TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of PCCP and Steel Gate at Gate 5, Port of Cagayan de Oro
(MPF-MOC-18-2025)

A. DESCRIPTION

This project involves the maintenance and repair of the Portland Cement Concrete Pavement (PCCP) and the steel gate located at Gate 5 of the Port of Cagayan de Oro. The work includes assessing the current condition of the pavement and gate, repairing or replacing any damaged concrete surfaces, and restoring the steel gate by cleaning, repainting, and fixing any worn-out or defective parts. The objective is to ensure the area is safe, durable, and fully operational for continued use, in support of the port's daily activities and security operations.

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	**Scrapping of Existing Old Paints** Supply of Labor for the Scrapping of Existing Paints on Steel, Trusses, Plates, as well as on pipes	56,712.29/lot	1.00 lot
2.0	**Repainting Works** Supply, Labor, and Materials for the Repainting Works on Booth Walls, Steel Column, Plates, as well as on Pipes	170,196.97/lot	1.00 lot
3.0	**Maintenance of Steel Gates** Supply of materials, labor equipment for the steel fabrication, install cyclone wire & welding works to the damaged cyclone wire and steel pipes (includes painting works and bending of post pipe to its original state, repair foot bolt & padlock holder)	121,540.04/lot	1.00 lot

4.0	**Electrical Works** To supply labor, materials and equipment for lightings and rewirings	513,864.16/lot	1.00 lot
5.0	**Doors and Windows** Repair damage door and windows (includes cleaning of windows and functioning/lubricating of sliding doors)	57,704.09/lot	1.00 lot

C. MATERIALS INVOLVED IN THE PROJECT

Rust Converter
Epoxy primer
epoxy reducer
Quick Dry Enamel White
Thinner
reflectorized paint (yellow)
reflectorized paint (black)
liquid tile primer
liquid tile topcoat
No.6 x 50mm x 50mm x 6 ft. x 6 m. Cyclone Wire
10mm round bar
10mm square bar
2" G.I. pipe Sch 40
cylindrical hinge 3/8" dia.
70mm pad-lock (heavy-duty)
oxygen
acytelene
Rust Converter
Red Oxide Epoxy Primer
Epoxy Enamel White
Epoxy Reducer
Lacquer Thinner
#8 AWG THHN
150W (LED) Floodlight
400W LED Floodlight High Power
3/4" PVC Pipe
3/4" PVC connector
6-Branch Panel Board for MCB (Metal Type)
50A Main circuit breaker MCB Bolt-on, single phase
20A Circuit breaker MCB Bolt-on, single phase
30A Circuit breaker MCB Bolt-on, single phase
square box 4x4
utility box
magnetic contactor 2KW
toggle switch
Concrete Pavement Curb
40 Kg. Portland cement
Washed sand
3/4" Crushed gravel

concrete epoxy HV Manhole (1-unit) 4"CHB 40 Kg. Portland cement Washed sand 3/4" Crushed gravel 4" PVC pipe 10mm dia. RSB, 9lhs 12mm dia. RSB, 3lhs #16 G.I. Tie Wire Sliding/Fixed Aluminum Frame Window 6.35mm thk. Clear Glass (2 units) Solid Door w/ Doorjamb and Door knob (Heavy Duty) (0.90m x 2.10) PVC Door w/ PVC Jamb and Door knob (Heavy Duty) (0.70m x 2.10)

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)	• G.I. Scaffolds • Welding Machine • Cutting Outfit • Concrete Saw • Jack Hammer • One-Bagger Concrete • 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 Ninety-Nine Thousand Four Hundred Ninety-Eight Pesos and 00/100 only (₱ 899,498.00).

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

FERNANDO B. MAPALO, JR.
Port Manager