TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Supply of Materials, Labor, and Equipment for the Materials Recovery Facility, Port of Balingoan
(MPF-MOC-34-2025)

A. DESCRIPTION

The project involves the **Supply of Materials, Labor, and Equipment for the Materials Recovery Facility** located at the Port of Balingoan, Terminal Management Office of Balingoan, Brgy. Bauk-bauk, Misamis Oriental of the Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro (PMO MO/C). This initiative aims to support the proper handling, segregation, and processing of recoverable waste materials within the port, in compliance with environmental standards and sustainable waste management practices.

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	**Structural Steel Framing** Post and Base Floor Framing Girt, Walling, Partitions, and Doors Roof Framing	 sq. m. sq. m. sq. m.	 9.76 43.44 20.80
2.0	**Flooring**	sq. m.	9.76
3.0	**Roofing**	sq. m.	17.68
4.0	**Steel Matting and Metal Sheet Walling**	sq. m.	41.06
5.0	**Signages/Painting**	lot	1.00

C. MATERIALS INVOLVED IN THE PROJECT

Steel Channel, 100mmx50mmx4mm thk x 6mL
Angle Bar, 75mmx75mmx4mm thk x 6mL
Cutting Disc, 400mmØ
Welding Rod, 1/8" x 6012
Grinding Disc, 100mmØ
Angle Bar, 50x50x4mmx6mL
Angle Bar, 38x38x3mmx6mL
Angle Bar, 25x25x3mmx6mL
Cutting Disc, 400mmØ
Barrel Bolt, assembly
C-Purlins, 50x75x1.2mm thk.
Phenolic Board, 1.2m x 2.4m x 3/4" thk.
Angle bar, 38x38x3mmthk. X 6mL
Grinding Disc, 100mmØ
Roofing Sheet, 0.4mm thk., Rib-Type, Pre-Painted
Ridge Roll, Pre-bended, Pre-painted, 2.4mL
Teck Screw, 1/8" x 1 1/2
Blind Rivets
Consumables
Steel Matting 1.20x2.40x3mm thk wire, 50mm sq. hole
Metal Sheet, Pre-painted, Rib-Type, 0.4mmthk x 1mW
Teck Screw, 1/8" x 1 1/2
Welding Rod
Acrylic Signages (Hazardous, Recyclable, and Authorized Personnel Only)
Red Oxide Primer
Quick Dry Enamel gray
2" Paint Brush

D. LABOR COMPONENT

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

1.) Foreman
2.) Fabricator(s)
3.) Welder(s)
4.) Laborer(s) – Skilled & Unskilled
5.) Installer (s)

E. EQUIPMENT

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

1.) Welding Machine
2.) Wheel Bar Cutter
3.) Portable Grinder
4.) Cutting Outfit
5.) Minor Tools
6.) Electric Drill

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 ***Supply of Materials, Labor, and Equipment for the Materials Recovery Facility, Port of Balingoan (MPF-MOC-34-2025)*** is ***One Hundred Ninety-Nine Thousand Nine Hundred Eighty-Three Pesos and 00/100*** only ***(PhP 199,983.00)***.

L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Supply of Materials, Labor, and Equipment for the Materials Recovery Facility, Port of Balingoan (MPF-MOC-34-2025)*** 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:

NESTOR S. BULLECER
Senior Engineer A

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by
Fernando B. Mapalo, Jr.
Date: 2025.07.19
12:53:36 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager