TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Booths at Gate 3, Port of Cagayan de Oro
(MPF-MOC-54-2025)

A. DESCRIPTION

This project entails the maintenance of the security and control booths at Gate 3 of the Port of Cagayan de Oro. The scope of work includes structural repairs, repainting, replacement of damaged fixtures, and general refurbishment to ensure the booths remain functional, secure, and presentable. The maintenance aims to support efficient port operations and improve the working environment for personnel.

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 Existing pavement and Backfilling** Supply of Labor and equipment for the demolition, excavation and backfilling	35,931.18/lot	1.00 lot
2.0	**Structural Concrete (Footing,slab,wall footing,and beam)** Supply of Materials, Labor and equipment for the structural concrete (Footing,slab,wall footing,and beam)	10,715.06/cu.m.	10.14 cu.m.
3.0	**CHB laying and Plastering** Supply of Materials, Labor and equipment for the CHB laying and Plastering	192,103.61/lot	1.00 lot
4.0	**Reinforcement Steel Bar**	102,965.30/lot	1.00 lot

	supply labor, materials and equipment for extended concrete pavement		
5.0	**Aluminum perforated Ceiling** Supply of Materials, Labor and tools for the Ceiling	3,914.26 sq.m.	10.56 sq.m.
6.0	**Tile and Electrical Works** Supply of Materials and Labor for the Tile and Electrical Works	78,549.90/lot	1.00 lot
7.0	**Aluminum Cladding,Aluminum Glass Window and Painting Works** Supply of Materials, Labor and tools for the Aluminum Cladding,Aluminum Glass Window and Painting Works	307,721.89/lot	1.00 lot

C. MATERIALS INVOLVED IN THE PROJECT

Filling Materials
Portland
Cement
Sand
3/4 Gravel
1/2"Ordinary
Plywood
Good Lumber
Assorted
Common Nails
Consumables
CHB Ordinary
Portland Cement
Sand
Deformed Bar
GI Tie Wire # 16
Plastering
Cement
Sand
Consumables
16mm dia.x 6m Deformed steel bar
12mm dia.x 6m Deformed steel bar
10mm dia.x 6m Deformed steel bar
GI Tie Wire # 16
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
Tiles 60x60
Tile Adhesive

Tile grout Electrical Works 2-18w Recesssed Type Louver w/ aluminum reflector 2 gang duplex convenience outlet 3/4"Electrical Flexible hose 3.5mm thhn/ thwn wire utility & junction box PVC Door with louver and knob 0.7mx2.10m Consumables Concrete Neutralizer Flat latex Patching Compound Latex Semi-gloss Consumables

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)	• Dumptuck 5cu.m • Concrete Saw • backhoe,0.28 cu.m with breaker • Jackhammer • Bagger Mixer • bar cutter • bar bender • Minor Tools

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 Sixty-Seven Thousand Three Hundred Pesos and 00/100 only (₱ 867,300.00).

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: 2025.09.17
13:26:41 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager