TERMS OF REFERENCE (TOR)

TECHNICAL SPECIFICATIONS

Maintenance of Walkway Canopies (Baseport and Terminal Ports)
(MPF-MOC-19-2025)

A. DESCRIPTION

This project involves the maintenance of existing walkway canopies within the Baseport and Terminal Ports under the jurisdiction of PPA PMO/C. The works shall include the inspection, cleaning, repair, repainting, and rehabilitation of canopy structures to ensure continued protection for port users against weather elements and to maintain a safe, functional, and visually presentable port environment.

The maintenance aims to address deterioration caused by exposure to sun, wind, and rain, restore structural integrity, and extend the lifespan of the canopy systems. All activities shall be carried out with minimal disruption to ongoing port operations and in compliance with relevant safety, environmental, and engineering standards.

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	**G.I. Main Post, Truss and Railing** Supply of Materials, Labor, Equipment for the G.I. Main Post, Truss, and Railing	146.99 kgs	4,767.48 kgs/13 units
2.0	**Roofing and Painting Works** Supply of Materials, Labor, Equipment for the Roofing and Painting Works	289,206.66 sq.m.	1.00 lot

C. MATERIALS INVOLVED IN THE PROJECT
G.I square tube 50x50x3mm G.I square tube 25x25x2mm 38mm dia GI Pipe shed 40 25mm dia GI Pipe shed 40 50mm dia GI Pipe shed 40 50mmx3mm flat bar G.I rectangular tube 50x100x2mm 100mm dia rubber swivel roller with lock(4pcs) Welding Rod # 18 G.I square tube 38x38x2mm 100mmx100mmx6mm steel plate Dura curve 0.4mmx1000mm Tek screw Epoxy Primer Gray Quick Dry Enamel Paint Thinner Paint Brush 2"" 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 and Unskilled)	• Welding Machine/s • Boom Truck • Other 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 Nine Hundred Ninety Thousand Pesos and 00/100 only (₱ 990,000.00).

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:

RADJAN L. ABECIA
Engineer II

Recommending Approval:

ANTONIO M. TORCINO, JR.
Acting ESD-Manager

Approved:

Digitally signed by Fernando B. Mapalo, Jr.
Date: 2025.09.17 12:04:14 +08'00'

FERNANDO B. MAPALO, JR.
Port Manager