

Philippine Ports Authority
PORT MANAGEMENT OFFICE OF NCR NORTH

TERMS OF REFERENCE

**SMALL VALUE PROCUREMENT (SEC. 53.9) FOR
THE PROVISION OF 100 FT. RADIO ANTENNA POLE MAST AT
PORT POLICE OFFICE BUILDING, RADIAL ROAD 10,
NORTH HARBOR, TONDO, MANILA**

I. SCOPE OF WORK

1. General Expenses
1.1. Mobilization, Demobilization and Cleaning-up
2. Fabrication and Installation of 100 FT. Pole Mast
2.1. Excavation for column pedestal to the design grade depth as indicated in the plan
2.2. Backfilling for column pedestal foundation
2.3. Supply, fabricate and install steel reinforcement for column pedestal as indicated in the plan
2.4. Supply and cast-in-place 3,000 psi concreted for column pedestal including formworks as indicated in the plan
2.5. Supply, fabricate, deliver and erect/install heavy duty 100 ft. Pole mast with steps including associated accessories as indicated in the plan

Project Duration: **Thirty (30) calendar days**

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Seven Thousand Two Hundred Forty-Six Pesos & 87/100 (Php107,246.87)**. Quotations received exceeding the ABC shall be automatically disqualified at the opening of price quotations.

III. SCHEDULE OF THE PROCUREMENT ACTIVITIES

Activities	Date
Posting of Request for Quotation (RFQ) at PhilGEPS and PPA website	August 5 - 12, 2019
Purchase of RFQ documents at the BAC Secretariat, Ground Floor, PMO NCR North Admin. Bldg., R-10, Manila North Harbor, Tondo, Manila	August 6 - 12, 2019
Deadline of submission of quotations/proposals and Opening of RFQ	August 12, 2019

Preparation and evaluation of Abstract of Quotation/Ratings	Three (3) working days from the opening of RFQ
Recommend to the HOPE the award of contract in favor of the supplier/contractor with the Single or Lowest Calculated and Responsive Quotation.	Two (2) working days upon receipt of evaluation from TWG

IV. Performance Security

The Contractor shall secure **Performance Security** in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Ten (10) percent of the contract price
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty (30) percent of the contract price

The Performance Security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

V. Reservation Clause

The contract will be awarded to the Participating Contractor/Service Provider whose price quotation is the most advantageous and responsive to the PMO, in accordance with the PMO's judgement and discretion. PMO shall not be bound to accept the lowest or any price quotation, which, in its judgment is, in the ultimate analysis, not advantageous to the government.

The PMO-NCR North BAC shall not compensate or indemnify any person for any expenses incurred in the preparation of the price quotation.

Moreover, the PMO-NCR North BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Contractor/Service Provider or any person.