



TERMS OF REFERENCE

PROVISION OF HAULING SERVICE FOR THE TRANSFER OF OFFICE EQUIPMENT, FURNITURE & FILES TO PORT OPERATIONS BUILDING, CURRIMAO, ILOCOS NORTE

I. RATIONALE

The Philippine Ports Authority (PPA) is a Government-Owned and Controlled Corporation (GOCC) mandated by Republic Act No. 857 as amended to develop, manage and operate public ports. By virtue of Executive Order No. 159 Series of 1987, PPA was given the authority to coordinate, streamline, improve and optimize the planning, development, financing and operation of ports or port system for the entire country.

The PPA PMO Northern Luzon requires a hauling service to transfer PMO PPA Northern Luzon equipment, furniture and files to the new office located at the Port Operations Building, Currimao, Ilocos Norte. Thus, a Service Contractor for the Provision of Hauling Services shall be engaged to carry out the said requirements.

II. SCOPE OF SERVICES

The hauling/transport/unloading services of equipment, furniture, files/supplies and materials shall commence on the date stipulated in the Notice to Proceed (NTP) with the following details:

No. of Truck/ Personnel	Delivery Points		Total No. of Trips	Schedule	Estimated Volume
	From	To			
Two (2) ten-wheeler wing van or its Equivalent	PPA Training Center, Poro, San Fernando City, La Union	Port Operations Building, Brgy. Pias Sur, Currimao, Ilocos Norte	Fourteen (14) round trips	Weekdays: 8:00am-8:00pm Weekends: 8:00am-8:00pm	Please see attached list of PPA PMO Northern Luzon Equipment/Furniture/Files/Supplies/Materials (Annex A)

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **Four Hundred Twenty Thousand Pesos** (Php420,000.00) inclusive of fuel, driver's and assistant's fee, meal and applicable government taxes.

IV. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

- A. Provide two (2) ten-wheeler wing van truck or its equivalent with the following specifications:

PORT MANAGEMENT OFFICE-NORTHERN LUZON

Gov. Joaquin L. Ortega Ave., Poro Point, San Fernando City, La Union 2500 Philippines

Email: pmonlz@ppa.com.ph Tel. Nos.: (072)607-4621(Fin/Admin), 700-2563(Fin. Manager), 700-5616(ESD), 700-5618(PSD/PPD)

607-4603 (OPM); Telefax No. (072) 607-4607

- In good running condition, with complete accessories and other equipment such as rope, push cart or other carrying devices/equipment that may be necessary in hauling service to meet the required services.
 - Must be registered as Truck for Hire (TH) by LTO/LTFRB
 - Truck flooring should be free from any protruding objects that may cause damage to office equipment, furniture, files, supplies and materials.
- B. Submit corresponding documentary requirements of the truck unit such as Certificate of Registration and Official Receipt and to present the original copy as may be required.
- C. Provide additional truck units to expedite completion of delivery of awarded volume. Provided, however, that there shall be no increase or change in the awarded volume and no additional cost for PPA PMO Northern Luzon
- D. Follow the schedule/plan of hauling/transport/unloading services, except, when due to fortuitous events, the same can no longer be done, after due diligence and exhaustion of alternative remedies. In this case, PPA PMO Northern Luzon shall be notified within one (1) hour of the happening of an event.
- E. Provide the necessary and sufficient number of personnel for the project who will carry the PPA PMO Northern Luzon equipment. Personnel and driver/s are considered authorized agents of the Contractor, who shall exercise proper conduct and discipline. For documentation and reference purposes, Contractor shall provide PPA PMO Northern Luzon with copies of Biodata and list of said personnel/driver, plate number of wing van truck or its equivalent.
- F. Perform the hauling as expeditiously as possible in an orderly manner and in accordance with all existing government regulations, traffic rules and regulations within **ten (10) calendar days**.
- G. Exercise extraordinary diligence in performing the service to ensure no damage to properties. The contractor shall assume full responsibility for any damage claim or liability that may arise by reason of such accident and/or damage or loss due to any negligent or unlawful acts or omission, including pilferage, or fault of the Contractor and/or their agents thereby rendering PPA PMO Northern Luzon free and exempt from any such damage, claim or liability.
- H. Warrant that it has complied with all the laws and regulations applicable to the hauling services operation and is in compliance with regulations of government authorities.
- I. Shoulder the cost of hauling such as salaries/wages and meals of drivers, helpers including fuel.
- J. Secure necessary permits from relevant government agencies for the hauling services to be provided.

V. RESPONSIBILITIES OF PPA PMO NORTHERN LUZON

- A. Grant the supplier's authorized representative/s limited access to the designated office area of PPA PMO Northern Luzon to perform its duties and responsibilities, provided that such representative/s shall be accompanied by the duly assigned PPA personnel.

- B. Provide relevant documents needed by the supplier.
- C. Demand from Contractor the banning/replacement of unruly driver or truck helper/s.
- D. Pay the winning bidder in accordance with the conditions set forth in Section VI hereof.


VI. PAYMENT SCHEME

The PPA PMO Northern Luzon will pay the Contractor upon receipt of billing/statement of account based on the actual number of trips but not to exceed the allowable as provided in this TOR. It should be supported by a Certificate of Satisfactory Service Rendered to be issued by PPA PMO Northern Luzon.

VII. LIQUIDATED DAMAGES

In cases of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, PPA PMO Northern Luzon shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Prepared by:


SONIA B. ROJO
Administrative Officer IV

Recommended by:


REYNALDO C. BAUTISTA
Manager, Administrative Division

Approved by:


MARIETA G. ODICTA
Port Manager

Conforme:

Name and Signature of Bidder's Authorized Representative

Company

Date