TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

Maintenance of Sobs and Other Greeneries, Baseport and Terminal Ports

(MPF-MOC-05-2025)

A. DESCRIPTION

The project aims to enhance the existing greeneries of the baseport and terminal ports by introducing landscaping with the provision of water sprinklers to sustain its growth, specifically at the baseport, aside from ornamentals for the baseport and terminal ports.

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. Supply and Delivery of Materials, Including Labor for Landscaping, Area Cleaning and Preparation	Lot	1
Provide all necessary labor, materials, for Landscaping, Area Cleaning and Preparation		
2. Supply and Delivery, Placing of Ornamental Plants		
Provide all necessary labor, materials, for Supply and Delivery, Placing of Ornamental Plants		
3. Greeneries for Port of Balingoan, Misamis Oriental		
Provide all necessary labor, materials, and equipment for the Greeneries for Port of Balingoan, Misamis Oriental		
4. Greeneries for Port of Opol, Misamis Oriental		
Provide all necessary labor, materials, and equipment for the Greeneries for Port of Opol, Misamis Oriental		
5. Greeneries for Port of Benoni, Camiguin		
Provide all necessary labor, materials, and equipment for the Greeneries for Port of Benoni, Camiguin		
6. Greeneries for Port of Balbagon, Camiguin		
Provide all necessary labor, materials, and equipment for the Greeneries for Port of Balbagon, Camiguin		

C. MATERIALS INVOLVED IN THE PROJECT

Ornamental Plants
Garden Soil
Peeble Stones, White
Peeble Stones, Orange

Crushed Stones
Boulder Stones
Weed Blocker
Bermuda Grass (5"x5")
Pipe, Polyethylene, 3/4"Ø x 100mL
Tee Socket, P.E., 3/4"Ø
Sprikler Head
Tapelon Tape
Cement
Sand
Gravel

D. LABOR COMPONENT

1. Foreman
2. Skilled Laborer
3. Unskilled Laborer

E. EQUIPMENT

Elf/Truck
Concrete Cutter Machine
Chipping Gun

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.

The supplier/contractor shall submit to the Port Management Office (PMO), through the PPD Office, a list of their key personnel, workers, and equipment operators, as well as a list of vehicles and equipment, if applicable, that will enter the port premises. All personnel are required to undergo an online orientation, such as the Basic Port Operation Seminar (BPOS), which is conducted every Tuesday. Upon completion, they will be issued identification cards subject to a minimum fee as prescribed by the PMO.

F. SCHEDULE OF PAYMENTS

All payments shall be processed only upon the completion of the project and the issuance of a Certificate of Completion and Acceptance, in accordance with applicable 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 i *Maintenance of Sobs and Other Greeneries (MPF-MOC-05-2025)* is **Nine Hundred Ninety Fifty Thousand Pesos** (**₱ 995,000.00**).

H. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the *Maintenance of Sobs and Other Greeneries (MPF-MOC-05-2025),* 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 (RFQ)
- Canvass Form

Prepared by:

NESTOR S. BULLECER
Senior Engineer A

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by
Fernando B. Mapalo, Jr.
Date: 2025.06.20
10:33:11 +08:00

FERNANDO B. MAPALO, JR.
Acting Port Manager