TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

MAINTENANCE OF STRUCTURED CABLING LOCAL AREA NETWORK, PORT OF CAGAYAN DE ORO (MPF-MOC-23-2025)

A. DESCRIPTION

The project outlines the requirements for the ongoing maintenance of the structured cabling system supporting the Local Area network (LAN) in Building 1 premises. The network supports voice, data and other ICT services essential to the operations of the organization.

B. OBJECTIVES

The objective is to supply all necessary materials, labor and equipment for the maintenance of structured cabling of local area network to ensure continuous, reliable and high-performance operation of the structured cabling infrastructure, minimizing downtime and addressing faults promptly while maintaining the integrity, safety and compliance of the system.

C. GENERAL SCOPE OF WORKS

The supplier/contractor shall undertake the project in accordance with the accepted industry standards and procedures.

The services to be rendered by the said supplier shall include but not limited to the following:

1. Consult with the Authority, thru the Engineering Services Division Technical Staff, to ascertain the objectives and requirements of the services and confirms such requirements to the Authority.

2. Conduct ocular inspection of all components and conduct actual measurement at the site.

3. Supply of labor and materials for the maintenance of structured cabling including termination, fusion, testing and commissioning.

4. Perform other services or reasonable tasks that relate to the foregoing deliverables, which the Authority or its authorized representative may direct.

D. TERMS AND CONDITION

1. **Scope of Work:**

   - The contractor shall undertake Routine Maintenance, Corrective Maintenance, Compliance and Standards.

2. **Responsibilities:**

   - Provide qualified and certified network technicians
   - Supply necessary testing and repair equipment
   - Maintain confidentiality and data security while operating sensitive environments.

E. TIMETABLE

The supplier shall commence the activities effective a day after the receipt of the Notice to Proceed. The completed project shall be delivered, installed, tested and made operational within Thirty (30) calendar days from the commencement of the activities.

F. FIRM AND STAFF REQUIREMENTS

The supplier shall be responsible in ensuing the timely completion of the project and shall have personnel complementation of adequate technical background, experience and capability.

The supplier shall provide appropriate personal protective equipment (PPE) such as hard hat, safety reflectorized vest, gloves and other appropriate PPE to their staff and crew when working on the project.

G. SCHEDULE OF PAYMENTS

All payments shall be processed only upon completion and issuance of a Certificate of Completion and Acceptance, subjected to accounting and auditing rules and regulations.

H. BUDGET

The Approved Budget of the Contract for the project "***MAINTENANCE OF STRUCTURED CABLING LOCAL AREA NETWORK, PORT OF CAGAYAN DE ORO***" is ***Nine Hundred Eighteen Thousand Nine Hundred Forty-Nine and 00/100 Pesos (Php 918,949.00).***

I. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the **MAINTENANCE OF STRUCTURED CABLING LOCAL AREA NETWORK, PORT OF CAGAYAN DE ORO** shall be procured through Small Value Procurement, in accordance with Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Interested bidders must submit their proposals on or before _____, at _____ am/pm, at the address provided. Prospective bidders will be evaluated based on a non-discretionary "pass/fail" criterion, and shall submit the updated/renewed printed copies of the following documents as part of the technical/financial proposal/envelope:

Technical Proposal	• ***PhilGEPS Certificate of Registration, with corresponding Annexes*** • ***Certificate of Registration from SEC/DTI whichever is applicable*** • ***Valid Mayor's Permit*** • ***PCAB License*** • ***Income/Business Tax Return*** • ***Omnibus Sworn Statement***
Financial Proposal	• ***Duly Accomplished Request for Quotation***

Prepared and Submitted By:

KAREL T. SUMICAD
Construction Foreman

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD Manager

Approved:

Digitally signed by FERNANDO B. MAPALO, JR
Date: 2025.06.04 13:14:48 +08'00'

FERNANDO B. MAPALO, Jr.
Acting Port Manager