

# **TERMS OF REFERENCE (TOR)**

## **UPKEEPING AND MAINTENANCE OF THE PORT PHYSICAL FACILITIES**

### **I. INTRODUCTION**

The Philippine Ports Authority Port Management Office of Mindoro aims to provide sufficient and properly maintained port facilities to cater to cargoes, passengers and vessels calling at the ports of its jurisdiction. The PPA presently conducts preventive maintenance of the port physical facilities and intends to continue these activities to be able to cater and provide efficient services that will meet the needs and demands of the port users.

### **II. DESCRIPTION OF THE PROJECT**

Proposed to be outsourced are the Engineering Maintenance/Support Services consisting but not limited to the following:

1. Preventive maintenance activities on mooring system;
2. Preventive maintenance Activities on Public Comfort Rooms;
3. Preventive maintenance activities on electrical system of the port;
4. Masonry, carpentry and painting/repainting maintenance activities of the buildings;
5. Preventive maintenance activities on traffic safety signages, stands and garbage receptacles;
6. Preventive maintenance activities on the port drainage system;
7. Preventive masonry maintenance activities on RC curbs, piers and wharves ;  
and
8. All other provisions of maintenance activities.

### **III. OBJECTIVES**

This Terms of Reference (TOR) is intended to provide the general scope of service required for the preventive maintenance and upkeeping of port physical facilities of the Port of Mindoro and the corresponding documentations necessary to undertake a public bidding in accordance with the Implementing Rules and Regulations of R.A. 9184.

The main objectives of the preventive maintenance activities of port physical facilities are the following:

1. To avoid further damages that may be incurred to the facilities and to prevent bigger repair cost in the future especially that these facilities are exposed to salty and corrosive breeze conditions;
2. To minimize / avoid partial / total rehabilitation/repair works on port facilities;
3. To maintain the orderliness of port facilities and cleanliness of the port area;  
and
4. To fastrack/expedite the effort of maintenance activities and to be able to comply with the request from the responsibility centers within a reasonable period of time

This Terms of References (TOR) shall serve as a guide to those interested Service Provider/Contractors who wish to provide the required services as describe below.

#### IV. SCOPE OF SERVICES

The general scope of work to be provided by the Contractor/Service Provider shall be;

##### 1. Preventive Maintenance Activities on the Mooring System:

###### a) Mooring Bollard

On a semi-annual basis or as the need arises, the above mooring fixtures shall be derusted and painted with white enamel as first coat, then red and black enamel paint in stripe layers and 2<sup>nd</sup> and 3<sup>d</sup> coats. Corresponding mooring number shall be painted in bold white color on top of each mooring fixture:

##### 2. Preventive Maintenance Activities of Public Comfort Rooms.

Existing public comfort rooms shall be checked for preventive minor repair of plumbing system and to maintain cleanliness and orderliness daily.

##### 3. Preventive Maintenance Activities on Electrical Lamp Posts

There are 7 sets of Electrical High Masts Towers of 70 feet tall and 6 sets of GI Tapered Electrical Lamp Posts of 35 feet tall.

These high mast towers and lamp posts shall be checked –up, derusted and repainted with 2 coats of enamel paint on semi-annual basis or as the need arises.

##### 4. Masonry, Carpentry and Repainting Maintenance Activities on Building:

The Baseport of Calapan has a total of three (3) buildings and two (2) guard houses including covered walk under its repair and maintenance responsibility, all located inside the port area. The preventive maintenance activities involved consist of minor repair of roofing fixture, doors and windows, ceiling fixtures, electrical fixtures and repainting of concrete, steel and masonry surface of these buildings.

##### 5. Preventive Maintenance Activities on Gates, Fences and Traffic Signages and Stand.

Existing gates, fences, port traffic signages and stands shall be checked for preventive minor repair and repainting works on a semi-annual basis.

##### 6 Preventive Maintenance Activities on the Port's Drainage System

On a semi-annual basis, the port's drainage canals (covered drainages and covered with steel gratings with an approximate length of 228.50 and 80.50 linear meter, respectively) shall be declogged to avoid flooding.

## 7 Preventive Masonry Maintenance Activities on RC Curbs, RC Pier and Wharf.

For the port's orderliness and to avoid further damages to the structures as well as to avoid the occurrence of a major rehabilitation of the facilities, the RC Curbs, RC pier and the wharf shall be chocked up for minor repairs.

V. Specifically, the winning Service Provider shall provide the service of **Two (2) Office Engineers, Two (2) Skilled Workers and Six (6) Utility Workers** for the period July 01, 2018 – December 31, 2018:

- To monitor/supervise on going projects
- To prepare program of works
- To perform maintenance carpentry works
- To perform masonry maintenance works
- To perform maintenance electrical works
- To perform maintenance work for other port facilities
- Other task to be assigned by immediate supervisor

All the above –required personnel shall be able to read and write and possess the necessary tools and skills for each field expertise.

These personnel shall report to work from 8:00a.m. – 5:00p.m. from Monday to Saturday and Overtime. Schedule shall be subject to change as the need arises.

## VI. **DATAILED COST ESTIMATES**

The unit cost of the engineering maintenance services shall be prepared in accordance with the following format.

### Cost Estimates

1. Materials
2. Labor
3. Equipment
4. VAT
5. Sub-total
6. Contingencies
7. Profit
8. Total

## VII. **WAGE RATES OF UTILITY WORKERS**

The wage rate of Utility Workers shall be based on the Department of Labor and Employment (DOLE). National Wages and Productivity Commission's duly-approved Daily Rates for MIMAROPA, Mindoro (Oriental and Occidental).

## VIII. **OVERTIME PAY**

Overtime pay shall be govern by the existing rules and regulations on payment of overtime rendered services, if necessary.

## **IX. CONTRACTOR'S ELIGIBILITY CHECK AND TENDER DOCUMENTS**

1. Contractor's Eligibility Check – The PMO Bids and Awards Committee (BAC-EP) shall conduct the evaluation of Contractors Eligibility statements submitted by prospective bidders/tenderers on forms duly prepared by the PMO.
2. Preparation of the Contractor's Eligibility Statement, Bid Documents in accordance with the Implementing Rules and Regulations of RA 9184.

The BAC for Civil Works shall check the submitted documents of each bidders against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "Failed".

The Philippine Ports Authority, Port Management Office of Mindoro (PPA, PMO-MINDORO) assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the Bid and reserves the right to reject any/or all bids, waive any informality and to accept such bid most advantages to the Authority.

## **X. RESPONSIBILITY OF THE PROSPECTIVE CONTRACTOR**

- a. The contractor shall at all times utilize the most cost effective and widely-accepted standards and practices in accomplishing the preventive maintenance activities as called for every port facilities.
- b. The Contractor shall keep the PPA fully informed on all matters relating to the maintenance and activities accomplishments on a monthly basis.

## **XI. RESPONSIBILITY OF THE PHILIPPINE PORTS AUTHORITY**

- a. For and in consideration of the full, satisfactory and faithful performance by the Contractor of all the preventive maintenance activities defined and provided for in this Terms of Reference (TOR), PPA shall pay the full amount considered to the Lowest Calculated Responsive Bid of all the bid proposal submitted.
- b. Payment of the Contractor's services shall be on a semi-monthly basis and shall be charged against the Annual Routinary Preventive Maintenance funds of PMO MINDORO for CY 2018.
- c. The PPA shall assign a qualified engineering personnel to monitor/supervise and oversee the work direction of the preventive maintenance activities as implemented by the assigned workers of the Contractor to determine its actual progress and accomplishments as compared to plan/schedule of maintenance activities.

## **XII. KINDS OF PROCUREMENTS NOT COVERED BY THIS TOR**

This Terms of Reference/undertaking shall not cover the following Repair projects:

1. Those projects which are included in the Prioritize List of Proposed Engineering Projects PLOPEP and the Annual Procurement Plan (APP) as funded and project coded separately for implementation by the Head Office.

2. Those projects which are identified and prioritized for implementation under the small-Value Procurement as Provided for under Section 53.9 of the Republic act 9184 as amended.
3. Repair and maintenance projects with ABCs equal to Fifty thousand pesos (Php 50,000) and below
4. Repair and maintenance projects which are equipment-intensive.
5. Those which are not within the capability of the hired workers.

Prepared by:

Approved By:

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