TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Glass Window, Steel Doors, and Genset Shed, Port of Balbagon
(MPF-MOC-65-2025)

A. DESCRIPTION

This project covers the maintenance of glass windows, steel doors, and the genset shed at the Port of Balbagon. The scope includes inspection, repair, replacement of damaged components, repainting, and sealing to ensure functionality, safety, and weather resistance. The works aim to enhance the operational reliability and structural integrity of these essential port facilities.

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	**Replacement of Sliding Glass Window** Supply of labor, materials and equipment for the replacement of glass window	50,321.25/cu.m.	1.00 set
2.0	**Repair/Replaced of 300KVA GENSET Shed** Supply labor, materials and equipment for the Repair/Replace of 300KVA Shed	376,498.65/unit	1.00 unit
3.0	**Repair/Replaced Steel Doors** Supply of materials, labor and equipment for the steel doors includes chipping on post to anchor hinges	188,213.24	1.00 unit
4.0	**Extended Conrete pavement** To supply labor, materials and equipment for extended concrete pavement	2,425.78/sq.m.	13.92 sq. m.

C. MATERIALS INVOLVED IN THE PROJECT

Aluminum Window Powder Coated Fin. w/ 6.35mm thk. Reflective Glass Window (1.35m x 3.55m)

Flooring
- 100mmX150mmX100mm thk. concrete block
- 100mmX200mmX100mm thk. concrete block

Wallings/Posts
- 2"x2" Ga.8 Mesh Steel Matting (welded wire mesh)
- 3mm thk.x25mm Flat Bar,14lhs
- 3" G.I. Pipe S20
- 2" G.I. Pipe S20
- 16mm dia. barrel bolt
- 16mm dia. foot bolt
- 70mm pad-lock (heavy-duty)
- 12mm dia, expansion bolt w/ nut and washer
- 12mm thk, base plate
- 10mm dia. DSB
- epoxy adhesive
- 1/4"thk. hardiflex
- portland cement
- washed sand
- gravel

Roofings
- 0.40mm box type gutter x 8ft
- 0.40mm Color Bonded End flashing x 8ft
- 0.40mm Color Bonded Wall flashing x 8ft
- 0.40mmX1070mmX5.33m spandek 1220 Blue Color Longspan
- 3" dia. PVC
- 3" dia. PVC Elbow
- 12mm dia.sag rods x 900m w/ nuts and washers
- 12mm dia.sag rods x 300m w/ nuts and washers
- 0.2mm x 3" x 6" C-purlins,8lhs
- 0.2mm x 2" x 3" C-purlins,9lhs
- gutter strainer (stainless steel)
- vulcaseal
- touch-up paint spray can-blue

Electrical
- electrical wires
- switch, utility box, octagonal box, pipes
- circuit breaker with enclosure, 15A
- 18W T8 LED Tube Day light

Others
- acytelene (refill)
- oxygen (refill)
- Epoxy primer
- epoxy reducer
- Quick Dry Enamel White
- Thinner

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 & Unskilled)	• Welding Machine

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 Six Hundred Forty Eight Thousand Eight Hundred Pesos and 00/100 only (₱ 648,800.00).

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 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:

JONATHAN A. PEREZ
Engineering Assistant A

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.09.16 10:56:32 +08'00'

FERNANDO B. MAPALO JR.
Port Manager