

TERMS OF REFERENCE

I. PROJECT TITLE:

SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF SOLID WOODEN DOORS, JAMB AND CASING, AND REALIGNMENT OF ONE (1) SET OF WOODEN DOORS AT THE MARBLE HALL, AYUNTAMIENTO BUILDING

II. DESCRIPTION:

The wooden doors at the Marble Hall of the Ayuntamiento Building have been severely damaged by a termite infestation and deteriorated due to age. The objective of this project is to replace these compromised wooden doors and re-align one set of wooden doors to restore the functionality and enhance the aesthetic appeal of the Marble Hall.

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

FOUR HUNDRED AND FIFTY-FIVE THOUSAND PESOS (Php455,000.00)
inclusive of all applicable tax.

IV. MATERIAL SPECIFICATIONS

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
1	40	pcs	Plywood 3/4
2	40	pcs	Liston Wood 1/2" x 2"
3	15	kgs	Wood Glue
4	15	Set	Nail 2"
5	1	Lot	Door Jamb
6	1	Lot	Finishing and Paint Supplies

V. SCOPE OF WORK

1. Mobilization of manpower, tools, and equipment.
2. Removal of existing wooden doors, including all hardware and fittings.
3. Cleaning of the floor surface to remove all unnecessary tile adhesive residue.
4. Preparation of door frames to ensure they are ready for the installation of new doors.
5. Installation of the new doors, jamb and casing
6. Installation of new wooden doors, including all necessary hardware (hinges, locks, handles).
7. Re-alignment of the one (1) set of wooden doors
8. Finishing and painting of doors same as the existing color of the wooden door.
9. Cleaning of the working area
10. To submit a warranty certificate

VI. CONTRACT DURATION:

The project must be completed within Thirty (30) calendar days from the Purchase Order issuance.

VII. WARRANTY:

One (1) year against material defects and faulty workmanship.

VIII. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

- a. Must have at least five (5) years of existence in the business.

Nature of Business: Wooden Door Replacement Projects or other projects involving termite-damaged materials.

IX. RESERVATION CLAUSE:

The BTr reserves the right to reject documents which 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.

Submitted by:

LORETO O. HIDALGO, MNSA
Chief Treasury Operations Officer II
Facilities and Maintenance Division



