TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Opol Office, Port of Opol
(MPF-MOC-30-2025)

A. DESCRIPTION

The project aims to maintain and improve the Terminal Management Office of Opol, Port of Opol, of the Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro (PMO MO/C). The maintenance work ensures the continuous functionality, safety, and efficiency of all services therein, and enhances the overall working environment of the office with a cleaner and more conducive workplace.

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 Existing Roofing and Cutting of Door / Aircon slot**	lot	1.00
2.0	**Installation of Single Pre-Fab 6mx2.5mx2.5m** Supply of Materials, Labor and equipment for the installation of Single Pre-Fab 6mx2.5mx2.5m	unit	1.00
3.0	**Installation of Door Jamb and Aircon Framing** Supply of Materials, Labor and equipment for the Installation of Door Jamb and Aircon Framing	lot	1.00

C. MATERIALS INVOLVED IN THE PROJECT

Single Pre-Fab 6m x 2.5m x2.5m Inclusions: EPS Panel walling 50mm and ceiling 50mm Galvanized steel frame PVC Window 3 set 2 gang outlet & 1 switch Flooring 3/4 "Marine Plywood Including Installation and Labor Add on: Double action glass door floormat (black) roofing 50mmx150mmx1.5mm rectangular tubing Angle Bar, 38x38x3mmx6m Flat bar 25mmx6mmx6m Epoxy primer gray Quick Dry Enamel consumables

D. LABOR COMPONENT

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

1.) Foreman
2.) Laborer(s) (Skilled and Unskilled)

E. EQUIPMENT

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

1.) Boom Truck
2.) Acy/Oxygen Cutting Outfit
3.) Welding Machine
4.) Portable Grinder

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 **forty-five (45)** 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 Opol Office, Port of Opol (MPF-MOC-30-2025)*** is Three Hundred Sixty Thousand Six Hundred Thirteen and 00/100 (**₱ 360,613.00**) only.

L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Maintenance of Opol Office, Port of Opol (MPF-MOC-30-2025)*** 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:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.07.19 12:50:54 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager