

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE  
FABRICATION OF MINIATURE CARGOES, GEARS AND EQUIPMENT FOR NON-  
ORGANIC TRAINING PROGRAMS**

**1. INTRODUCTION**

1.1 Based on our commitment reflected in the Office Performance Commitment and Review (OPCR) and as part of our Capacity Building Programs, the Philippine Ports Authority Training Institute (PPATI) has programmed the Fabrication of Miniature Cargoes, Gears and Equipment for Non-Organic Training Program of the Institute.

**LIST OF MATERIALS FOR MINIATURE FABRICATION AND ITS SPECIFICATIONS**

Name of Cargoes/Equipment	Miniature Dimensions/Specifications	Number of Pieces
1. Conventional Vessel	24" (with 2 functional booms)	1
2. Sacks	2" x 4"	60 pcs
3. Cartons	2" x 3"	60 pcs
4. Barrels	2 ¼" x 3 ½"	12 pcs
5. Cylinder with ring support	1 ¼" x 5 ½"	6 pcs
6. LPG	1 1/2" x 2"	4 pcs
7. Nylon rope, endless	12" – 16" diameter	2 pcs
8. Two-legged slings	(4 set) 12" length	8 pcs
9. Container van	4" x 4" x 12" (with twistlock holes on 4 corners)	2 pcs
10. Spreader with functional twist-locks	4" x 12"	1 pc
11. Cargo net (25-30 sacks must fit in)	24" diameter	2 pcs
12. Beam spreader	5" L	2 pcs short
	8" L	1 pc long
13. Spider	5" – 6"	2 pcs
14. Stirrups	5"	2 pcs
15. Pallet Bridle with bar fit	6"	1 set
16. Tray board	6" x 10"	2 pcs
17. Lorry sling with toy car	8" x 12"	1 set
18. Chain sling	6" – 8"	Single leg – 4 pcs
		Three leg – 2 sets
		Four leg – 2 sets
19. Reel	5" diameter	6 pcs
20. Palletized cargo	12" x 14"	6 pcs
21. Pallets	12" x 14"	6 pcs

1.2 The required qualifications of the SERVICE PROVIDER are as follows:

The SERVICE PROVIDER is a competent professional fabricator of miniatures with a wide range of experience that testifies his/her artisanship, who has the efficiency to fabricate the needed miniatures before the end of November 2017. He must have the following:

- 1.2.1 Competency in art-making and able to produce quality, proportionate, durable miniatures with a great aesthetic sense of art that will look close to the original cargoes, gears and equipment used in the port.
- 1.2.2 Efficiency in the utilization within the approved budget for this project which amounts to only P150, 000.00.
- 1.2.3 Timeliness in the completion of the project within the specified/agreed time (before the end of November 2017).

1.3 The requirement of the project necessitates the sourcing of a SERVICE PROVIDER since PPA does not have in-house artists and the necessary equipment, materials and working area for the production of such miniatures.

## 2. PROJECT DESCRIPTION

### Project Duration and Scope

The services of the provider shall cover the production and completion of miniatures from the time the SERVICE PROVIDER is bonded in a contract with PPA until the last day of November of 2017.

## 3. OBJECTIVE

The objective of the fabrication of miniature cargoes, gears and equipment is to provide visual aids in the classroom to ensure the highest standards in training and in order to respond to the continuing training needs of cargo handling operators and other port users to better equip them of the necessary skills and techniques in cargo handling operations.

## 4. SCOPE OF SERVICES

The SERVICE PROVIDER is contracted to produce miniatures of cargoes, gears, equipment used in cargo handling. The SERVICE PROVIDER's specific responsibilities are as follows:

- 4.1 Provision of materials, tools, equipment and workshop in the production of miniatures.
- 4.2 Ensure that the measurements will give each miniature item proper proportions.
- 4.3 Ensure durability and aesthetic value of each miniature item for longevity, usefulness and effectiveness.
- 4.4 A sample of each item shall be presented/shown to PPA Training Institute prior to mass production.
- 4.5 Ensure timeliness in the completion of said project on or before the last day of November 2017.
- 4.6 To calculate and work within the approved budget amounting to only P150,000.00.
- 4.7 Perform all other acts necessary to the foregoing project.

## 5. PPA RESPONSIBILITIES


- 5.1 Implement this project, as practicable as possible mindful of the PPA Rules and Regulations governing the procurement of a service provider.
- 5.2 Generate the list, specifications and pictures of cargoes, gears and cargo handling equipment for miniature fabrication and provide the SERVICE PROVIDER a facsimile or email copy at least two (2) weeks before the start of the project.
- 5.3 Prepare and follow up payment process and pay the SERVICE PROVIDER the package rate agreed upon during the procurement process, through their respective representatives after the delivery of the completed miniature items.
- 5.4 No fees shall be charged to PPA for uncompleted items caused by, including but not limited to, restricted access to SERVICE PROVIDER's facilities, deficiencies of facilities, materials and tools or outright cancellation of the contract by the SERVICE PROVIDER.
- 5.5 Process the claims for reimbursable expenses, contract price upon presentation of complete liquidation documents after review and verification by PPA of the documents submitted; and subject to the conditions of the approved contract between PPA and the SERVICE PROVIDER and to the completion of the fabricated miniature items.

6. BUDGET

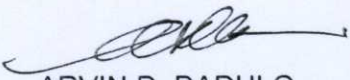
The budget estimates for the procurement of SERVICE PROVIDER for the implementation of Fabrication of Miniature Cargoes, Gears and Equipment are enumerated as follows:

<b>Program</b>	<b>Target Date of Completion</b>	<b>No. of Items to be Fabricated</b>	<b>Package Rate (to be paid to the service provider)</b>	<b>Total</b>
Fabrication of Miniature Cargoes, Gears and Equipment	On or before last day of November 2017	21	P150,000.00	P150,000.00


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