

TERMS OF REFERENCE

MPF-MRQ-36-2026 Emergency Maintenance of Public Comfort Room Port of Lucena, Lucena City (P 988,206.50)

I. OVERVIEW AND SCOPE

The Philippine Ports Authority – Port Management Office of Marinduque/Quezon (PPA-PMO MarQuez), through its Engineering Services Division (ESD), is committed to ensuring that its port facilities are properly maintained to support safe, efficient, and reliable port operations and to effectively meet the needs of port users.

The project covers the minor repairs of the Public Comfort Rooms, coupled with damaged toilet fixtures, defective plumbing works, and busted water line embedded within the walls, thus the need for a new cold water line.

The conduct of minor repair works, and the provision of an new cold water line are deemed necessary to improve the sanitary condition of the facility and ensure the safety, sanitation, and convenience of all port users.

Considering the Approved Budget for the Contract (ABC) and the nature of the required works, procurement of the project shall be undertaken through Small Value Procurement (SVP) pursuant to Section 34 of the IRR of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA).

The scope of work of the project involves the following:

Bill No. 1 General Expenses

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

Bill No. 2 Maintenance of Comfort Rooms

- 2.01 Removal Works
 - a) Removal of Existing Floor (76.16 sq.m.)
 - b) Removal of Existing/Damaged Water Closet, Sanitary Fixtures and Accessories and Fittings
- 2.02 Replacement of Damaged Doors and Cubicle Locking Mechanism
 - a) Replacement of 0.97m x 2.10m Flush Door with Jamb (D1) = 3 sets
 - b) Replacement of Cubicle Door Locking Mechanism - 15 units
- 2.03 Laying and Install of Un-Glazed Floor Tiles
- 2.04 Replacement of Cold Water Line
 - a) Replacement of 1/2" PPR
 - b) Replacement of Wall Tiles affected in Replacing of Cold Water Line
- 2.05 Replacement of Plumbing Fixtures and Accessories

II. CONTRACT DURATION

The project shall be completed within fifty (50) calendar days from the date of receipt of the Notice to Proceed (NTP) by the winning bidder.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the project is Nine Hundred Eighty-Eight Thousand Two Hundred Six Pesos and 50/100 (₱ 988,206.50), inclusive of all applicable taxes and other charges.

IV. ELIGIBILITY OF BIDDERS

The prospective Contractor shall provide the following equipment and documentary requirements as part of its eligibility and technical submissions:

A. Technical Documents:

1. Certificate of PhilGEPS Registration
2. Valid PCAB License – At least "Small A" for Building
3. Current Mayor's Permit
4. Latest Income or Business Tax Return
5. Duly Notarized Omnibus Sworn Statement
6. Duly Notarized Manpower and Equipment Deployment

B. Financial Document:

1. Duly Accomplished Request for Quotation (RFQ) / Canvass Form

C. Equipment Required

1. 1 unit – Chipping Gun
2. 1 unit – Electric Grinder
3. 1 unit – Tile Cutter
4. 1 unit – PPR Fusion Machine

Only Bids found to be legally, technically, and financially eligible will be evaluated.

V. BID EVALUATION AND AWARD

The evaluation of quotations shall be undertaken in accordance with the New Government Procurement Act (NGPA) and its Implementing Rules and Regulations (IRR), using the criterion of the Lowest Calculated and Responsive Bid (LCRB).

The quotation with the lowest calculated price shall be evaluated based on its full compliance with the technical specifications, scope of work, documentary requirements, and other conditions stipulated in this Terms of Reference (TOR) and the Request for Quotation (RFQ).

The Philippine Ports Authority – Port Management Office of Marinduque/Quezon (PPA PMO MarQuez), through its Bids and Awards Committee (BAC), reserves the right to verify all submitted documents and quotations, require additional supporting documents for validation, and reject any quotation that is incomplete, non-compliant, or technically deficient. The BAC shall recommend the award of contract to the bidder determined to have submitted the Lowest Calculated and Responsive Bid (LCRB).

VI. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the procurement documents, the winning bidder shall post a Performance Security prior to the signing of the contract. The Performance Security shall remain valid and effective until the issuance of the Certificate of Final Acceptance.

The Performance Security shall be in any of the following forms and in an amount not less than the corresponding percentage of the total contract price:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
a) Cash or Cashier's or Manager's check issued by a bank. <i>For biddings conducted by LGUs, the cashier's or manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Ten percent (10%)
b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local 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 duly certified by the IC as authorized to issue such security.	Thirty Percent (30%)
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VII. PAYMENT

Payment shall be made in full to the Contractor upon completion and acceptance of the project by PPA PMO Marinduque/Quezon, subject to applicable accounting and auditing rules and regulations.

VIII. LIQUIDATED DAMAGES

In case the prospective Contractor fails to satisfactorily complete the Works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the Contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay until such project is finally completed.

IX. RESPONSIBILITY OF THE PROSPECTIVE CONTRACTOR

The Contractor shall:

- A. Provide all necessary labor, materials, tools, equipment, supervision, and other resources required for the proper execution and completion of the project;
- B. Execute all works in accordance with the approved plans, technical specifications, applicable engineering standards, and instructions of the PPA PMO Marinduque/Quezon;
- C. Ensure the safety and security of workers, port users, and the general public throughout the duration of the project, and provide all necessary temporary safety devices, warning signs, barricades, and protective measures;
- D. Submit all required project documents and reports as required by the PPA PMO Marinduque/Quezon;
- E. Maintain proper housekeeping at the project site, including the collection, removal, and lawful disposal of construction debris, waste materials, and other refuse generated during project implementation; and
- F. Repair, restore, or replace any property, facility, or improvement damaged as a result of the Contractor's operations at no additional cost to the PPA.

X. RESPONSIBILITY OF THE PHILIPPINE PORTS AUTHORITY

The PPA PMO Marinduque/Quezon, through its Engineering Services Division (ESD) shall:

- A. Designate a Project-in-Charge (PIC) who shall oversee, monitor, and coordinate the implementation of the project;
- B. Provide the Contractor reasonable access to the project site and designated work areas, subject to applicable port safety and security regulations;
- C. Conduct inspections of the works and evaluate compliance with the approved plans, specifications, and contract requirements;
- D. Review and validate all reports, documents, and other project submissions required under the contract;
- E. Inspect, verify, and accept completed works that conform to the approved plans, specifications, and contract provisions; and
- F. Process payment to the Contractor in accordance with the contract terms and subject to existing accounting and auditing laws, rules, and regulations.

XI. FINAL INSPECTION, ACCEPTANCE AND WARRANTY PERIOD

Upon completion of all works, the Contractor shall formally request the conduct of the Final Inspection and processing of final billing through a written request addressed to the Port Manager, PPA-PMO Marinduque/Quezon, through the Engineering Services Division (ESD).

The Final Inspection shall be conducted by the designated Inspection Team and the Project-in-Charge (PIC) to verify that:

- A. All works have been completed in accordance with the approved plans, technical specifications, scope of work, and applicable engineering standards;
- B. All punch-list items and identified deficiencies have been satisfactorily corrected and completed;
- C. The quality of workmanship and installed materials is acceptable and free from defects;
- D. The project site has been properly cleaned, cleared of debris, and restored to an orderly condition; and
- E. All required reports, photographs, and supporting documents have been submitted.

Upon satisfactory compliance with all contractual requirements and acceptance of the completed works, PPA-PMO Marinduque/Quezon shall issue the corresponding Certificate of Completion and Acceptance as the basis for the processing of final billing and payment, subject to applicable accounting and auditing laws, rules, and regulations.

For purposes of Final Billing, the Contractor shall submit the following documents:

- A. Approved As-Built Plans/Drawings;
- B. Approved Recapitulation with complete forms and final quantification;
- C. Photo Documentation showing the project condition before, during, and after completion of the works;
- D. Signed Progress Billings forms;
- E. Affidavit certifying full payment of labor, materials, and other project-related obligations;

- F. Performance Security and Warranty Security, together with the corresponding Official Receipts; and
- G. Such other supporting documents as may be required by PPA-PMO Marinduque/Quezon.

Furthermore, a Final Inspection shall be conducted jointly by the Contractor and the authorized representative(s) of the PMO prior to the expiration of the one (1) year warranty period. During such period, the Contractor shall undertake, at its own expense, the repair, rectification, or replacement of any defective work, damage, or deficiency attributable to the use of substandard materials, construction defects, poor workmanship, or non-compliance with the requirements of the Contract. Upon satisfactory completion of all required corrective works and confirmation that no outstanding defects remain, the PMO may recommend the issuance of the Certificate of Final Acceptance in accordance with applicable PPA policies, rules, and regulations.

XII. GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS

1. REMOVAL OF EXISTING FLOOR TILES

1.1 Description

This item covers the removal and disposal of existing floor tiles within the designated public comfort room areas, including removal of tile adhesive or mortar bedding as necessary to prepare the floor substrate for the installation of new tiles.

The works shall conform to the provisions of:

- DPWH Standard Specifications (Blue Book)
- National Building Code of the Philippines
- National Structural Code of the Philippines (NSCP)
- National Plumbing Code of the Philippines
- Occupational Safety and Health Standards (OSHS)

1.2 Scope of Work

The Contractor shall:

- A) Remove existing floor tiles within the limits shown on the approved plans or as directed by the Engineer.
- B) Remove loose adhesive, mortar, and other unsuitable materials.
- C) Protect existing plumbing fixtures, floor drains, walls, and adjacent finishes that are to remain.
- D) Collect, haul, and dispose of debris in accordance with applicable regulations and the Engineer's instructions.
- E. Prepare and turn over the exposed substrate for inspection before new tile installation.

1.3 Execution

Removal shall be undertaken using suitable tools and methods that will minimize damage to the existing concrete slab, embedded plumbing, and adjacent finishes. The Contractor shall not cut or damage structural elements or existing utilities. Any damage caused by the Contractor shall be repaired at its own expense. Debris and waste materials shall be removed and disposed of in accordance with applicable regulations.

1.4 Method of Measurement

The completed and accepted area of floor tiles removed shall be measured in square meters based on actual dimensions. The stated quantity of 76.15 sq.m. shall be verified against site conditions.

1.5 Basis of Payment

Payment shall be made at the approved contract unit price per square meter, covering labor, tools, equipment, protection, collection, hauling, disposal, and incidental work necessary to complete the item.

2. REMOVAL OF EXISTING/DAMAGED WATER CLOSET, SANITARY FIXTURES AND ACCESSORIES AND FITTINGS

2.1 Description

This item covers the careful disconnection and removal of existing or damaged water closets, sanitary fixtures, fittings, and accessories identified for replacement.

2.2 Scope of Work

- 1) Shut off and isolate the affected water supply.
- 2) Disconnect existing plumbing connections and remove the identified fixtures and accessories.
- 3) Remove defective mounting hardware, seals, and fittings as necessary.
- 4) Protect existing drainage outlets and water supply connections from debris.
- 5) Segregate materials for disposal, salvage, or turnover as instructed by the Engineer.
- 6) Temporarily cap or secure exposed plumbing connections.

2.2 Materials

Temporary caps, plugs, sealing materials, and other incidental materials required for safe disconnection shall be provided by the Contractor.

2.4 Execution

Removal shall be carried out without damaging existing pipes, drainage connections, walls, or floor finishes that are to remain. Open pipe ends shall be protected against debris entry. The Contractor shall coordinate the work to minimize disruption to the operation of the public comfort room.

2.5 Method of Measurement

Replacement of existing sanitary pipes, including accessories shall be measured on a lump sum (lot) basis.

2.6 Basis of Payment

Payment shall be based on the approved contract unit price or lump-sum item, as applicable, and shall include disconnection, removal, protection of exposed connections, handling, disposal or turnover, labor, tools, and incidental work.

3. REPLACEMENT OF DAMAGED DOORS AND CUBIC LOCKING MECHANISM

3.1 Description

- This item covers the supply and installation of three replacement flush-door assemblies, including door jambs, necessary hardware, fastening materials, and finishing.
- This item covers the supply and installation of replacement locking mechanisms for existing toilet cubicle doors.

3.2 Scope of Work

- 1) Remove the existing doors and jambs, where replacement is required.
 - 2) Inspect and prepare the existing openings.
 - 3) Supply and install three flush doors measuring 0.97 m × 2.10 m each.
 - 4) Supply and install corresponding jambs, hinges, locksets, handles, and necessary accessories as indicated in the approved specifications.
 - 5) Align, secure, adjust, and finish the assemblies.
 - 6) Repair minor damage to adjacent finishes caused by installation.
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- 1) Remove the existing defective or damaged locking mechanisms.
 - 2) Supply and install 15 replacement locking mechanisms.
 - 3) Replace necessary screws, fasteners, strike plates, and related small components.
 - 4) Adjust the locks and verify their operation.
 - 5) Repair minor installation damage to the door surface.

3.3 Materials

Door leaves shall be suitable for the intended location and exposure. Jambs shall be made of the material indicated in the approved specifications. Hinges, locksets, screws, anchors, and other hardware shall be corrosion-resistant and suitable for frequent public use.

The specifications or approved material submittals shall identify the door-core construction, thickness, jamb material, surface finish, and hardware type before procurement.

Locking mechanisms shall be heavy-duty, corrosion-resistant, and appropriate for toilet cubicle doors. The type shall be compatible with the existing door material, thickness, and configuration. The mechanism shall allow normal operation and provide the required privacy function

3.4 Execution

The Contractor shall verify all opening dimensions before fabrication or delivery. Doors shall be installed plumb, level, and square, with uniform clearances and proper operation. Jambs shall be securely anchored. Doors shall open and close freely without binding, excessive gaps, or interference with adjacent fixtures.

The Contractor shall verify compatibility before purchasing the locks. Each unit shall be securely fastened and aligned. The Contractor shall test the locking and unlocking mechanism from both sides, including the emergency-release function where required by the approved design.

3.5 Method of Measurement

The completed and accepted door assembly shall be measured per set. Each set shall include the door leaf, jamb, and all accessories expressly identified in the BOQ and approved specifications.

The number of completed and accepted locking mechanisms shall be counted individually.

3.6 Basis of Payment

- Payment shall be made at the approved contract unit price per set, including removal where specified, supply of materials, fabrication, delivery, installation, hardware, finishing, adjustment, and incidental work necessary for completion.
- Payment shall be made at the approved contract unit price per unit, including supply, installation, fastening materials, adjustments, functional testing, labor, tools, and incidental work.

4. LAYING OG UN-GLAZED FLOOR TILES

4.1 Description

- This item covers the supply and installation of unglazed floor tiles in the designated comfort room areas, including surface preparation, tile adhesive or mortar bedding, grouting, cutting, joint finishing, and cleaning.

4.2 Scope of Work

- 1) Inspect and prepare the exposed floor substrate.
 - 2) Repair minor nonstructural surface defects as approved by the Engineer.
 - 3) Supply and install unglazed floor tiles of the approved type, size, color, thickness, and finish.
 - 4) Provide compatible tile adhesive or mortar bedding and grout.
 - 5) Cut and fit tiles around floor drains, pipe penetrations, walls, and other obstructions.
 - 6) Maintain the required floor slope toward existing floor drains.
 - 7) Clean the finished floor and protect it until acceptance
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4.3 Materials

- Floor tiles: Unglazed ceramic or other approved tile suitable for wet, high-traffic public comfort room use, with a slip-resistant finish appropriate to the intended conditions.
 - Adhesive or bedding: Commercial tile adhesive or approved mortar suitable for the substrate and wet-area application.
 - Grout: Water-resistant grout suitable for floor tiles in wet areas.
 - Other materials: Spacers, edge finishing materials, and sealants where required.
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4.4 Execution

The substrate shall be clean, stable, and sufficiently level for the selected tile system. Installation shall follow the manufacturer's written instructions and the approved construction details.

Tiles shall be laid evenly, with consistent joints, firm bedding, and no unacceptable lippage, cracks, hollow-sounding areas, or loose tiles. Existing drainage slopes shall be maintained or reinstated as shown in the approved details. Grout shall be applied only after the adhesive or bedding has adequately set. The floor shall be protected from premature traffic.

