing of the lamp body.
3. Removal of crystal & glass parts for cleaning and proper re-installation.
4. Changing of busted bulbs, if any (cost of bulbs is not included in the contract)
5. Changing of brittle pins & rings linking crystal parts (cost of pins/rings are not included in the contract)
6. Overall check-up of each chandelier for any needed repairs or replacement of parts (any repairs work, and cost of parts/materials will be quoted separately).

### **IV. CONTRACT DURATION:**

The project must be completed in Ten (10) calendar days from the issuance of the Purchase Order.

### **V. WARRANTY:**

Six (6) months against factory defects due to faulty materials and workmanship that would substantially affect the function of the product under normal use.

### **VI. RESERVATION CLAUSE:**

The BTr reserves the right to reject documents that 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:

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