

TERMS OF REFERENCE

MPF-NCN-05-2026 MAINTENANCE OF PPA LIGHTED LOGO AND SIGNAGES , FACILITIES, BUILDINGS AND OFFICES AT PMO NCR-NORTH

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.

Well-maintained signages reinforce the Philippine Port Authority's corporate identity and uphold the Authority's standards for employees, 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 shall only cover the installation of lighted signages in various places as indicated in the plans to maintain the structural integrity, functionality, safety, and aesthetic appearance of the assets.

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. MAINTENANCE OF SIGNAGES

- 2.1 Supply and install of Double-face Illuminated Signage at R-10 Gate (Pole-Mounted)
- 2.2 Supply and install of Single-face Illuminated Signage at R-10 Gate (Wall-Mounted)
- 2.3 Supply and install of Single-face Illuminated Signage at Administration building façade (Wall-Mounted 9.00x1.50m)
- 2.4 Supply and install of Single-face Illuminated Signage at Marcos Road Gate (Wall-Mounted)
- 2.5 Supply and install of Double-face Illuminated Signage at Port Police Division Office (Pole-Mounted)
- 2.6 Supply and install of Single-face Illuminated Signage at Port Police Division Office (Wall-Mounted)
- 2.7 Supply and install of Single-face Illuminated Signage at the PMO-NCN Vessel Traffic Management System Tower (Wall-Mounted)

2.8 Supply and install of Single-face Illuminated Signage at PMO-NCN,
TMO-VITAS

IV. ELIGIBILITY OF THE SERVICE PROVIDER

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

A. Equipment Required:

Quantity	Description
2-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 Ninty-Nine Thousand Pesos (Php 999,000.00)** inclusive of 12% VAT.

VI. CONTRACT DURATION

The target number of days to complete the project is forty-two (42) 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 : LIGHTED LOGO SIGNAGES

SCOPE OF WORK

The work shall include all labor, tools, equipment, supervision, and materials necessary for the maintenance, repair, and installation of the Lighted Logo Signages, complete as shown on the drawings and as specified herein.

GENERAL REQUIREMENTS

The work includes the installation of signages with LED module lights and all miscellaneous items required for the proper execution of the work. The installation shall be properly monitored and inspected during and after the work is completed.

All personnel deployed shall be qualified and duly supervised throughout the process. The Contractor shall ensure that the proper safety measures are implemented to prevent damage to existing structures, adjacent properties, and building occupants, and to minimize disruptions to normal operations during the execution. The Contractor shall also ensure that all the workers are equipped with the proper PPE, which shall be strictly observed at all times.

The lighted logo signages shall be internally illuminated and flush installed with concealed fixings. All GI and steel components used shall be painted and coated with anti-rust. All materials to be used shall be properly graded for outdoor use and compliant to the required standard of the plans.

The Contractor shall deliver all the necessary work required to complete the full and functional operation of the installation of the lighted logo signages.

Materials and accessories required in the installation of the illuminated signages shall be carefully handled and stored to prevent damage to the surface and edges.

MATERIALS

Materials used of the Installation shall be brand new, high quality, and as indicated to the plan. This include weatherproof LED modules, compatible drivers, and power supplies, PEC-compliant wires and cables, durable acrylic panels or signage faces, and corrosion-resistant components, including GI frames, brackets, and fasteners. All materials must conform to the applicable standards, and no substitution shall be made.

INSTALLATION

The Contractor shall provide structurally adequate fixings, anchors, and support systems, all in compliance to the codes and standards capable of supporting all imposed loads, for the signages. All proposed fixing and support details shall be subject to review and approval of the Procuring Entity.

Installation shall be carried out professionally by skilled personnel as part of the Contractor's responsibility, ensuring that all signages are properly mounted, aligned, and securely anchored.

The Contractor shall install all the electrical components, with wiring properly routed, grounded, and compliant with the PEC. All external connections shall be sealed and waterproofed. Completed signages shall be level, fully operational, and free from defects.

Testing and commissioning shall be conducted in the presence of the Procuring Entity, and any deficiencies shall be corrected prior to turnover.

ITEM 02 : PROJECT BILLBOARD

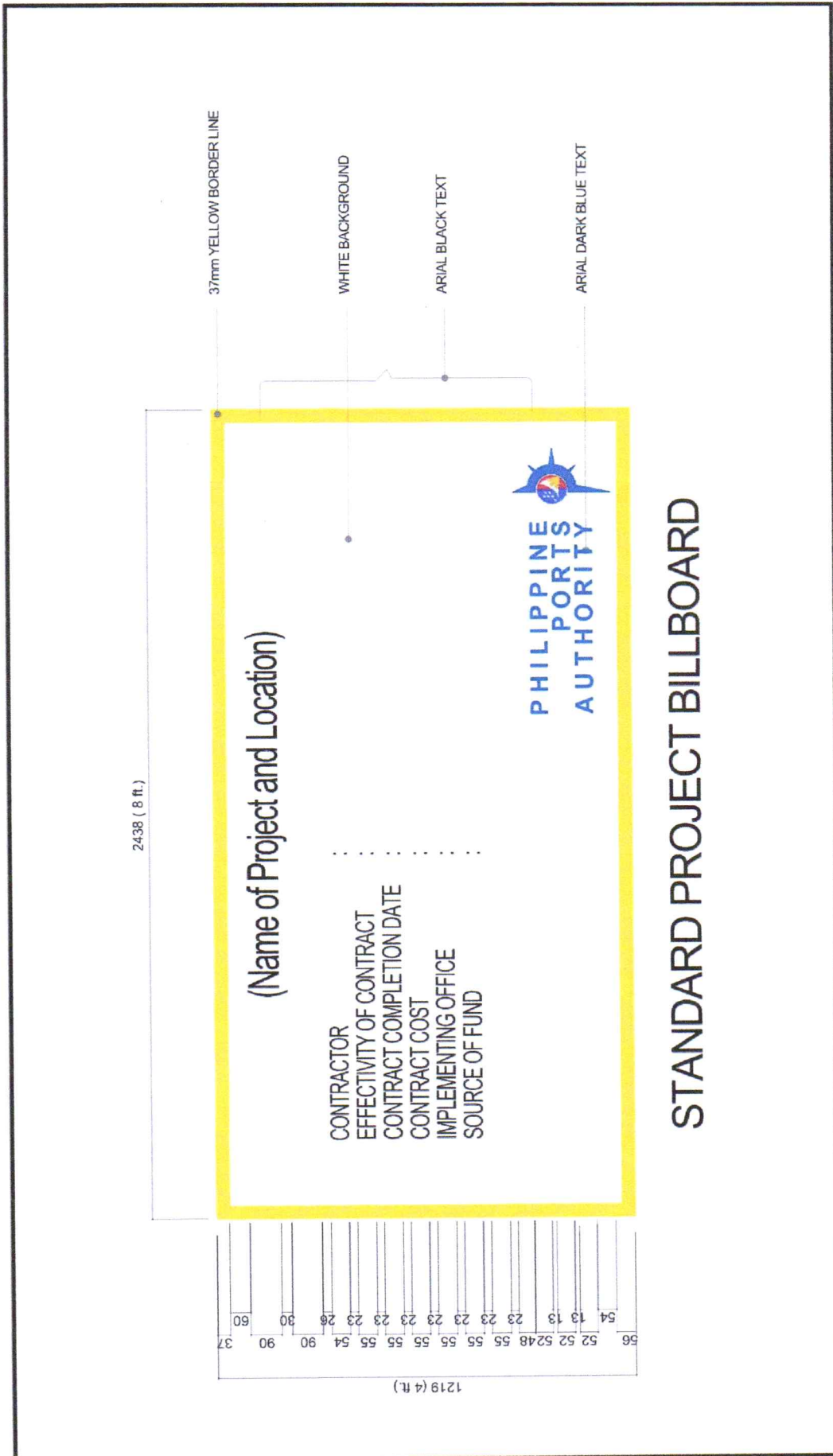
A. SPECIFICATION

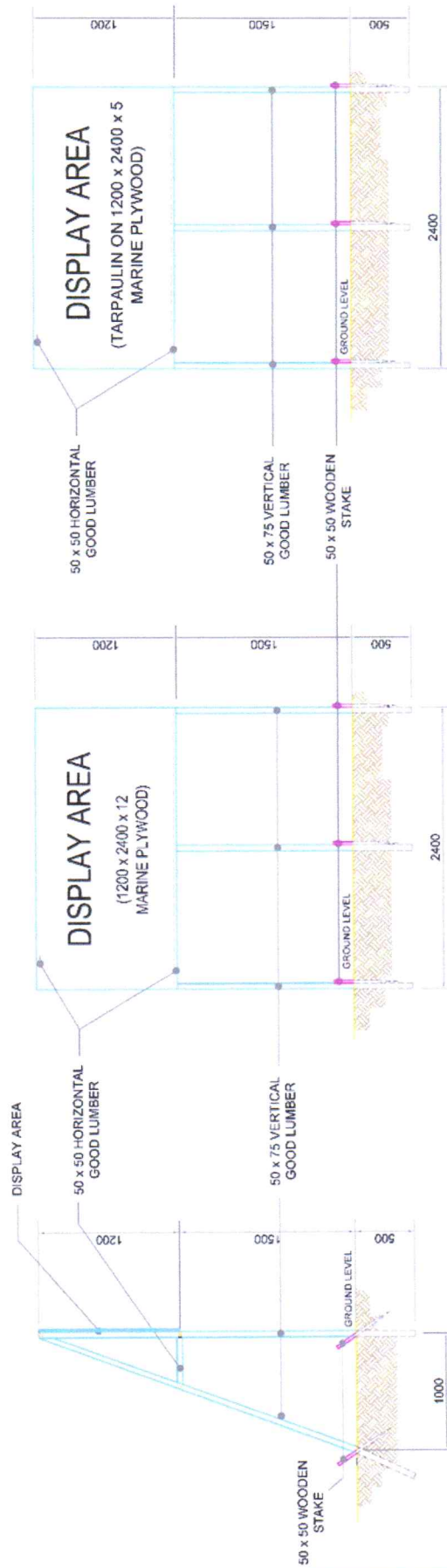
The Project Billboard shall be installed at location(s) designated by the PPA Engineer. (for reference, **Annex A** is attached herein)

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.

ANNEX A





BILLBOARD FRAME

(NOT TO SCALE, ALL DIMENSIONS ARE IN MILLIMETERS)

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

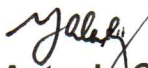
The employees of the Contractor are not employees of the PPA, and thus, the latter shall not in any way be responsible for any liability resulting or arising from the conduct of activities of the former, in whatever kind or nature.

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