TERMS OF REFERENCE (TOR)

Project Title & Code:	**(MPF-MOC-02-2026) - Maintenance of Manhole Covers, Port of Cagayan de Oro**
Project Location:	**Port of Cagayan de Oro**
Approved Budget of the Contract (ABC):	**Eight Hundred Ninety-Five Thousand Two Hundred Seventy-Five Pesos and 00/100 (Php 895,275.00)**

I. PURPOSE AND SCOPE

The Philippine Ports Authority – Port Management Office of Misamis Oriental/Cagayan de Oro (PPA PMO MOC), through the Engineering Services Division (ESD), undertakes preventive maintenance works to ensure safe, efficient, and reliable port operations.

This project covers the **maintenance, repair, rehabilitation, and improvement of Manhole Cover facilities** within the Port of Cagayan de Oro to ensure structural integrity, operational functionality, safety, and security of port users and personnel.

The scope of work includes the supply of all necessary labor, materials, tools, equipment, supervision, and other incidentals required for the complete execution of the project in accordance with approved plans, technical specifications, and applicable engineering standards.

The scope involves the **supply of materials, labor, and equipment** of the **Maintenance of Manhole Covers, Port of Cagayan de Oro**, to wit:

Item Description	Quantity and Size
Construction of Project Billboard/Signboard	1 Lot
Safety Materials	1 Lot
Demolition and Disposal	35.28 SQ.M
Concrete Works	7.06 SQ.M
Formworks	1 LOT
Reinforcing Steelworks	989.51 KGS
Steelworks	2308.59 KGS

II. TECHNICAL SPECIFICATIONS

All works shall be executed in a neat, workmanlike, and structurally sound manner acceptable to PPA PMO MOC and other applicable standards.

Materials Requirements

All materials to be supplied and installed shall be brand new, free from defects, and suitable for the intended application unless otherwise approved by the Procuring Entity.

III. DELIVERY / PROJECT REQUIREMENTS

Scope of Works

The Contractor shall:

1. Conduct site inspection and verification of existing conditions;
2. Mobilize required manpower, materials, and equipment;
3. Perform demolition/removal of damaged components where necessary;
4. Perform fabrication, installation, repair, and rehabilitation works;
5. Ensure proper alignment, installation, and finishing of all components;
6. Restore affected structures and surrounding areas;
7. Conduct final clean-up and disposal of debris.

All works shall conform to approved plans, specifications, manufacturer standards, and PPA PMO MOC guidelines.

Project Site

The Project Site is located at Baseport, Port of Cagayan de Oro, Port Area, Macabalan, Cagayan de Oro City.

Project Duration

The project shall be completed within **sixty (60) days** from the receipt of the Notice to Proceed (NTP).

All Work Extensions and Suspensions shall be requested and made in writing and should be **properly justified** in line with existing regulations under the IRR of the Republic Act No. 12009, or the New Government Procurement Act (NGPA), and shall be subject to approval by the Port Manager.

IV. PROJECT DOCUMENTATION REQUIREMENTS

To facilitate efficient implementation and timely completion of the project, the following documents shall be required:

Procurement/Pre-Implementation Requirements

The contractor shall submit the following documents **duly notarized,** prior to implementation:

1.) Bidder's Manpower & Equipment Deployment Commitment Schedule;
2.) Bidder's Certificate of Site Inspection (CSI)

Implementation Requirements

During project implementation, the Contractor shall submit:

1.) Daily Accomplishment Reports;
2.) Daily Log of Workers and Equipment Deployment;
3.) Geotagged Progress Photos (Before, During, and After);
4.) Incident Report for delays and deficiencies;
5.) Requests for Work Suspension & Resumption, if applicable.

Punch-listing and Final Inspection Requirements

Prior to final acceptance, the Contractor shall comply with all punch-list items identified by PPA PMO MOC. Upon completion of all works, the Contractor shall formally request the Final Inspection and Billing through a written request addressed to the Port Manager of this PMO, through the ESD.

The Final Inspection shall be conducted by the designated Inspection Team and the Project-in-Charge to verify that:

1. All works have been completed in accordance with the approved plans, technical specifications, scope of work, and applicable engineering standards;
2. All punch-list items and deficiencies have been corrected and completed;
3. Workmanship and installed materials are acceptable and free from defects;
4. The project site has been properly cleaned and restored;
5. Required reports, photographs, and supporting documents have been submitted.

