TERMS OF REFERENCE (TOR)
TECHNICAL SPECIFICATIONS

Maintenance of Sobs and other Greeneries, Baseport and Terminal Ports
(MPF-MOC-05-2025)

A. DESCRIPTION

The project aims to uphold the cleanliness, orderliness, and aesthetic appeal of landscaped areas within the Baseport and Terminal Ports for the Philippine Ports Authority – Port Management Office of Misamis Oriental/Cagayan de Oro (PPA PMO MO/C). This maintenance effort supports the PPA's commitment to sustainability and continuous enhancement of port surroundings for the benefit of port users, employees, and stakeholders.

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	**Greeneries for the PMO Building 2 Grounds, Baseport** [1.01] Clearing/Removal of Existing Landscape at PMO Building 2 Grounds [1.02] Landscape (Hardscape & Softscape) Development at Building 2 Grounds [1.03] Installation of Pipings & Plant Sprinkler Nozzles at Building 2 Grounds	sq. m.	736.59
2.0	**Greeneries for the Port Manager's Quarters, Baseport**		

	[2.01] Clearing/Removal of Existing Landscape at Port Manager's Quarters, Baseport [2.02] Landscape (Hardscape & Softscape) Development at Port Manager's Quarters	sq. m.	450.00
3.0	**Greeneries for the PMO Building 1 Grounds, Baseport** [3.01] Clearing/Removal of Existing Landscape at Building 1 Grounds, Baseport [3.02] Landscape (Hardscape & Softscape) Development at Building 1 Grounds, Baseport	sq. m.	299.09
4.0	**Mobilization of Potted Plants to the Ports of Balingoan & Benoni** [4.01] Mobilization of Potted Plants to the Ports of Balingoan & Benoni	lot	1.00

C. MATERIALS INVOLVED IN THE PROJECT

SOFTSCAPE

Garden Loam Soil
Bougainvilla, grafted
Miagos Plant
Red Catchura Plant
Purple Copia Plant
Snowball Plant
Pandakaki Gold (M)
Pandakaki Gold (L)
Pandakaki Green (M)
Pandakaki Silver (M)
Pandakaki Silver (L)
Triangularis Plant
Ficus
Matdo Plant
White Angel Plant
Red Kutsaritas Plant
Variegated Kutsaritas
Rosal Plant
Flamingo Plant
African Talisay
Topiary Ball
Topiary Candle
Topiary Spiral
Peanut Grass
Bermuda Grass
Triangularis Plant
Snowball Plant
Peace Lily Plant
Yellow Copia Plant
Kutsaritas Plant
Hawaiian Foxtail Plant
Bermuda Grass
Indoor Plants, with 2" height with Pot, 1"
Sellum Plant
Spider Lily Plant
Euphorbia Plant
Anthurium Plant
Kamuning Plant
Rain Forest Plant
Aglaonema Plant
Frog Grass

HARDSCAPE & OTHER MATERIALS

Snowbear Stone
Tiger Stone
Boulder Stone
White Stone
Jar
Orange Stone

Snowbear Stone
White Stone
Pagoda
Plant Sprinkler Nozzle 360°
PVC Pipe 1/2" (per 3m)
Pipe Fittings 1/2"
Teflon Tape
Durable Garden Hose (per 20 meters)
Garden Hose Nozzle, Fittings

D. LABOR COMPONENT

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

1.) Landscaper
2.) Laborers (Unskilled)

E. EQUIPMENT

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

1.) Elf/Truck

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 Sobs and other Greeneries Baseport and Terminal Ports*** **(MPF-MOC-05-2025)** is Nine Hundred Ninety-Five Thousand and 00/100 only (**₱ 995,000.00**).

L. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the ***Maintenance of Sobs and other Greeneries Baseport and Terminal Ports*** **(MPF-MOC-05-2025)** 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:

ARVIN T. ABELLANOSA
Engineer II

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.08.01 15:30:03 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager