

TERMS OF REFERENCE

SMALL VALUE PROCUREMENT (SEC. 53.9) FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STEEL GATE AND CONTAINER GUARD HOUSE AT ISLA PUTING BATO ROADWAY, NORTH HARBOR, TONDO, MANILA

I. SCOPE OF WORK

1.	General Expenses
1.1.	Mobilization, Demobilization and Cleaning-up
1.2.	Provide construction safety and health programs in the execution of the project
2.	Construction of Steel Gate
2.1.	Concrete breaking and excavation for steel gate post foundation as indicated in the plan
2.2.	Supply and cast-in-place Class "A" concrete including rebars for post foundation
2.3.	Supply, fabricate and install steel gate including painting as indicated in the plan
3.	Provision of 10-Footer Container Guard House
3.1.	Supply and deliver 10-footer container van to project site
3.2.	Supply, fabricate and install 6 pieces Concrete block as indicated in the plan
3.3.	Supply, fabricate and install roofing, post and framing as indicated in the plan
3.4.	Supply and cast-in –place 2-inch thick Class "A" concrete flooring as indicated in the plan
3.5.	Supply and place 30cm x 30cm x 3mm thick vinyl tiles as indicated in the plan
3.6.	Supply, deliver and install 1-unit flush door and 4 units jalousie windows including cutting works for installation of door and windows as indicated in the plan
3.7.	Supply and apply elastomeric paint for the exterior and interior surfaces of container van and acrylic paint for roof (2 coats)

Project Duration: **Twenty (20) calendar days**

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FOUR HUNDRED FORTY-EIGHT THOUSAND PESOS & 00/100 (Php448,000.00)**. Quotations received exceeding the ABC shall be automatically disqualified at the opening of price quotations.

III. SCHEDULE OF THE PROCUREMENT ACTIVITIES

Activities	Date
Posting of Request for Quotation (RFQ) at PhilGEPS and PPA website	August 1- 8, 2019
Purchase of RFQ documents at the BAC Secretariat, Ground Floor, PMO NCR North Admin. Bldg., R-10, Manila North Harbor, Tondo, Manila	August 2 - 8, 2019
Deadline of submission of quotations/proposals and Opening of RFQ	August 8, 2019
Preparation and evaluation of Abstract of Quotation/Ratings	Three (3) working days from the opening of RFQ
Recommend to the HOPE the award of contract in favor of the supplier/contractor with the Single or Lowest Calculated and Responsive Quotation.	Two (2) working days upon receipt of evaluation from TWG

IV. Performance Security

The Contractor shall secure **Performance Security** in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Ten (10) percent of the contract price
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty (30) percent of the contract price

The Performance Security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

V. Reservation Clause

The contract will be awarded to the Participating Contractor/Service Provider whose price quotation is the most advantageous and responsive to the PMO, in accordance with the PMO's judgement and discretion. PMO shall not be bound to accept the lowest or any price quotation, which, in its judgment is, in the ultimate analysis, not advantageous to the government.

The PMO-NCR North BAC shall not compensate or indemnify any person for any expenses incurred in the preparation of the price quotation.

Moreover, the PMO-NCR North BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Contractor/Service Provider or any person.