

TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

Maintenance of Damaged Manhole Covers, Port of Cagayan de Oro  
(MPF-MOC-02-2025)

A. DESCRIPTION

The project aims to repair and upgrade the existing manhole cover, which has deteriorated over time due to continuous exposure to heavy vehicle traffic and harsh environmental conditions. Originally made of reinforced concrete, the cover will be replaced with a durable steel structure using a 4" x 4" wide-flange beam (93 kg), reinforced with 16mm diameter plain round bars placed between the flanges for added support. This new design ensures enhanced strength and longevity, making it suitable for high-traffic areas within the port. The project also addresses key safety and hazard concerns, reducing the risk of accidents involving port personnel, vehicles, or equipment, and supporting the safe and efficient operation of port activities.

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:** Consult with the Authority, through the Engineering Services Division Technical Staff, to ascertain the objectives and requirements of the services and confirm such requirements with 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. Repair/Replacement of Damaged T-shape Manhole Cover	Lot	1
Provide all necessary labor, materials, and equipment for the repair and replacement of the damaged manhole cover.		

C. MATERIALS INVOLVED IN THE PROJECT

- cutting disc 4"
- cutting disc 14"
- portland cement
- washed sand
- gravel 3/4"
- ordinary plywood 1/4"
- coco lumber 2"x2"x10'
- CWN 2-1/2"
- CWN 1"
- 4"x4" Wide Flange beam x 6m. (93kls)
- Welding Rod
- Epoxy primer

Rust converter  
Automotive Lacquer  
Oxygen  
Acetylene  
16mm dia. Plain round bar x 6m  
Epoxy primer  
Rust converter  
Automotive Lacquer  
Lacquer Thinner  
Baby Roller Cotton  
Paint Brush 4"

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

1. Foreman
2. Skilled Laborer
3. Unskilled Laborer

#### **E. EQUIPMENT**

Boom Truck  
Portable Grinder/Cutter  
Oxy-Acetylene Cutting Outfit  
Welding Machine

#### **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.

The supplier/contractor shall submit to the Port Management Office (PMO), through the PPD Office, a list of their key personnel, workers, and equipment operators, as well as a list of vehicles and equipment, if applicable, that will enter the port premises. All personnel are required to undergo an online orientation, such as the Basic Port Operation Seminar (BPOS), which is conducted every Tuesday. Upon completion, they will be issued identification cards subject to a minimum fee as prescribed by the PMO.

**F. SCHEDULE OF PAYMENTS**

All payments shall be processed only upon the completion of the project and the issuance of a Certificate of Completion and Acceptance, in accordance with applicable accounting and auditing rules and regulations. The contractor shall also submit a printed copy of the project's As-Built Plan to the Port Management Office (PMO).

**G. BUDGET**

The Approved Budget of the Contract for the project for the *Maintenance of Damaged Manhole Covers, Port of Cagayan de Oro (MPF-MOC-02-2025)* is Five Hundred Fifty Thousand Two-hundred Nine and 00/100 Pesos (**₱ 550,209.00**).

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

The contract for the *Maintenance of Damaged Manhole Covers, Port of Cagayan de Oro (MPF-MOC-02-2025)*, 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 30, 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:

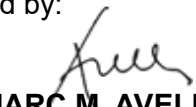
**Technical Proposal:**

- 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 (RFQ)
- Canvass Form

Prepared by:

  
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Recommending Approval:

  
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OIC - ESD-Manager

Approved:

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