

TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

Maintenance / Improvement of Amenity Building #3 and Storage Area  
Port of Cagayan de Oro (MPF-MOC-17-2025)

A. DESCRIPTION

The maintenance and improvement of Building No. 3 play a vital role in preserving the structural integrity and enhancing its functionality. The scope of work includes the replacement of deteriorated components such as walls, doors, window jambs, and windows, using new and more durable materials. The project also involves repainting to restore aesthetics and protect surfaces. Overall, this initiative aims to improve the building's functionality and safety, ensuring a more efficient, comfortable, and conducive working environment for employees, as well as providing better service to port clients.

B. SCOPE OF WORKS

The supplier/contractor shall undertake the project in accordance with accepted industry standards and procedures.

The services to be rendered by the supplier shall include, but not be limited to, the following:

- 1. **Consultation:** Coordinate with the Authority, through the Engineering Services Division Technical Staff of the PMO, to clearly determine the objectives and specific requirements of the services, and secure formal confirmation of these requirements from the Authority.
- 2. **Site Inspection:** Conduct ocular inspection and actual measurement at the site.
- 3. **Supply of Materials, Labor, and Equipment** for the following scope of work:

DESCRIPTION OF WORK	UNIT	QUANTITY
1. Maintenance/Improvement of Amenity Building #3 and Storage Area	Lot	1
Supply labor and materials, and equipment for the Maintenance/Improvement of Amenity Building #3 and Storage Area		

C. MATERIALS INVOLVED IN THE PROJECT

- 2-1/4" x 1-1/2" x 10' Slotted Angle Bar
- 1/2" thk. Marine Plywood
- 5mmØ x 20mm Bolt w/ Nut & Washer (Full Thread)
- Wall Exhaust Fan 16"
- Heavy Duty Door Knob
- Jalouplus Window w/ 150mm Wooden Jamb -1.6mx1.3m
- Flush Door 1000mm X 2100 w/ 150mm Wooden Jamb
- Acrylic Primer Paint
- Paint Thinner
- Topcoat Paint Glossy
- Baby Roller 150mm
- Paint Brush 100mm
- Portland Cement

Screened Sa  
Skimcoat 20kg  
electrical  
assorted nails  
2x3 good lumber s4s

#### **D. LABOR COMPONENT**

1. Foreman
2. Skilled laborers
3. Painter/labor

#### **E. EQUIPMENT**

Basic construction tools

#### **D. TIMETABLE**

The supplier/contractor shall commence activities on the day following receipt of the Notice to Proceed. The mobilization, supply, and delivery of materials, as well as the required work, must be completed within Forty-five (45) calendar days from the commencement of activities. Additionally, the supplier/contractor shall immediately submit the Pert/CPM and Bar Chart Schedules for the project to the ESD Office.

#### **E. FIRM AND STAFF REQUIREMENTS**

The supplier/contractor shall be responsible for ensuring the timely completion of the project and shall have personnel with adequate technical background, experience, and capability.

The supplier/contractor shall provide the minimum appropriate personal protective equipment (PPE) such as hard hats, reflectorized vests, working shoes, face masks, and face shields, and shall provide disinfecting solutions such as alcohol and sanitizers to their staff and crew.

#### **F. SCHEDULE OF PAYMENTS**

All payments shall be processed only upon completion and issuance of a Certificate of Completion and Acceptance, subject to accounting and auditing rules and regulations.

#### **G. BUDGET**

The Approved Budget of the Contract for the project for the *Maintenance / Improvement of Amenity Building #3 and Storage Area (MPF-MOC-17-2025), Port of Cagayan de Oro (MPF-MOC-17-2025)*, is Four Hundred Fifty Thousand and 00/100 Pesos (₱ 450,000.00).

#### **H. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS**

The contract for the *Maintenance / Improvement of Amenity Building #3 and Storage Area, Port of Cagayan de Oro (MPF-MOC-17-2025)* shall be procured through Small Value Procurement, in accordance with Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Interested bidders must submit their proposals on or before *May 19, 2025, at 8:30 A.M.*, at the address provided. Prospective bidders will be evaluated based on a non-discretionary

“pass/fail” criterion, and shall submit the updated/renewed printed copies of the following documents as part of the technical/financial proposal/envelope:

**Technical Proposal:**

- PhilGEPS Certificate of Registration, with corresponding Annexes
- Certificate of Registration from SEC/DTI whichever is applicable
- Valid Mayor’s Permit
- PCAB License
- Income/Business Tax Return
- Omnibus Sworn Statement

**Financial Proposal:**

- Duly accomplished, Request for Quotation


Prepared by:

  
**MARC M. AVELLANA**  
Supervising Engineer A

Recommending Approval:

  
**ANTONIO M. TORCINO, JR.**  
OIC - ESD-Manager

Approved:

  
**FERNANDO B. MAPALO, JR.**  
Acting Port Manager