

Philippine Ports Authority
Port Management Office of Surigao

TERMS OF REFERENCE

Miscellaneous Maintenance Works on Damaged Floor Tiles at PMs Quarter and PICO and on the Dilapidated Filing Cabinet with Glass Cover at PSD Conference Room, Port of Surigao

1. APPROVED BUDGET FOR THE CONTRACT (ABC)

The PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao offers public bidding to all prospective bidders thru Small Value Procurement (SVP) for Miscellaneous Maintenance Works on Damaged Floor Tiles at PMs Quarter and PICO and on the Dilapidated Filing Cabinet with Glass Cover at PSD Conference Room, Port of Surigao with an Approved Budget for the Contract (ABC) amounting to Seven Hundred Ninety Nine Thousand Nine Hundred Fifty Seven Pesos and Eighty Seven Centavos (P 799,957.87) chargeable against PPA Corporate Fund

2. SCOPE OF WORKS

The prospective bidder/s shall provide materials, labor and equipment for the completion of the following scope of works:

Item No.	Description	Qty.	Unit
1.0	DEMOLITION, REMOVAL AND DISPOSAL WORKS	1.00	Lot
2.0	FINISHES		
	200mm x 1000mm Unpolished Ceramic Plank Floor Tiles (Lighter Shades)	100.00	Sq.m.
	200mm x 1000mm Unpolished Ceramic Plank Floor Tiles (Darker Shades)	101.71	Sq.m.
3.0	REPAIR/RESTORATION OF FILING CABINETS AT		
3.1	Filing Cabinet 1 (2.38mx1.35m Filing Cabinet with Complete Accessories)	1.00	Lot
3.2	Filing Cabinet 2 (2.38mx2.50m Filing Cabinet with Complete Accessories)	1.00	Lot
3.3	Filing Cabinet 3 (L -shaped 1.88mx2.25m Filing Cabinet with Complete Accessories)	1.00	Lot
3.4	Installation of Sliding Glass Panels for Filing Cabinet with Complete Accessories (ESD Cabinets)	5.37	Sq.m.
3.5	Installation of Frosted Film to Glass Panels (Filing Room, HM & TS Office)	22.52	Sq.m.

3. **PERIOD OF CONTRACT**

The Contract shall cover the duration of Ninety (90) Calendar Days (inclusive of Saturdays, Sundays and Holidays) effective upon receipt of Purchase Order by the winning bidder.

4. **PERFORMANCE SECURITY**

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post the performance security as required under Section 68 of the IRR of RA 12009 prior to the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of the procuring entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

5. **ELIBILITY DOCUMENTS**

For purposes of determining the eligibility of bidders using the criteria stated in the IRR of RA 12009, only the following documents shall be required by the BAC and by using the attached prescribed forms:

Legal Documents

- a. Certified True Copy of Valid DTI Business Name Registration or SEC Registration
- b. Certified True Copy of Valid and Current Mayor's Permit
- c. Certified True Copy of Valid Phil-GEPS Registration
- d. Certified True Copy of Required PCAB Registration (Small A on Port, Harbor and Offshore Engineering)
- e. Tax Clearance per E.O. 398 s. of 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- f. Omnibus Sworn Statement

Technical Documents

- a. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (*Form Annex "A"*)
- b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the contractor, or a final rating of at least Satisfactory in the CPES, or a similar performance and monitoring system. In the case of contracts with the private sector, an equivalent document shall be submitted. (*Form Annex "B"*)

A contract is considered to be "similar" to the contract to be bid if it has the same major categories of work stated hereunder;

Major Categories of Work		Unit of Measure	Quantity
1	Tileworks	Sq.m.	50
2	Carpentry Works	Lot	1

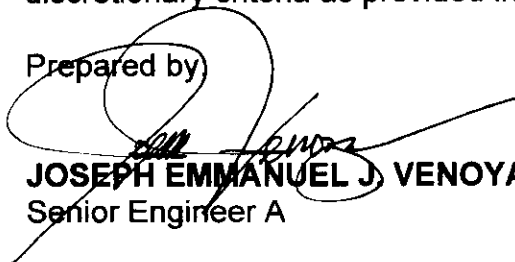
- c. Project requirements which shall include the following:
- c.1 Organizational chart for the contract to be bid,
 - c.2 List of contractor's key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (*Form Annex "C"*)
 - 1 – Project Manager
 - 1 – Project Engineer
 - 1 – Materials Engineer
 - 1 - Construction Safety and Health Officer
 - 1 – Construction Foreman
 - c.3 List of Minimum Major Equipment Requirements, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project (*Form Annex "D"*)
 - 1 unit – Electric Grinder
 - 1 unit - Electric Chipping Gun

6. POST-QUALIFICATION

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid (LCB), the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law

The BAC will verify and validate the veracity, authenticity, and validity of all the eligibility documents submitted by the bidder with the LCB, using non-discretionary criteria as provided in Section 63 of the IRR of RA 12009.

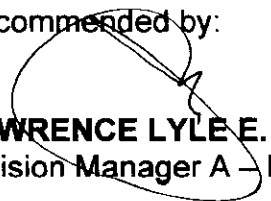
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