

TERMS OF REFERENCE

MAINTENANCE OF GYM AREA AND GSU OFFICE AT PORT OF LAMAO, LIMAY, BATAAN (MPF-BNA-06-2026)

ABC : Php 995,272.00

I. BACKGROUND & RATIONALE

The Maintenance/Repainting of Port Police Barracks at Port of Lamao, Limay, Bataan is deemed necessary to preserve the structure. Ceiling Works are done to replace the existing damaged ceiling, and maintenance of roofing is included to prevent damages to the ceiling, and other facilities at the Port Police Barracks. Tile Works at the Female Common CR and Male Common CR is included since the existing tiles are too old and unrepresentable and the said CRs are frequently used by the PMO personnel. Some doors are also damaged and needs to be replaced.

II. SCOPE OF WORKS

The contractor shall furnish all materials, labor, tools/equipment and supervision necessary to complete the following works:

BILL NO. I GENERAL EXPENSES

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

BILL NO. II REMOVAL & DISPOSAL WORKS

- 2.01 Removal of Old Ceiling and Wooden Framing at Gym Building and General Services Unit Office including proper disposal.
- 2.02 Removal of Floor Tiles at General Services Unit Office including proper disposal.
- 2.03 Removal and restoration of air-conditioning units and other affected equipment and electrical lightings and documents due to repair works at Gym Building and General Services Unit Office including window cleaning and general cleaning of entire area.

BILL NO. III CEILING WORKS

- 3.01 Replacement of Ceiling at Gym Building and General Services Unit Office including of metal frame.

BILL NO. IV ELECTRICAL WORKS

- 4.01 Cable management/organizing/securing cables, wires and cords used for electrical/ networking or telecommunication purposes at Gym Building and General Services Unit Office including replacement of old lighting switch and electrical outlet.

BILL NO. V FINISHING WORKS

- 5.01 Painting Works of Ceiling and Interior Wall including drywall partitions at General Services Unit Office and Gym Building including removal of old paints and restorations.
- 5.02 Installation of Tempered Glass Wall Mirror in Gym Building including accessories and mat floor
- 5.03 Restoration of Flooring (smooth finish) at General Services Office.
- 5.04 Removal of the Door between the Gym Building and the Terminal Building including enclosure works.

III. EQUIPMENT AND MANPOWER REQUIREMENT

The Contractor shall provide the following key personnel:

1. Project Manager
2. Project Engineer
3. Foreman/Leadman
4. Skilled Worker

The contractor shall provide the following minimum equipment:

1. Electric Grinder
2. Electric Drill
3. Chipping Gun
4. Portable Exhaust Fan w/ hose
5. Scaffolding H-Frame set

IV. PROJECT REQUIREMENTS

1. The Contractor shall submit a list of manpower and equipment necessary for the project;
2. The Contractor shall submit a 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 and Registration
4. Income/Business Tax return
5. Omnibus Sworn Statement (NGPA Standard Form)
6. Bill of Quantities
7. Detailed Estimate
8. Certificate of Site Inspection duly signed by the 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 contractor shall completed the Maintenance Gym area and GSU Office at Port of Lamao, Limay, Bataan within **Forty Five (45) 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.

Prepared by:



MAURICIO M. REYES II
Engineering Assistant A

Submitted by:



VAL JONATHAN V. PINEDA
Acting ESD Manager

Approved by:



NIÑO PAOLO M. BISCOCHO
Port Manager