TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Warehouse Toilet, Port of Balbagon
(MPF-MOC-64-2025)

A. DESCRIPTION

This project covers the general maintenance of the warehouse facility with an attached toilet located at the Port of Balbagon, Camiguin. The scope includes inspection, repair, and rehabilitation of structural, plumbing, and sanitation components to ensure the facility remains functional, safe, and compliant with port standards. The work involves minor civil works, repainting, plumbing repairs, and any necessary upgrades to maintain the usability and hygiene of both the warehouse and the toilet facility.

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 and the Project-in-Charge, 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	**Demolition/Excavation of Septic Tank, Drainage, and Water Line** Supply of Labor & Equipment for the Demolition/Excavation of Septic Tank, Drainage, and Water Line	37,401.21 cu.m.	1.00 lot
2.0	**Structural Concrete (Column, Beam, and Septic Tank)** Supply of Materials, Labor, and Equipment for the Structural Concrete (Column, Beam, and Septic Tank)	12,438.55/lot	1.00 lot
3.0	**CHB Laying and Plastering** Supply of Materials, Labor and Equipment for the CHB laying and Plastering	112,280.35/lot	1.00 lot
4.0	**Reinforcement Steel Bar**	66.24/kgs	511.63 kgs

	Supply of Materials, Labor and Equipment for the Reinforcement Steel Bar		
5.0	**Tile Works** Supply of Materials, Labor and tools for the Tile works	2,526.48/sq.m.	39.14 sq.m.
6.0	**Ceiling Works** Supply of Materials and Labor for the Ceiling Works	1,672.32/sq.m.	12.16 sq.m.
7.0	**Painting Works and Plumbing Fixtures** Supply of Materials, Labor and tools for the repainting works of warehouse (front),inside CR and Plumbing Fixtures	101,299.78/lot	1.00 lot
8.0	**Waterline ,Drainage and Sewage Accessories** Supply of Materials, Labor and tools for the Waterline and Sewage Accessories	29,920.11/lot	1.00 lot
9.0	**Electrical Works** Supply of Materials, Labor and tools for the Electrical Works	19,544.49/lot	1.00 lot

C. MATERIALS INVOLVED IN THE PROJECT
Portland Cement Sand 3/4 Gravel 1/2"Ordinary Plywood Good Lumber Assorted Common Nails 100mm CHB Ordinary Deformed Bar GI Tie Wire # 16 12mm dia.x 6m Deformed steel bar 10mm dia.x 6m Deformed steel bar non-skid Tiles 400mmx400mm Non-skid Tiles 300mmx600mm Tile Grout Tile Adhesive Consumables Fiber Cement Board 4.5mm thk Metal Furring 50mm x 19mm x 0.4mm thk. Wall angle 25mmx25mmx0.4mm thk Blind Rivets 1/8 x 1/2 (1000pcs/box) 1" Metal Screw Elastomeric Paint Concrete Neutralizer Flat latex Patching Compound Latex Semi-gloss Plumbing Fixtures Water Closet -3Ltrs / 6Ltr soft closed with stainless bidet

Urinal with flush valve
Wall hung Lavatory with stainless faucet & p-trap
Shower set
PVC Door louver with jamb and knob
Stainless wall faucet
4mmx0.45mx0.60m Bevelled mirror
6.35mm thk bronze glass awning 0.6mx0.5m
100mm PVC tee
75mm PVC tee
75mm PVC elbow
PVC Wye 100mmx75mm
75mm brass clean out
100mm brass clean out
100mmx3m PVC Pipe
100mm PVC clean-out
75mmx3m PVC pipe
4" dia. Floor drain
75mm dia pvc p- trap
Consumables
PVC Blue pipe 1/2"x3m
P.E Pipe 1/2"
Water meter(pvc,brass)
1/2 gate valve brass
1/2 control valve brass
P.E elbow 1/2"
1/2"PVC elbow (Blue)
1/2"PVC tee female (Blue)
1/2"PVC elbow female (Blue)
1/2"PVC tee (Blue)
1/2"PVC female coupling (Blue)
3.5mm2 THHN Copper Wire (Lighting Outlet)
3.5mm2 THHN Copper Wire (Convinience Outlet)
PVC Flexible Hose 3/4 diamater
4 Branch Panel Board for G.E Plug-In Circuit Breaker (Metal)
60A G.E Circuit Breaker 2Pole PLUG-IN
15A G.E Circuit Breaker 2Pole PLUG-IN
20A G.E Circuit Breaker 2Pole PLUG-IN
30A G.E Circuit Breaker 2Pole PLUG-IN
PVC Junction Box w/ cover
PVC Utility Box
Flush Type Convinience Outlet 2-Gang
Flush Type Switch 2-Gang
Flush Type Switch 1-Gang
LED Recessed Circular Downlight 15 Watts

