# TERMS OF REFERENCE (TOR)
TECHNICAL SPECIFICATIONS

**Maintenance of Access Control and Command Center, Port of Cagayan de Oro**
(MPF-MOC-21-2025)

## A. DESCRIPTION

The project is undertaken to ensure the continuous functionality, safety, and operational efficiency of the facilities that house the port's security and surveillance systems. The scope of work covers the periodic upkeep of the building structure, electrical and communication lines, maintenance and repainting works.

## 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:

**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.

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

**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** | **Access Control and Command Center** | | |
| | [1.01] Removal of C.R., Dilapidated Tiles, Ceiling, Gutter, Downspouts | lot | 1.0 |
| | [1.02] Repair of Roofing, Downspout, and Gutter | lot | 1.0 |
| | [1.03] Replacement of Dilapidated Wooden Eaves Ceiling and Corner Mouldings | sq. m. | 53.68 |
| | [1.04] Repair of Comfort Rooms | lot | 1.0 |
| | [1.05] Provision of Glass Partition and Glass Door | sq. m. | 13.20 |
| | [1.06] Supply and Delivery of Drinking Fountain | unit | 3.0 |

| | | | |
|---|---|---|---|
| | [1.07] Painting and Repainting Works, Including Surface Preparations | sq. m. | 559.60 |
| **2.0** | **Welcome Façade** | | |
| | [2.01] Concrete and Masonry, Including Formworks | sq.m. | 13.43 |
| | [2.02] Cladding of Existing Columns | sq.m. | 11.02 |
| | [2.03] Tile Works, Including Painting | sq.m. | 24.57 |
| | [2.04] Supply and Install Spot Lights, Including Duct and Wirings | lot | 1.00 |
| | [2.05] Supply and Install PPA Logo and Signage Text | unit | 2.00 |

**C. MATERIALS INVOLVED IN THE PROJECT**

Grinding Disc, 100mmØ
Gutter, Pre-Fabricated, Pre-Painted
Tape, Ducting, Aluminum, 50mmW
Pipe, PVC, 50mmØ x 3mL
Nails
Rivets
Plywood, Marine 6mm thk.
Moulding, Wood, Corner, 75mmx2.4mL
Nails, Finishing
Tox with Screw, M6 x 30mm
Water Closet
Urinal
Tiles, Ceramic, 300x300
Cement
Sand
Tile Adhesive
Tile Grout
Glass Partition, 6.30mm thk x2.10x3.50, with 1.5mm thk x 45x100 analok aluminum frame
Glass Door, Swing, 6.30mm thk x0.90mx2.10m, with 1.5mm thk x 45x100 analok aluminum frame w/ Door Closer
Electronic Security Lock
Overhead Frame, 1.5mm thk x 45x100 analok aluminum frame
Drinking Fountain, Single, Foot Pedal and Hand Operated
Cutting Disc, 100mmØ
Paint, Flat Wall Enamel
Paint, Enamel, Quick Dry
Paint, Elastomeric
Joint Sealer
Thinner
Roller Brush with plate
Sand Paper
Paint Brush
Steel Brush
Skim Coat
Paint, Flat Latex, Primer
Gravel, 3/4"
Sand, Washed
Rebars
Plywood, 1/2"
Lumber, Coco
Nails, CWN
Tie Wire
6" CHB
4" CHB
Scaffolding
Pipe 25mmØ, Drain
Fluted Panel, WPC, Outdoor .168x.022x2.9m
Cladding Frame, Metal Furring
Metal Clip

## D. LABOR COMPONENT

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

1.) Foreman
2.) Workers (Skilled & Unskilled)
3.) Painter

## E. EQUIPMENT

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

1.) Portable Grinder
2.) Elf Truck
3.) Metal Cutter
4.) Electric Drill
5.) Steel Ladder
6.) Tile Cutter
7.) Chipping Gun

## F. TIMETABLE

The contractor shall commence all project-related activities **upon 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 Access Control and Command Center, Port of Cagayan de Oro*** **(MPF-MOC-21-2025)** is Nine Hundred Thousand and 00/100 only (**₱ 900,000.00**).

## L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Maintenance of Access Control and Command Center, Port of Cagayan de Oro*** **(MPF-MOC-21-2025)** 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 ***August 08, 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:

**RADJAN L. ABECIA**
Engineer II

Recommending Approval:

**ANTONIO M. TORCINO, JR.**
Acting ESD-Manager

Approved:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.08.01 15:25:10 +08'00'

**FERNANDO B. MAPALO, JR.**
Port Manager