4.5 Method of Measurement

The actual completed and accepted tiled area shall be measured in square meters. Unless otherwise stated in the BOQ, the measured area shall be the finished surface area, excluding deductions or additions not authorized by the contract.

4.6 Basis of Payment

- Payment shall be made at the approved contract unit price per square meter, including tiles, adhesive or bedding, grout, cutting, installation, surface preparation incidental to the tile work, cleaning, protection, labor, tools, and equipment.
- Major substrate reconstruction, extensive leveling, or structural repairs shall not be assumed included unless expressly stated in the BOQ.

5. REPLACEMENT OF COLD WATER LINE

5.1 Description

This item covers the removal and replacement of the designated existing cold water supply line with a new 1/2-inch polypropylene random copolymer (PPR) piping system, including fittings, connections, supports, and testing.

5.2 Scope of Work

1. Identify and isolate the affected water supply line.
2. Remove the designated existing piping sections.
3. Supply and install new 1/2-inch PPR pipes and compatible fittings.
4. Provide elbows, tees, couplings, adapters, valves, and other components necessary for the specified pipe route.
5. Provide pipe supports, clamps, and sleeves where required.
6. Restore wall openings and affected finishes under the appropriate BOQ items.
7. Conduct pressure and leakage tests before concealment or final acceptance.

5.3 Materials

PPR pipes and fittings shall be new, undamaged, and compatible with one another. The pipe's pressure rating, dimensions, applicable product standard, and suitability for the operating pressure and temperature shall be stated in the approved material submittal. Valves and transition fittings shall be suitable for the intended water supply system. Dissimilar materials shall be connected using appropriate compatible transition fittings.

5.4 Execution

The Contractor shall verify the existing pipe route and connection points before installation. Pipe cutting, joint preparation, and fusion welding shall follow the pipe manufacturer's prescribed procedure and use suitable equipment.

The installed piping shall be properly aligned, supported, and protected against mechanical damage. Connections shall remain accessible for inspection and testing until accepted by the Engineer. The system shall be flushed and tested for leakage

and pressure integrity in accordance with the approved specifications, applicable plumbing requirements, and manufacturer's instructions.

5.5 Method of Measurement

The completed and accepted length of installed pipe shall be measured in linear meters along the approved route. Fittings and accessories shall be measured separately only if the BOQ provides separate pay items; otherwise, they shall be deemed included in the pipe installation rate.

5.6 Basis of Payment

Payment shall be made at the approved contract unit price per linear meter, including pipe, ordinary fittings and accessories as defined in the BOQ, jointing, supports, labor, tools, installation, testing, and incidental work. Valves, extensive wall restoration, or other separately itemized work shall be paid under their respective BOQ items to prevent double payment.

6. REPLACEMENT OF PLUMBING FIXTURES AND ACCESSORIES

6.1 Description

This item covers the supply and installation of replacement plumbing fixtures and accessories identified in the approved BOQ and plans..

6.2 Scope of Work

1. Supply and install the specified replacement fixtures and accessories.
2. Provide compatible connectors, mounting hardware, seals, and fittings required for proper installation.
3. Connect fixtures to the existing water supply and drainage systems, as applicable.
4. Adjust and secure each fixture.
5. Conduct operational and leakage tests.
6. Remove packaging, surplus materials, and installation debris.

6.3 Execution

The Contractor shall verify the dimensions and condition of existing connections before installation. Fixtures shall be securely mounted, correctly aligned, and connected using compatible fittings and seals. Water supply connections shall be leak-free, and drainage connections shall discharge properly without leakage or obstruction.

Each installed fixture shall be tested for proper operation and checked for leaks before acceptance.

6.4 Method of Measurement

Fixtures and accessories shall be measured by the actual number of completed and accepted units, classified according to the BOQ. Different fixture types shall not be combined under one unit rate unless the BOQ clearly defines the composition of the item.

6.5 Basis of Payment

Payment shall be made at the approved contract unit price per fixture or accessory, including supply, delivery, installation, connections, fittings, mounting hardware, seals, testing, labor, tools, and incidental work expressly included in the item.

Any item already paid for under the cold water line or other plumbing item shall not be paid