TERMS OF REFERENCE (TOR)

Project Title & Code: **Maintenance of Command Center Communication Cabling and Access, Port of Cagayan de Oro (MPF-MOC-73-2025)**

Project Location: **Port of Cagayan de Oro**

I. INTRODUCTION

The **Philippine Ports Authority – Port Management Office of Misamis Oriental/Cagayan de Oro (PPA PMO MOC)**, through the **Engineering Services Division (ESD)**, implements regular preventive and corrective maintenance works to ensure the safe, secure, and efficient operation of port facilities. This project supports the PMO's continuing initiatives to modernize and enhance its communication systems in line with PPA's thrust for Sustainability, Efficiency, and Admirability.

II. PROJECT DESCRIPTION & BUDGET

The abovementioned project aims **to relocate the existing Command Center from Building 1 to the New Access Control Building** nearby Gate 4, and such includes the rewiring with Fiber Optic Cable Backbone and other improvement items, in support of the PMO's thrust toward Sustainability, Efficiency, & Admirability.

The Approved Budget for the Contract (ABC) is **Three Hundred Thirty Thousand Pesos and 00/100 only (₱330,000.00)**, inclusive of all applicable taxes, labor, materials, equipment, transport, and incidental expenses. In accordance with **RA 12009 (New Government Procurement Act),** any quotation/bid exceeding the ABC **shall be automatically disqualified.**

III. SCOPE OF WORKS/SERVICES

The Contractor shall furnish all labor, supervision, materials, tools, and equipment necessary to accomplish the following:

1.) Installation and configuration of the proposed CCTV support equipment;
2.) Installation of ancillary communication and network components; and,
3.) Installation, splicing, termination, and testing of the Fiber Optic Backbone Cabling System and all required accessories.

All works shall conform to applicable engineering standards, manufacturer specifications, and PPA PMO MOC guidelines.

IV. MATERIALS, LABOR, AND EQUIPMENT REQUIREMENTS

A. Materials

- 16-Gigabit Ethernet ports + 2 SFP 10G uplink ports Switch, passive-cooled, 13W max
- SFP Modules (1G/10G/25G), Dual LP UPC Connector, Single Mode
- Cat5e RJ45 Modular Plug, 8P8C, 3-prong, 50u, transparent (100 pcs/pack)
- Wireless Mouse
- Wall-mount Bracket for 32–45″ Monitor
- HDMI Cable 4K, 15 m
- Core-to-pigtail fiber optic splicing materials
- Outdoor Aerial FTTH Drop Flat Cable, SM 9/125 G657A2, 4-core, LSOH, with messenger wire (500 m)
- Fiber Optic Patch Panel (black)
- 4-port LC Adapter Panel, Duplex LC/UPC, SM, fully loaded
- LC/PC Duplex SM Adapter w/ zirconia sleeve (blue)
- Blank Panel
- Fiber Optic Pigtail LC-UPC, SM 9/125, 1 m
- LC/UPC-LC/UPC Duplex SM Patch Cord 9/125
- Consumables
- Fiber Optic Fusion Splicer (use)

B. Labor

- Leadman
- Safety Officer
- Unskilled Labor

C. Equipment

- Impact Tool
- Ladders
- Electric Drill
- Grinder
- Fiber Optic Fusion Splicer

V. PROJECT DURATION & WORK EXTENSION/SUSPENSION

The Contractor shall complete the project within **Thirty (30) calendar days** from receipt of the **Notice to Proceed (NTP).**

Requests for **Time Extension** or **Suspension** shall be governed by **RA 12009 (Section 71.2.3 of the IRR of RA 12009)**

VI. CONTRACTOR DELIVERABLES

The Contractor shall be responsible for the completion and submission of the following deliverables to the PMO MO/C, through the ESD, but are not limited to:

1.) **Detailed Work Schedule** prior to mobilization;
2.) **Progress & Completion Reports** with **Geotagged Photos;**
3.) **Required Securities/Bonds as applicable under RA 12009;**
4.) **Fully completed and functional works;**
5.) **Proper Disposal of Waste & Debris**;
6.) **Final Billing with complete documents;**
7.) **Other documents** as required by the ESD for validation.

A **Project-in-Charge (PIC)** shall be designated by the ESD to monitor implementation.

VII. PAYMENT TERMS

Payment shall be made **only upon 100% completion and final acceptance** by PPA PMO MOC, subject to government auditing and accounting rules.

Consistent with RA 12009, procurement modalities for projects of this scale:

- **No advance/progress payment,** and;
- **Full payment upon completion**.

Government-mandated tax deductions shall apply.

VIII. FINAL INSPECTION & BILLING REQUIREMENTS

The Contractor shall submit the following prior to scheduling of **Final Inspection:**

1.) **Letter Requests for Final Inspection & Final Billing;**
2.) **Project Accomplishment Report;**

3.) **Geotagged Photographic Documentation** (Before, During, and After Completion);
4.) **Signed Copies** of the **Notice of Award (NOA), Contract Agreement, and Notice to Proceed (NTP);**
5.) **Affidavits** certifying payment of labor and materials and rightful ownership of the claim;
6.) **As-Built Plan**, approved by the Acting ESD and the Port Manager;
7.) **Required warranties/securities under RA 12009**; and
8.) **Other supporting documents** as required.

IX. PROCUREMENT METHOD & BIDDER QUALIFICATIONS

The procurement shall follow **appropriate alternative modalities under RA 12009**. Interested and eligible bidders shall submit the following:

1.) Technical Documents:
a. Updated **PhilGEPS Registration with Updated "Annex A"** attachments/UPRS-recognized credentials;
b. **Omnibus Sworn Statement/Eligibility Declaration** (RA 12009 Format)
c. **Bid Form** (RA12009 Format)
d. **Bid Securing Declaration Form** (RA12009 Format)

The link attached can be accessed to download the new forms in line with RA 12009.
https://www.gppb.gov.ph/ngpa-standard-forms/

2.) Financial Proposal:
a. Duly accomplished **Request for Quotation (RFQ)**
b. Duly accomplished **Detailed Canvass Form**

Interested bidders must submit their sealed quotations/proposals addressed to the **BAC Chairperson on or before November 24, 2025 at 8:30 A.M.**, at the **ESD Office, Amenity Building 3, Building 2, PPA PMO MO/C, Port Area, Macabalan, Cagayan de Oro City.** Incomplete/late submissions shall not be accepted.

X. CONTRACTOR'S LIABILITY & WARRANTY

For unjustified delay, **Liquidated Damages** shall be imposed at **zero point ten percent (0.10%) per calendar day** of the unperformed portion and shall **not exceed 10% of the total contract price**, after which the PMO MOC may rescind the contract.

The Contractor shall warrant the quality of workmanship and materials for **one (1) year** from the final acceptance and shall correct any defects at no additional cost to PPA. The Contractor shall

also be held liable for any **defects, deficiencies, or non-conformance** discovered within the warranty period and shall perform the necessary corrections or replacements **at no additional cost to the Government**.

The Contractor shall also respond to aftersales service calls within 24 hours from the official notification. The Contractor shall also provide hands-on training to the end-users, to derive the maximum use and benefits of the system.

XII. EFFECTIVITY AND GENERAL PROVISIONS

This TOR takes effect upon approval by the Port Manager and remains valid until full and satisfactory completion of the project and the expiration of the warranty period.

- **RA 12009 (New Government Procurement Act)**
- **GPPB Guildelines/Directives**
- **Applicable PPA Policies and Standards**

Prepared by:

ARVIN T. ABELLANOSA
Engineer II

Noted by:

ANTONIO M. TORCINO, JR.
Acting ESD Manager

Approved by:

FERNANDO B. MAPALO, JR.
Port Manager, PMO MOC