

TERMS OF REFERENCE

MAINTENANCE OF ADMINISTRATION OFFICE BUILDING FAÇADE MEL LOPEZ BLVD., NORTH HARBOR, TONDO, MANILA (MPF-NCN-07-2026)

I. RATIONALE

Philippine Ports Authority-Port Management Office-NCR North aims to ensure that its port facilities are properly maintained to properly cater and provide efficient services that will meet the demands of its port users.

A well-maintained administrative building not only enhances the productivity of PMO employees but also reflects the Authority's standards and values to port users and visitors.

II. OBJECTIVE

PPA PMO-NCR North intends to perform preventive maintenance to the port facilities to preserve the facility asset. The project addresses deterioration, weathering, surface defects affecting the façade through the repair, restoration, cleaning, and repainting of damaged components.

The procurement of the project shall be made through Alternative Mode of Procurement particularly Small Value Procurement in accordance with Section 34, of the implementing rules and regulations of the Republic Act No. 12009 or New Government Procurement Act.

III. SCOPE OF WORKS AND SERVICES

BILL NO. 1 GENERAL EXPENSES

- 1.1 Mobilization / Demobilization
- 1.2 Provide construction safety and health program in the execution of project

BILL NO. 2. REPAINTING WORKS

- 2.1 Surface preparation, application of patching compound on damaged surfaces, application of one coat flat latex base coat and application of 2-coats elastometric paint on exterior walls and fence
- 2.2 Surface preparation and application of 2-coats enamel paint on fence steel grills and gate

IV. ELIGIBILITY OF THE SERVICE PROVIDER

The prospective contractor must submit the following equipment and documentary requirements:

A. Equipment Required:

Quantity	Description
60-set/s	H-Frame Scaffoldings, Owned or Leased

B. Prospective bidders shall submit Quotation together with the herein documents:

1. PCAB License – At least Small “B” for Building
2. PhilGEPS Registration
3. BIR Certificate of Registration
4. Income/ Business Tax Return
5. Duly Notarized Omnibus Sworn Statement
6. Mayor’s Permit/Business Permit

V. APPROVED BUDGET CONTRACT

The Approved Budget for the Contract (ABC) shall be the amount **Nine Hundred Ninety-Eight Thousand Eight Hundred Ninety-Four Pesos (Php 998,894.00)** inclusive of 12% VAT.

VI. CONTRACT DURATION

The target number of days to complete the project is seventy-seven (77) days reckoned upon receipt of by the winning bidder of the Notice to Proceed (NTP).

VII. TERMS OF PAYMENT

The payment shall be paid in full to the contractor upon completion and acceptance of the project by PPA PMO-NCR North subject to accounting and auditing rules and regulations.

VIII. 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 a performance security prior to the signing of the contract. The winning bidder shall ensure that the performance security remains effective until the issuance of the Certificate of Final Acceptance.

The performance security shall be in the form chosen by the procuring entity and in the 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 (Not less than the required percentage of the Total Contract)
a) Cash or cashier's or Manager's check issued by a bank	Ten percent (10%)
b) Bank draft or guarantee or irrevocable Letter or Credit issued by a bank. If issued by a foreign bank it shall be confirmed or authenticated by a local bank.	
c) Surety Bond callable upon demand issued by a surety or insurance company dully certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

IX. LIQUIDATED DAMAGES

In case the prospective Contractor fails to perform satisfactorily the maintenance activities within the agreed contract period, the Contractor shall be held liable for damages for the delay and shall pay the Procuring Entity liquidated damages, an amount equal to one-tenth (1/10) of one-percent (1%) of the cost of the delayed project scheduled for completion, for every day of delay until such project is finally accomplished and accepted by the procuring entity concerned.

X. RESPONSIBILITY OF THE PROSPECTIVE CONTRACTOR

- a. The Contractor shall at all times utilize the most cost effective and widely accepted standards and practices in accomplishing the maintenance activities provided for in the Terms of Reference.
- b. The Contractor shall keep the PPA fully informed and updated on all matters relating to the maintenance activities accomplished.

XI. RESPONSIBILITY OF THE PHILIPPINE PORTS AUTHORITY

- a. For and in consideration of full, satisfactory and full performance by the Contractor of all maintenance activities provided for in the Terms of Reference (TOR), PPA shall pay the full contract amount corresponding to the Lowest Calculated Responsive Bid among all the bid proposals submitted.
- b. PPA shall assign a qualified engineering personnel to monitor, supervise and oversee the work direction of the maintenance activities being implemented

by the Contractor to determine the actual progress and accomplishments of the project.

X. GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS OF PROJECT

ITEM 01 : PAINTING WORKS

A. GENERAL REQUIREMENTS

The work shall include all labor, materials, equipment, plant and other facilities and the satisfactory performance of all works necessary to complete all field painting and as specified herein. All paints and coatings shall be applied by painting subcontractors and workmen approved by the PPA Engineer.

B. SCOPE

The following surfaces to be painted except where otherwise specified or shown:

1. Above ground piping and other metal surfaces.
2. All exposed concrete.
3. All structural and miscellaneous metal
4. All equipment furnished without factory finished surfaces.
5. All exposed steel mullions, tubular frames, door frames, steel sash, and metal windows.
6. All sheet metal and ferrous metal trim.
7. Interior and exterior surfaces of the building including all concrete block masonry.

The following surfaces are not to be painted:

1. Ferrous metal having approved plating or factory paint finishes.
2. Non-ferrous metals, unless otherwise noted or indicated; galvanized metal shall not be considered a non-ferrous metal.
3. Equipment with factory finished surfaces unless otherwise noted.

No concrete, wood, metal or any other surfaces requiring protection shall be left unpainted even though not specifically defined herein.

Loose paints and rust on spiral steel stair, handrails, railing, antenna mast, exhaust hoods, steel doors, window grills and G.I. pipe fence frames shall be removed and repainted.

C. RIGHT OF REJECTION

Exterior painting or interior finishing shall be done under conditions which shall not jeopardize the appearance or quality of the painting or finishing in any way. The PPA Engineer shall have the right to reject all material or work that is unsatisfactory, and require the replacement of either or both at the expense of the Contractor.

D. PROTECTION OF THE WORK

The Contractor shall endeavor to protect the work of others during the time painting work is in progress. The Contractor shall be responsible for any and all damage³ to any other work in the course of his painting job.

Protective coverings shall be used to protect floors, fixtures, and equipment while painting, care shall be exercised to prevent paint being spattered unto surfaces which are not to be painted.

E. WORKMANSHIP

All painting work shall be first class and in accordance with the best standard practices of the trade.

The Contractor shall examine carefully all surfaces to be painted and before beginning any of his work shall make sure that the work of other trades has been installed in a workman like condition ready to receive paint. Metal surfaces shall be clean, dry and free from mill scale, rust, grease, oil or any other substance which could affect the quality of the painting.

Paint shall be applied at the proper consistency and each coat shall be brushed evenly free of brush marks, sags, and runs. Care shall be exercised to avoid lapping of paint on glass or hardwares. Paint shall be sharply applied to required lines. Finished paint surfaces shall be free from defects or blemishes. Surfaces from which such paint cannot be removed satisfactorily shall be painted or repainted, as required to produce a finish satisfactory to the PPA Engineer.

Succeeding paint coatings shall be applied only when the previous coat is hard and dry.

All painting materials shall be used in strict accordance with manufacturers directions, spread or flowed on smoothly with proper film thickness and without runs, sags, skips or other defects.

F. STORAGE OF MATERIALS

All painting materials and equipment not for immediate use shall be stored in a room approved by the PPA Engineer for that purpose. The receiving, opening and mixing of all paint shall be removed from the premises at the end of each day's work, or stored in metal containers with metal covers.

G. PREPARATION OF PAINT

Paint containers shall be delivered to the job site in manufacturer's unopened containers and shall be opened only when required for use. Paint shall be mixed only in the designated room or space in the presence of the PPA Engineer or his representative. Paint shall be thoroughly stirred or agitated to uniformly smooth consistency suitable for proper application. Unless otherwise specified or approved, no materials shall be reduced, changed, or used except in accordance with manufacturer's label or tag on container. In all cases, paint shall be prepared and handled in a manner to prevent deterioration and inclusion of foreign matter.

H. CLEAN-UP

Upon completion of his work, the Contractor shall remove all surplus materials. All paint spills shall be removed and the entire premises shall be cleaned of all rubbish, and debris, caused by his work. He shall present the work clean and free from blemishes so that it is acceptable in every way. All glass, fixtures and doors shall be cleaned of paint spots and polished, and the job made for occupancy by the owner.

I. MATERIALS

1. **Materials** – The Contractor may substitute other paint materials provided he first receives written approval from the PPA Engineer stating that said proposed substituted materials are equal to those specified and are approved for use. The painting material shall be delivered to job site in original containers properly labeled without evidence of tampering, substitution of contents, or of deterioration. A complete list of materials proposed for use shall be submitted for the PPA Engineer's approval.
2. **Colors and Samples** – All finish colors shall be as selected by the Procuring Entity and/or the PPA Engineer. In multicoat work using color pigmented paints, each coat shall have sufficient variation of color to easily distinguish it from preceding coat.

Using specified or approved materials, 3 sample panels of each finish, including all coats thereof shall be prepared and submitted for the Owner's approval. Completion work shall match approved colors and samples.

J. PREPARATION OF SURFACES

1. **General Scope** – Except as otherwise specified, surfaces to be painted shall be clean, smooth and dry. The Contractor shall report to the PPA Engineer in writing any surface which cannot be properly prepared for painting. If work is commenced before defects have been reported and corrected, any resulting unsatisfactory finish shall be rectified at no cost to the PPA.
2. **Concrete and Masonry** – all concrete and masonry surfaces shall be cured thirty days prior to painting. Dirt, dust, oil, grease, efflorescences, loose cement, chalk and other deleterious matter shall be removed and surface roughened when necessary to insure good paint adhesion. the method of surface preparation shall be left to the discretion of the contractor, but results obtained shall be satisfactory to the PPA Engineer. Before application of resin emulsion paint, surfaces shall be prepared in accordance with manufacturer's directions. Before application of oil base or latex paints, surfaces shall be tested for presence of alkali; if alkali is present, neutralized as recommended by the manufacturer of the paint materials to be applied.
3. **Plaster** – Dirt, dust, loose plaster and other deleterious matter which would prevent good paint adhesion shall be removed. All holes, cracks and depression shall be neatly filled with patching plaster, missed and applied to match existing plaster. Patches shall be sanded flush and smooth and properly sealed before applying prime coat. After priming surfaces, suction spots shall be touched up with additional prime coat material until surfaces

evidence a uniform coating. Enamel undercoats on smooth plaster shall be sandpapered by hand (with No. 00 sandpaper) and dusted clean before applying succeeding coat.

4. Metal – Dirt, weld, splatter, rust, scale and other contaminants shall be removed by scrapping, wire brushing and sanding or sandblasting as required. Oil and grease shall be removed with mineral spirits or appropriate solvent. Before painting ferrous metal surfaces, including galvanized ferrous metal, surfaces shall be pretreated with approved phosphoric acid etching cleaner in accordance with manufacturer's directions to produce a chemically clean surface. Unless already performed in accordance with specifications of other sections, abrasions and bare spots in shop prime coatings shall be touched up with metal primer matching the shop coatings. Enamel undercoats shall be sandpapered by hand (with No. 00 sandpaper) and dusted clean before applying succeeding coat.
5. Woodwork – Unless already properly sanded, woodwork shall be sandpapered smooth by hand. Before priming surfaces, knots, pitch pockets and sap streaks shall be thoroughly cleaned of residue and touched up with shellac varnish coating. After priming surface, nail holes, cracks and depressions shall be neatly filled with putty or other approved filler, colored to match required finish. Enamel undercoats shall be sanded by hand (with No. 00 sandpaper) and dusted clean before applying succeeding coat.

K. APPLICATION OF PAINT

1. General Scope – All painting and finishing shall be performed by skilled craftsmen. Each coat of paint shall be applied with proper consistency, evenly, free of laps, sags and runs and cut sharply to required lines. Paint shall be applied only under dry and dust free conditions that will insure properly finished surfaces, free of defects and blemishes unless otherwise directed by the PPA Engineer. Paint shall not be applied when temperature is likely to be above 90°F. Sufficient time shall be allowed between application of coats to insure proper drying of the preceding coat. All primer and intermediate coats shall be unscarred and completely integral at time of application of each succeeding coat. The PPA Engineer shall be notified when each coat has been applied and is ready for inspection; until coat is inspected and approved by the PPA Engineer, no succeeding coats shall be applied. Whenever two coats of a dark colored paint are specified the first coat shall contain sufficient powdered aluminum to act as an indicator for proper coverage when applying the second coat.
2. Method of Application – Paint should be applied by brush, spray, or other application method approved by the PPA Engineer.
3. Priming and Back Painting
 - a. Priming – Before installation, all surfaces of millwork which are to be painted shall be primed giving particular attention to sealing of cross-grained surfaces. In all cases, all work shall be primed as soon as possible after delivery to buildings, before or after installation, as required, or in case prefabricated items, at fabricator's shop or mill

before shipment, if practicable. Except as otherwise specified, primings shall consists of first coat herein after specified under "Finishes".

