TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Booths, Curbs, and Toilets at Gate 6, Port of Cagayan de Oro
(MPF-MOC-55-2025)

A. DESCRIPTION

This project is to ensure that all facilities in the area are clean, functional, structurally sound, and presentable to port personnel and users.
The scope includes routine cleaning, minor repairs, painting, plumbing maintenance, waste disposal, and other upkeep activities necessary to preserve the proper condition and usability of the mentioned structures. The contractor shall provide all necessary labor, tools, equipment, and materials to carry out the maintenance services in compliance with applicable 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 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	**Removal/Disposal of Dilapidated Items (Doors, Door Frames, Sliding Windows, Fixtures, Ceilings, and Outlets)** 1.01 - Supply of Labor & Equipment for the Removal/Disposal of Dilapidated Items (Doors, Door Frames, Sliding Windows, Ceilings, CR Fixtures, and Outlets)	94,777.64/lot	1.00 lot
2.0	**Gate Booth Maintenance** 2.01 - Supply Materials, Labor, and Equipment for the Repair and Installation of PVC Door Sets and Glass Door Sets	184,591.61/lot	1.0 lot

	2.02 - Supply Materials, Labor, and Equipment for the Repair, Realignment, and Cleaning of Sliding Windows for Booths	110,609.74/lot	1.0 lot
	2.03 - Supply of Materials, Labor, and Equipment for the Removal of Hardened Bird Droppings on the Booths	30,837.63/lot	1.0 lot
	2.04 - Supply of Materials, Labor, and Equipment for the Replacement and Repair of Ceilings and Outlets	6,468.56/sq.m.	10.56 sq.m.
3.0	**Toilet Maintenance** 3.01 - Supply of Materials, Labor, and Equipment for the Replacement of CR Fixtures and Ceilings	201,435.10/lot	1.00 lot
4.0	**Repainting of Curbs** 4.01 - Supply of Materials, Labor, and Equipment for the Repainting of Curbs along Booths and CRs	365.91/sq.m.	299.09 sq.m.

C. MATERIALS INVOLVED IN THE PROJECT
PVC Door, with Half Glass Panel, Louvers, and Door Jamb PVC Solid Door, with Louver, and Door Jamb Stainless Steel Rounded Door Knob Silicone Sealant Clear Aluminum Framed Glass Sliding Door with 6mm tempered glass Repair and Cleaning of Sliding Aluminum Windows includes realignment of rollers, lock mechanism Microfiber Cloths Non-abrasive scrubs Glass Cleaner (Spray) Scraper Spray Bottle (with Cleaning Solution) 600mmx600mm aluminum perforated ceiling panel 2 Legs Suspension, Twin Clamps Triangle keel, L = 3.00m Perimeter Trims 23mm x 23mm x 3.0m Drywall Fastener Convenience Outlet, Grounded, 250V Faceplate Electrical Tape Standard Water Closet, Flush Type Urinals, Wall-hung, Manual Flush, including Flush Valve Handheld Bidet Spray, including valves Perforated powder-coated metal ceiling panel Concrete Epoxy Primer White Epoxy Reducer

7" Paint Roller with Tray
Reflectorized Traffic Paint (Yellow)
Reflectorized Traffic Paint (Black)
Reflectorized Traffic Paint (White)
Baby Roller Cotton with Tray
2" Paint Brush
3" Paint Brush
8" dia. Waste Pad
Paint 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)	• Mini Dump Truck • Electric Drill • Ladder

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 Eight Hundred Thousand Pesos and 00/100 only (₱ 800,000.00).

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 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:

ARVIN T. ABELLANOSA
Engineer II

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.09.17 13:36:26 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager