TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

Maintenance of Gate Counter Booth, Port of Cagayan de Oro (MPF-MOC-20-2025)

A. DESCRIPTION

This project entails the construction and maintenance of five (5) Gate Counter Booths at the Port of Cagayan de Oro. Each booth will be designed as a compact shed-type structure, constructed using fiber cement board wall panels reinforced with tubular steel frames and roofed with pre-painted, long-span corrugated galvanized iron sheets.

The primary function of these booths is to provide secure and weather-resistant shelter for personnel assigned to gate and container yard operations. Additionally, the booths will serve as points of assistance for port users. These structures will also contribute to the overall security of port users, PPA employees, and port operators. To ensure effective operation and safety during night shifts, each booth will be equipped with solar-powered lighting for both interior and exterior illumination, enhancing visibility and supporting round-the-clock port activities.

B. SCOPE OF WORKS

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

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

1. **Consultation**: Consult with the Authority, through the Engineering Services Division Technical Staff, to ascertain the objectives and requirements of the services and confirm such requirements with the Authority.
2. **Site Inspection**: Conduct ocular inspection and actual measurement at the site.
3. **Supply of Materials, Labor, and Equipment** for the following scope of work:

DESCRIPTION OF WORK	UNIT	QUANTITY
1.01. Replacement of Dilapidated Guardhouse:	units	5
Supply of materials, labor and Equipment for the replacement of guardhouse		

C. MATERIALS INVOLVED IN THE PROJECT

Post/Framing
3mm x 100 x 100 Galv. Square Tube
3mm x 50 x 75 Galv. Rectangular tubeSquare bar
2mm x 50 x 100 C Purlins
Floor/Side framing:
3mm x 75 x 100 Galv. Rectangular tubeSquare bar
3mm x 50 x 75 Galv. Rectangular tubeSquare bar
3mm x 50 x 50 Galv. Square tube
Floor Finish
12"x12" Vinyl Tiles
Rugby
Roofing works (11.85 sq.m.):
0.40MM x 1.133m Corr. Blue Longspan roofing

0.40MM thk x 0.4m x 2.4 m ridge roll
tekscrew 2" (300pcs/box)
blind rivets 5/32 (250pcs/box)
Electrical Lines/fixture
100W floodlight with solar panel
Others:
Sticker Log Signages (Vinyl Print; Waterproof Sticker)
stainless handle
12mm thk. X 250mm x 250mm steel plates
8mm dia. Barreled bolt
3/4"thk. Marine plywood
1/2"thk. Hardiflex
Epoxy primer
Enamel White
Flat Latex White
Semi-Gloss White
Body filler
Lacquer Spot Putty
Consumable (5% of Material cost)

D. LABOR COMPONENT

1. Foreman
2. Skilled Laborer
3. Unskilled Laborer
4. Painter

E. EQUIPMENT

1. Boom Truck
2. Welding Machine
3. Minor tools

D. TIMETABLE

The supplier/contractor shall commence activities on the day following receipt of the Notice to Proceed. The mobilization, supply, and delivery of materials, as well as the required work, must be completed within Forty-five (45) calendar days from the commencement of activities. Additionally, the supplier/contractor shall immediately submit the Pert/CPM and Bar Chart Schedules for the project to the ESD Office.

E. FIRM AND STAFF REQUIREMENTS

The supplier/contractor shall be responsible for ensuring the timely completion of the project and shall have personnel with adequate technical background, experience, and capability.

The supplier/contractor shall provide the minimum appropriate personal protective equipment (PPE) such as hard hats, reflectorized vests, working shoes, face masks, and face shields, and shall provide disinfecting solutions such as alcohol and sanitizers to their staff and crew.

F. SCHEDULE OF PAYMENTS

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

The Contractor shall also submit a printed copy of the project's As-Built Plan to the Port Management Office (PMO).

G. BUDGET

The Approved Budget of the Contract for the project for the **Maintenance of Gate Counter Booth, Port of Cagayan de Oro (MPF-MOC-20-2025)** is Nine Hundred Ninety Thousand and 00/100 Pesos (**₱ 990,000.00**)

H. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the **Maintenance of Gate Counter Booth, Port of Cagayan de Oro (MPF-MOC-20-2025)** 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 *June 27, 2025, at 8:30 A.M*, 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 by:

MARC M. AVELLANA
Supervising Engineer A

Approved:

ANTONIO M. TORCINO, JR.
OIC - ESD-Manager

Approved:

Digitally signed by
Fernando B. Mapalo, Jr.
Date: 2025.06.20
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FERNANDO B. MAPALO, JR.
Acting Port Manager