The Contractor shall submit the following during Final Inspection:

a. Letter Request for Final Inspection and Billing;
b. Geotagged Photo Documentation (Before, During, and After);
c. Daily Accomplishment Reports, if required;
d. As-Built Plans;
e. Affidavit certifying full payment of labor and materials;
f. Performance and Warranty Bonds with attached Original Receipt;
g. Other supporting documents as may be required by PPA PMO MOC.

Only upon satisfactory compliance and acceptance of all requirements shall the Procuring Entity issue the corresponding Certificate of Completion and Acceptance for purposes of final billing and payment processing.

V. PRICING, PROCUREMENT METHOD, & PAYMENT TERMS

The **Approved Budget for the Contract (ABC)** is **Eight Hundred Ninety-Five Thousand Two Hundred Seventy-Five Pesos and 00/100 only (Php 895,275.00), inclusive of VAT.**

This procurement shall be undertaken through **Small Value Procurement** in accordance with the NGPA.

In lieu of retention money, the Contractor is required to submit their **bank guarantee or surety bond callable on demand**, in accordance with the NGPA.

Progress Billing may be allowed once during project implementation, subject to actual accomplishment and verification by the Inspectorate Team and the ESD.

The remaining balance shall be released only upon 100% completion, final inspection, acceptance of the project, and submission of complete billing and close-out documents in accordance with existing government accounting and auditing rules and regulations.

VI. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall:

a. Provide all necessary materials, labor, and equipment;
b. Execute all works in accordance with approved specifications;
c. Ensure safety of workers and the public during construction and provide temporary safety measures;
d. Submit required deliverables including the Daily Accomplishment Report, Work Schedule, Progress Reports with Photos;
e. Ensure proper waste disposal and site cleanliness;
f. Repair any damage caused during construction.

VII. RESPONSIBILITIES OF THE PROCURING ENTITY

This Port Management Office (PMO), thru the ESD, shall:

1.) Assign a **Project-in-Charge (PIC)** to monitor the project;
2.) Provide access to work areas;
3.) Conduct inspection and acceptance of completed works;
4.) Validate submitted reports and documents;

5.) Issuance of **Certificate of Completion and Acceptance** upon satisfactory completion, then process payment.

6.) Process payment subject to existing accounting and auditing rules.

VIII. PENALTIES FOR DELAY

For **unjustified delay**, Liquidated Damages shall be imposed at a rate of **0.10% (One-Tenth of One Percent) of the unperformed portion of the contract per calendar day of delay.**

The total Liquidated Damages shall **not exceed ten percent (10%) of the total contract price,** after which the Procuring Entity may rescind the contract in accordance with rules and regulations under the NGPA.

IX. BIDDER QUALIFICATIONS AND OTHER INFORMATION

Interested and eligible bidders must submit the following eligibility documents:

TECHNICAL DOCUMENTS	FINANCIAL DOCUMENTS
1.) Valid and updated PhilGEPS Registration Certificate, including Annex "A" and its underlying attachments; 2.) Duly Accomplished Bid Form; 3.) Certificate of Site Inspection (CSI), notarized; 4.) Manpower and Equipment Deployment Commitment Schedule, notarized; 5.) Omnibus Sworn Statement/Eligibility Declaration, notarized; 6.) Other documents deemed necessary for minimum qualification.	1.) Duly Accomplished Request for Quotation (RFQ) / Canvass Form

Failure to comply with the required technical and financial documents may constitute grounds for disqualification.

X. BID EVALUATION AND AWARD

The evaluation of quotations shall be undertaken in accordance with the NGPA and its IRR using the criteria of the: **Lowest Calculated and Responsive Bid (LCRB)**

The quotation with the lowest calculated price shall be evaluated based on compliance with the

technical specifications, documentary requirements, scope of work, and other requirements indicated in this TOR and the Request for Quotation (RFQ).

The PPA PMO MOC, with the BAC, reserves the right to:

- Verify all submitted documents and quotations;
- Require submission of additional supporting documents for verification;
- Reject quotations that are incomplete, non-compliant, or technically deficient;
- Recommend award to the bidder with the LCRB.

This TOR takes effect upon approval by the Port Manager and remains valid until full and satisfactory completion of the project.

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