TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Building No. 1 (Walls, Flooring, and Toilets), Port of Cagayan de Oro (MPF-MOC-14-2025)

A. DESCRIPTION

The project aims to maintain and improve the facilities at Buildling 1, Baseport of the Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro (PMO MO/C). This maintenance work is intended to preserve the structural integrity, safety, and usability of the building, while improving sanitation and overall working conditions.

B. SCOPE OF WORKS

The contractor shall undertake the project in full accordance with unanimously accepted industry standards and procedures. The services to be rendered by the contractor shall include, but not be limited to, the following:

1.) **Consultation** - Consult with the Authority, through the Engineering Services Division (ESD) Technical Staff, to ascertain the objectives and requirements of the services and confirm such requirements with the Authority.

2.) **Site Inspection** - Conduct frequent ocular inspection and actual measurement at the site to determine the full extent of the required maintenance works.

3.) **Supply of Materials, Labor, and Equipment** for the following scope of work, which may include but not be limited to:

NO.	WORK DESCRIPTION	UNIT	QUANTITY
1.0	**Removal/Disposal of Dilapidated ceilings, cabinets and cleaning glass windows**	Lot	1.00
2.0	**Replacement of Dilapidated Ceiling** Supply of Materials, Labor and equipment for the replacement of Dilapidated Ceiling	sq. m.	162.83
3.0	**Replacement of Dilapidated Cabinets** Supply of Materials, Labor and equipment for the Replacement of Dilapited Cabinets	sq. m.	33.76
4.0	**Repainting of Walls and Cabinets (Staircase ,3rd floor Hallway, Guestroom and Dining Area)** Supply of Materials, Labor and Equipment for the repainting of Staircasing , 3rd floor Hallway , Guestroom and Dining Area	sq. m.	918.68

5.0	**Replacement of Plumbing Fixtures Guest Room** Supply of Materials, Labor and tools for the Replacement of Plumbing Fixtures Guest Room	lot	1.00
6.0	**Tile Works** Supply of Materials and Labor for the replacement of CR Guest Room Floor tiles	sq. m.	1.76
7.0	**Replacement of Acoustic Ceiling Boards, lights and roller shades** Supply of Materials, Labor and tools for the replacement of acoustic board, lights and roller shades of multi purpose hall	lot	1.00

C. MATERIALS INVOLVED IN THE PROJECT

Hardiflex 4.5mm thk
Metal Furring 50mm x 19mm x 0.4mm thk.
Carrying channel 38mm x 12mm x 0.8mm
W-Clip 2.5mm thk.
Wall angle 25mmx25mmx0.4mm thk
Blind Rivets 1/8 x 1/2 (1000pcs/box)
1" Metal Screw
Ceiling moulding
3/4"Plyboard
1/4"Ordinary Plywood
Conceal hinges full
Cabinet Handle
Finishing nail
2x4x10 good lumber
Flat wall enamel white
Quick Dry Enamel Paint (white)
Paint thinner
Glazing Putty
Flat latex Paint (white)
Semi-Gloss Latex Paint (white)
Skimcoat
Clear gloss Varnish
Quick Dry Enamel
Paint thinner
all purpose epoxy
consumables
Water Closet -Dual Flush Siphon Jet Dual Flush (3Ltrs/6Ltrs (soft closed)
Wall hung Lavatory
1/2"dia. Stainless Bidet
3-way stainless angle valve
Shower set

Stainless Wall Faucet Door Knob PVC Door with louver 30CMx3OCM Glazed Ceramic Tiles Tile Adhesive, 25kg Tile Grout, 2kg Acoustic board 1200x60mm 1200x300mm 2-18W Led tube recessed type Blackout roller shades 1.6m x 1.8m Recessed LED Downlight 18w round 200mm

D. LABOR COMPONENT

The contractor shall deploy the following labor personnel during the implementation of the project:

1.) Foreman
2.) Laborer(s) – Skilled & Unskilled

E. EQUIPMENT

The contractor shall provide at least the following equipment to facilitate work execution:

1.) Mini Dump Truck

F. TIMETABLE

The contractor shall commence all project related activities **within seven (7) days** after receipt of the **Notice to Proceed (NTP)**. The mobilization, supply, and delivery of materials, as well as the required work, must be completed within **sixty (60)** calendar days from the commencement of activities.

Additionally, the contractor shall also submit to the ESD the **Pert/CPM** and **Bar Chart Schedules** for the project prior mobilization.

G. FIRM AND STAFF REQUIREMENTS

The contractor shall be responsible for ensuring the timely completion of the project and shall have personnel with sufficient technical background, experience, and capability to carry out the required work.

The ESD shall also assign a **Project Engineer-in-Charge**, who will oversee and manage the project throughout its entire duration.

Additionally, the following shall be strictly observed:

- All personnel must be provided with proper **Personal Protective Equipment (PPE)** such as hard hats, reflectorized vests, working shoes, face masks, and face shields.
- The contractor shall provide **disinfecting solutions** (e.g. alcohol and sanitizers) for the safety of their staff and crew.
- Compliance with applicable **health, safety, security, and environmental regulations** must be strictly observed throughout the duration of the project.

H. DELIVERABLES

The contractor shall deliver the following, which may include but not limited to:

- Complete execution of the project
- Proper disposal of waste and debris
- As-built Plan, documentation and/or reports, which will be submitted to the PMO.
- Certificate of Completion and Acceptance.
- Other deliverables pertaining to project completion.

I. PROJECT DOCUMENTATION REQUIREMENTS

The contractor shall **prepare** and submit a **printed copy of the project's As-Built Plan** upon completion of the project, and shall undergo the following review and approval process:

- **Checked** by the **Project Engineer-in-Charge of the PMO;**
- **Reviewed** by the **ESD Manager;** and,
- **Approved** by the **Port Manager**

Submission of the As-Built Plan shall be a **prerequisite** to the issuance of the Certificate of Completion and Acceptance and subsequent processing of final payment.

J. SCHEDULE OF PAYMENTS

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

K. BUDGET

The Approved Budget of the Contract for the project for the ***Maintenance of Building No. 1 (Walls, Flooring, and Toilets), Port of Cagayan de Oro (MPF-MOC-14-2025)*** is Nine Hundred Eighty Thousand Pesos and 00/100 only (**₱ 980,000.00**).

L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Maintenance of Building No. 1 (Walls, Flooring, and Toilets), Port of Cagayan de Oro (MPF-MOC-14-2025)*** 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 ***July 25, 2025 at 08:30 A.M***, at the ***PPA, PMO Misamis Oriental/Cagayan de Oro, Port Area, Macabalan, Cagayan de Oro City***. 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:

1.) Technical Proposal

a. Updated PhilGEPS Certificate of Registration, with corresponding Annexes and attachments
b. Income/Business Tax Return
c. Omnibus Sworn Statement

2.) Financial Proposal

a. Duly Accomplished Request for Quotation

Prepared by:

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Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

FERNANDO B. MAPALO, JR.
Port Manager