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D. LABOR & EQUIPMENT

The contractor shall deploy the following labor personnel and equipment during the implementation and work execution of the project:

LABOR COMPONENT	EQUIPMENT COMPONENT
• Foreman • Laborers (Skilled and Unskilled)	• Backhoe with Breaker • Dumptruck • Jackhammer • Concrete Saw • Bagger/mixer • Minor Tools • Bar Cutter • Bar Bender

E. 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.

F. 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-in-Charge**, who will oversee the implementation.
- All personnel from the Contractor must be provided with proper **Personal Protective Equipment (PPE)** as necessary for the work.
- Strict compliance with applicable **health, safety, environmental, and security regulations** must be observed throughout the duration of the project.

G. DELIVERABLES

The contractor shall deliver the following, which may include but not limited to:

- Complete and satisfactory execution of the project
- Proper disposal of waste and debris
- As-built Plan, documentation and/or other requirements as stated in **section H**.
- Other deliverables pertaining to project completion.

H. PROJECT DOCUMENTS FOR FINAL INSPECTION & FINAL BILLING

The Contractor shall prepare and submit the following documents upon completion of the project to the ESD, as the documents shall serve as a **pre-requisite for the conduct of the Final Inspection**

by the **PPA PMO MO/C Inspectorate Team**. Failure to submit the required documentation may result in the **postponement/non-scheduling** of both the Final Inspection & processing of the Final Billing:

1.) All **Letter Requests**
   - Including but not limited to the **Request for Final Inspection** and **Request for Final Billing,** all duly received by the **PMO MO/C Records Management Unit.**

2.) **Signed Project Accomplishment Report**
   - With complete details and corresponding contract amounts.

3.) **Photographic Documentation –** printed colored photographs either in **3R, 4R** or **5R size**, on **glossy photo paper**, which will include:
   - **Before** commencement of works;
   - **During** implementation;
   - **After** project completion

   Note: all notations of Before, During, and After must be written on the paper attached with the pictures.

4.) Photocopies of the signed **Notice of Award, Contract, and Notice to Proceed.**

5.) **Signed affidavits** of the following:
   - Certifying payment of labor and materials
   - Claimant is the true and lawful contractor

6.) **As-Built Plan**, reflecting any deviations from the original plan/design and shall undergo the following review and approval process:
   - Prepared by the Contractor;
   - Checked by the Project-in-Charge of the PMO;
   - Reviewed by the Acting ESD Manager, and;
   - Approved by the Port Manager.

7.) **Performance** and **Warranty Bonds**, and;

8.) Other supporting documents pertaining to final billing.

I. SCHEDULE OF PAYMENTS

All payments shall be processed upon submission of the prerequisite documents stated in section H, followed by the conduct of the Final Inspection and issuance of the Certificate of Completion and Acceptance, and shall be subject to prevailing accounting rules and regulations.

J. BUDGET

The Approved Budget of the Contract for the project is Five Hundred Thousand Pesos and 00/100 only (₱ 500,000.00).

K. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the 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 *September 19, 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. Latest Income/Business Tax Return
c. Omnibus Sworn Statement

2.) Financial Proposal

a. Duly Accomplished Request for Quotation (RFQ)

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: 2025.09.16 10:30:22 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager