TERMS OF REFERENCE (TOR)
TECHNICAL SPECIFICATIONS

Maintenance of Pump House, Port of Cagayan de Oro
(MPF-MOC-15-2025)

A. DESCRIPTION

The pump house plays a critical role in the water supply system by housing and protecting key mechanical and electrical components that facilitate water distribution. The project aims to undertake the maintenance of pump house for the Port of Cagayan de Oro. The goal of this project is to promote system efficiency, minimize downtime, prevent equipment failures and comply with safety and environmental regulations.

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	**WATER REPIPING AND REPLACEMENT OF EXISTING VALVES, PRESSURE SWITCH AND CONTROLLER**	lot	1.0
2.0	**REWIRING OF POWER SUPPLY AND REFURBISHMENT OF CONTROL PANEL**	lot	1.0
3.0	**UNDERGROUND CABLE AND PIPING LAYOUT FROM PUMP HOUSE TO ELEVATED WATER TANK**	lot	1.0

C. MATERIALS INVOLVED IN THE PROJECT

ITEM 1.0 : WATER REPIPING AND REPLACEMENT OF EXISTING VALVES, PRESSURE SWITCH AND CONTROLLER

DESCRIPTION
The work includes the supply of materials, labor, tools and equipment for the repiping and replacement of existing valves, pressure switch and controller of the water piping system of the pump house.

ITEM 2.0 : REWIRING OF POWER SUPPLY AND REFURBISHMENT OF CONTROL PANEL

DESCRIPTION
The work includes the supply of materials, labor, tools and equipment for the rewiring of power supply and refurbishment of control panel.

ITEM 3.0 : UNDERGROUND CABLE AND PIPING LAYOUT FROM PUMP HOUSE TO ELEVATED WATER TANK

DESCRIPTION
The work includes the supply of materials, labor, tools and equipment for the underground cabling and piping layout from pump house to elevated water tank.

D. LABOR COMPONENT

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

1.) Electrician
2.) Foreman
3.) Pipe Fitter
4.) Laborer (Skilled)

E. EQUIPMENT

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

1.) Portable Grinder
2.) Welding Machine
3.) Concrete Cutter
4.) Electric Demolition Hammer

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 Pump House, Port of Cagayan de Oro*** **(MPF-MOC-15-2025)** is Nine Hundred Ninety Thousand and 00/100 only (**₱ 990,000.00**).

L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Maintenance of Pump House, Port of Cagayan de Oro (MPF-MOC-15-2025)*** 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:

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Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by
Fernando B. Mapalo, Jr.
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FERNANDO B. MAPALO, JR.
Port Manager