- b. Back-Painting – Woodwork, millwork and casework to be installed against concrete, masonry or plaster shall be back painted with one coat of exterior oil paint.

L. PAINTING SCHEDULE

Paint manufacturers shall be BOYSEN, DAVIES or approved ~~equal~~ ^{equivalent}.

INTERIOR WALLS / EXTERIOR WALLS

1. Concrete Acrylic Concrete Primer and Sealer
2. Concrete Putty
3. Acrylic water based, odor less, semi-gloss latex paint

STAIR AND HANDRAILS

1. Epoxy Primer
2. Epoxy Enamel (2 coats)

GENERATOR ROOM FLOORING

1. Chlorinated Rubber Base Paint Finish

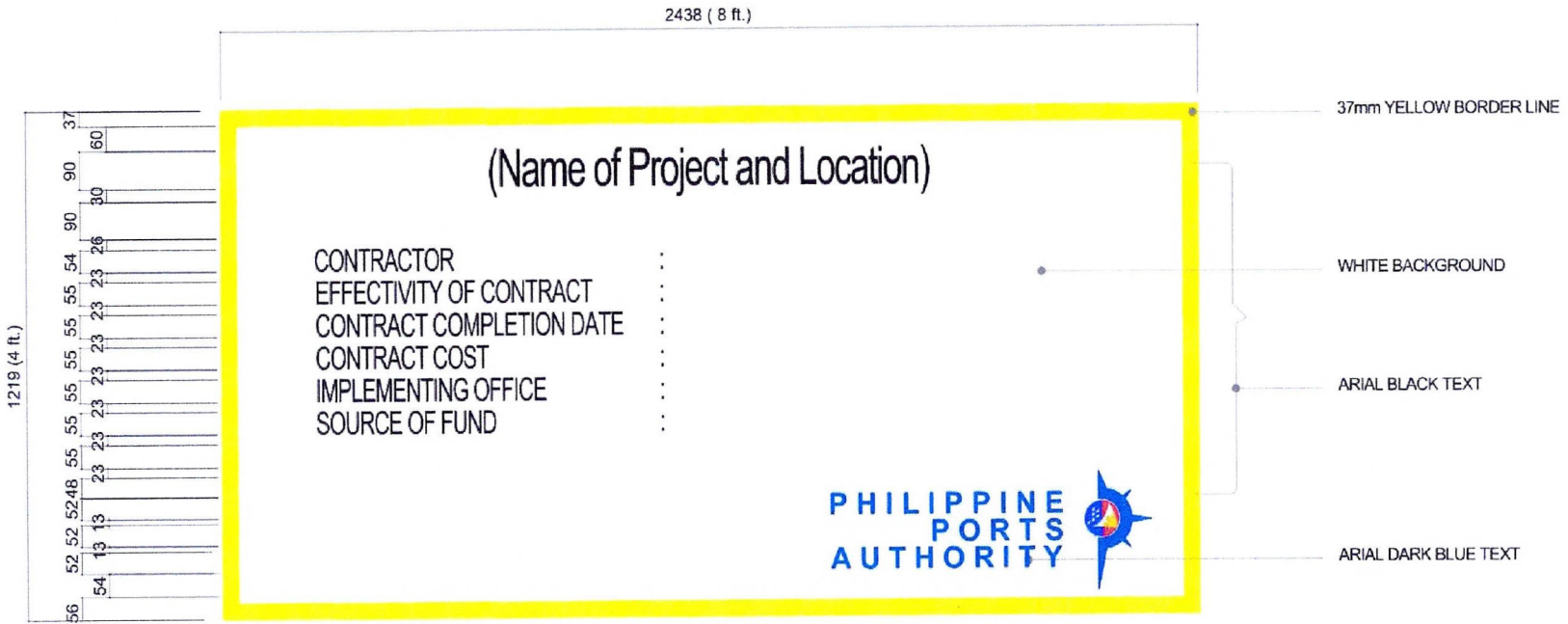
ITEM 02 : PROJECT BILLBOARD

A. SPECIFICATION

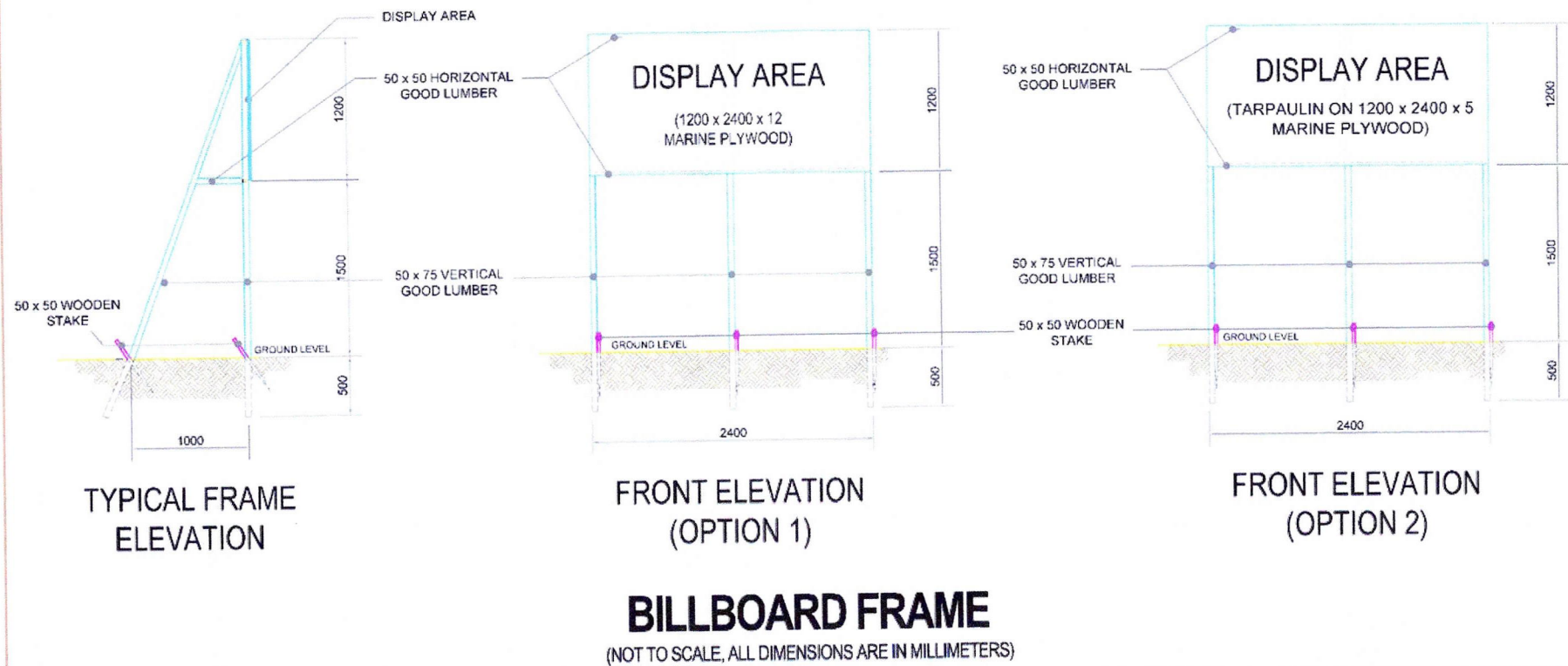
The Project Billboard shall be installed at location(s) designated by the PPA Engineer. (for reference, **Annex A** is attached herein)

The size and specifications of materials for the standard billboard shall be 4ft. x 8ft. (1,200mm x 2,400mm) using ½ inch (12mm) marine plywood or tarpaulin poster on 3/16 inch (5mm) marine plywood.

Project billboards shall not contain Name(s) and/or picture(s) of any personages.



STANDARD PROJECT BILLBOARD



ITEM 08 : SAFETY SIGNAGES AND BARRICADES

A. DESCRIPTION

This work includes the furnishing and installing of safety signages and barricades in accordance with the specifications and to the details shown below in the drawings, or as directed by the PPA Engineer.

B. SPECIFICATION

The Signage's and Barricades shall be installed at location(s) designated by the PPA Engineer.

The sizes of the standard signages shall be 2-2/3ft x 4ft (800mm X 1,200mm) for fixed type and 2ft x 2-2/3ft (600mm x 800mm) for mobile type. For barricade standard 2ft x 2-2/3ft (600mm x 800mm) shall be provided.

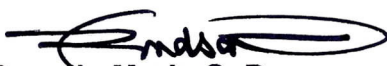
The materials to be used for signages and barricades are ½ inch (12mm) marine plywood or tarpaulin poster on 2" x 2" (50mm x 50mm) good lumber frame (see drawing below).

The printing or painting shall be the discretion of the PPA Engineer.

X. RESERVATION CLAUSE

The employees of the Contractor are not employees of the PPA, and thus, the latter shall not in any way be responsible for any liability resulting or arising from the conduct of activities of the former, in whatever kind or nature.

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