

## TERMS OF REFERENCE

### I. PROJECT TITLE:

**SUPPLY OF LABOR AND MATERIALS FOR THE CLEANING OF 125,000 LITERS CISTERN TANK LOCATED AT THE BASEMENT AREA OF THE AYUNTAMIENTO BUILDING FOR F.Y. 2025**

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

Thirty-Five Thousand Pesos (Php35,000.00)

*Inclusive of all applicable tax*

### III. SCOPE OF WORK:

1. Mobilization
2. Draining of remaining water.
3. Manual cleaning using detergent flushing, scrubbing of all internal walls and flooring, and rinsing with clean water three (3) times.
4. Inspect the cistern tank structure and look for cracks or leaks inside the cistern.
5. Application of structural epoxy if there are cracks inside the cistern tank
6. Final cleaning by pouring calcium hydrochloride
7. Disposal of collected solid materials from the tank
8. Cleaning and demobilization

### IV. CONTRACT DURATION:

The project must be completed in fifteen (15) calendar days from the issuance of the Purchase Order.

### V. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

1. Follow all rules regarding **OSHA-CONFINED SPACES**, which are spaces not designed for people, which are large enough for workers to enter and perform cleaning jobs, not designed for continuous occupancy. *Contractor must have a Basic Occupational Safety and Health Certification from an accredited training center by the Department of Labor and Employment (DOLE)*

### 2. 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.

Prepared by:

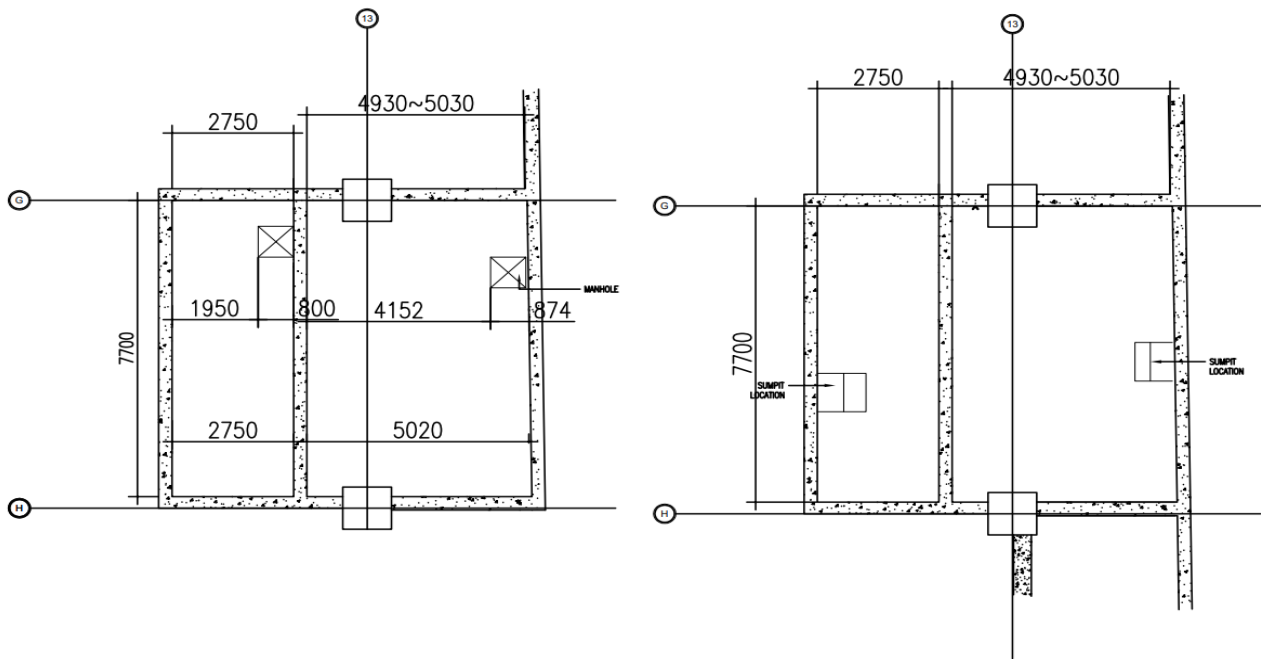
Approved By:

**ENGR. CHARLES NIXON M. BALTAZAR**  
*Administrative Officer V*  
Facilities and Maintenance Division

**LORETO O. HIDALGO, MNSA**  
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CISTERN TANK DETAILS:

PLAN VIEW



ELEVATION VIEW:

