

TERMS OF REFERENCE

MAINTENANCE OF PPA LOGO OF PMO-BATAAN/AURORA (MPF-BNA-27-2026)

ABC : Php 997,456.75

I. BACKGROUND & RATIONALE

The PPA Logo of PMO Bataan/Aurora, installed in late 2022, has been continuously exposed to weather and environmental conditions, resulting in the gradual deterioration of its structural and lighting components. To maintain its functionality, appearance, and the professional image of the Philippine Ports Authority, periodic maintenance is necessary. The project aims to restore the logo to its good operating condition, extend its service life, and prevent further deterioration.

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 Construction Safety and Health Program

BILL NO. II REMOVAL & DISPOSAL WORKS

- 2.01 Removal and Disposal of old PPA Logo at Port Operations Building, POB Lobby and DMCT Building

BILL NO. III PPA LOGO

- 3.01 Fabrication, Supply and Installation of New PPA Logo at Port Operations Building, POB Lobby and DMCT Building

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. Electrical Drill
- 2. 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 of PPA Logo of PMO Bataan/Aurora within **Thirty (30) 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