

TERMS OF REFERENCE

MAINTENANCE OF FCMD BUILDING AT PORT OF CASIGURAN, AURORA (MPF-BNA-25-2026)

ABC : Php 949,955.17

I. BACKGROUND & RATIONALE

The Maintenance of FCMD Building at Port of Casiguran, Aurora needs to be maintained to prevent further deterioration of building since it has experienced deterioration due to continuous exposure to weather conditions and regular operational use. To prevent further damage, ensure the safety of personnel, and maintain a functional working environment, maintenance works are necessary. The proposed project will restore the building's serviceability, prolong its useful life, and support the continuous delivery of efficient port operations.

II. SCOPE OF WORKS

The contracted service provider shall furnish all labor, tools, equipment, materials and supervision necessary to complete the following works:

BILL NO. I GENERAL EXPENSES

- 1.01 Mobilization and Demobilization
- 1.02 Provision of Construction Safety and Health Program

BILL NO. II REMOVAL & DISPOSAL WORKS

- 2.01 Removal of existing roof eaves, metal framing, and partially damaged gutters, including proper disposal.
- 2.02 Removal of existing doors and door jambs (main, back and inside doors), including the screen door and upper door panel, with proper disposal.
- 2.03 Removal of existing damaged windows and window grills including proper disposal.
- 2.04 Removal of the existing pavement including proper disposal.

BILL NO. III ROOFING AND CEILING WORKS

- 3.01 Replacement of roof eaves, metal framing, gutters, downspout and application of sealant to the roofing, including restoration of affected lighting system.

BILL NO. IV DOORS AND WINDOWS

- 4.01 Replacement of doors with door jambs, including all necessary accessories.

- 4.02 Replacement of windows and installation of window grills including all necessary accessories.

BILL NO. V CONCRETE WORKS

- 5.01 Restoration of existing pavement and the enclosure of the open portion created by the installation of the new door.

BILL NO. IV PAINTING WORKS

- 6.01 Painting of roof eaves, fascia boards, inside doors and door jambs and ceiling including the removal of old paint.
- 6.02 Painting of exterior and interior wall of the TMO Building, including window grills and the removal of old paint.

III. EQUIPMENT AND MANPOWER REQUIREMENT

- a. The Contractor shall provide the following key personnel:
1. Project Manager
 2. Project Engineer
 3. Safety Officer
 4. Foreman/ Leadman
 5. Skilled Worker
 6. Unskilled Worker
- b. The contractor shall provide the following minimum equipment:
1. 2 units - Electric Drill
 2. 2 units - Scaffolding H-Frame Set
 3. 2 units - Jackhammer
 4. 1 unit - Dumptruck
 5. 1 unit - Concrete Mixer
 6. 1 unit - Concrete Vibrator

IV. PROJECT REQUIREMENTS

1. The Contractor shall submit a list of manpower and equipment or affidavit of availability of manpower, tools/equipment (notarized) necessary for the project;
2. The Contractor shall submit a narrative report to the PMO –Bataan/Aurora Engineering Services Division on the status of the activity:
 - a. Pre-Repair and Maintenance condition
 - b. On-going work status
 - c. Post – repair and maintenance completion

V. QUALIFICATION OF SERVICE PROVIDER

The Contractor shall submit the following requirements:

1. Mayor's Permit
2. PhilGeps Registration Number
3. Valid PCAB License
4. Income/Business Tax return

5. Omnibus Sworn Statement (NGPA Form)
6. Bill of Quantities
7. Detailed Estimate
8. Certificate of Site Inspection signed by duly Authorized PMO-BNA Personnel

VI. WARRANTY AND LIABILITY

The Contractor shall be responsible for the quality of the work performed and shall correct, at its own expense, any defects or deficiencies resulting from poor workmanship or failure to comply with the approved specifications that are identified within one (1) year from the date of project acceptance.

The Contractor shall also be liable for any damage to existing port facilities, equipment, or third-party property, as well as any injury or loss arising from its operations due to negligence or non-compliance with applicable laws, safety regulations, and contract requirements. All necessary repairs or restoration shall be undertaken by the Contractor at no additional cost to the Philippine Ports Authority (PPA).

VII. PROJECT DURATION AND LOCATION

The contracted service provider shall completed the Maintenance of FCMD Building at Port of Casiguran, Aurora within **Sixty (60) calendar days** from date of Notice to Proceed

VIII. TERMS OF PAYMENTS

Payment shall be made based on the actual project accomplishment, as computed and certified by the Philippine Ports Authority (PPA) PMO – Bataan/Aurora, and upon submission by the Contractor of the corresponding progress billing, narrative accomplishment report and dated photographs documenting the completed work. All payments shall be subject to inspection, verification, acceptance of the completed works, and compliance with all applicable contract requirements.

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