

TERMS OF REFERENCE

I. PROJECT TITLE:

SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF FILE COMPACTORS LOCATED AT PROPERTIES AND SUPPLY MANAGEMENT DIVISION (PSMD), AND HUMAN RESOURCE MANAGEMENT DIVISION (HRMD) OF AYUNTAMIENTO BUILDING.

II. DESCRIPTION:

Repair of defective chains of the File Compactors located at Property and Supply Management Division (PSMD) and Human Resource Management Division (HRMD).

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

Seventy-Four Thousand Five Hundred Pesos (Php74,500.00)

Inclusive of all applicable tax

IV. SCOPE OF WORK:

A. Human Resources Management Division (HRMD) and Property Supply Management Division (PSMD):

1. Dismantling of existing file compactor.
2. Repair damaged parts of the existing file compactor (chains, tracks, etc.).
3. Replacement of parts found defective.
4. Tightening of all loose shafting and gear parts.
5. Cleaning of the working area.

V. MATERIAL SPECIFICATIONS

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
1			PSMD
	1	set	Single Fixed Cabinet (2040mm x 450mm x 2120mm)
	4	set	Double Mobile Cabinet (2040mm x 860mm x 2120mm)
	1	set	Single Mobile Cabinet (2040mm x 450mm x 2120mm)
2			HRMD
	1	set	Single Fixed Cabinet (2060mm x 475mm x 2120mm)
	4	set	Double Mobile Cabinet (2060mm x 860mm x 2120mm)
	1	set	Single Mobile Cabinet (2060mm x 475mm x 2120mm)

VI. CONTRACT DURATION:

The project must be completed in twenty (20) calendar days from the issuance of the Purchase Order.

VII. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

- a. Must have at least five (5) years of existence in the business.
- b. The Contractor shall submit the following requirements:
 1. DTI / SEC Registration Certificate
 2. Mayor's Permit
 3. PhilGEPS Registration Certificate

VIII. 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 rejects any bids; declare a failure of bidding, annul the bidding

process, or not 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:

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Facilities and Maintenance Division