



TERMS OF REFERENCE (TOR)
PAMASKONG HANDOG 2021 AND GROCERY BAGS
PROJECT NO. CMO-21-GI-173

I. RATIONALE AND BACKGROUND

The City Mayor introduced her 14-point agenda which focuses on human and social services, economic development, environment and climate change, infrastructure and institutional development. One of the agenda of the Belmonte Administration under the Human and Social Services is to deliver responsive, efficient and cost-effective social services.

II. PROJECT DESCRIPTION

The District Development Program under the office of the City Mayor of Quezon City therefore proposes to procure Pamaskong Handog and Grocery Bags as a government response to deliver cost-effective social services.

III. PROJECT SCOPE OF WORK

Supply and delivery of Pamaskong Handog and Grocery Bags for distribution to various barangays and constituents of Quezon City.

IV. PROJECT STANDARD AND REQUIREMENTS

A. As part of the requirement in the 2016 Revised Implementing Rules and Regulations of RA 9184 (updated as of 31 March 2021),

- a) The bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required; and
- b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required.

B. Technical Specifications:

PAMASKONG HANDOG 2021

1. Preserved Pork Ham. Net weight of at least one (1.0) kilogram
 - Product must be composed of pork ham, water, sugar, iodized salt, phosphate (humectant), MSG, sodium benzoate (preservative), ascorbic acid (antioxidant), and sodium nitrite (preservative)
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least six (6) months at the time of delivery.
 - One Hundred Twenty Thousand (120,000) pieces.
2. Cheese Ball - Pasteurized Processed Cheese Food. Net weight of at least five hundred (500) grams
 - Product must be composed of natural cheddar cheese, water, milk solids (Buttermilk and Skimmed Milk Powder), milk Protein, Coconut and/or Palm Oil, Modified Food Starches, Phosphates as Emulsifying Salts, Iodized Salt, Corn starch and Sugar. For flavors, product must use natural or nature identical flavors. For preservatives, product

must use potassium Sorbate and/or Nisin or similar. Product must make use of natural colors only. No artificial coloring allowed. For acidifier, product must use Acetic Acid or its equivalent.

- Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
- Actual product must be shrink-wrapped packed in red food-grade translucent cellophane.
- Packed in a laminated cardboard box with a tamper-evident sticker seal. Inner packaging must have a cardboard support box with s-flute with five sides.
- Packaging must have photo of the product inside and Christmas theme decorations.
- Packaging must have a glassine panel to showcase the internal product.
- Product must be available in the Philippine market. The manufacturer must have its name, address, phone number and website printed on the outer label.
- Product must have a shelf life of at least six (6) months at the time of delivery.
- One Hundred Twenty Thousand (120,000) pieces.

3. Beef Burger Patties - Net weight of at least nine hundred (900) grams

- Product must be composed of beef, water, egg soy protein, spices, starch (native and modified), breadcrumbs, sugar, plant fiber, iodized salt, flavors, monosodium glutamate, phosphate (humectant), sodium benzoate (preservative), sodium erythorbate (antioxidant) and Sodium Nitrite (preservative)
- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
- Product must have a shelf life of at least six (6) months at the time of delivery.
- One Hundred Twenty Thousand (120,000) pieces.

4. Breaded Chicken Cutlet, Japanese style - Net weight of at least four hundred twenty (420) grams

- Product must be composed of chicken, water, sugar, starch (native and modified), soy protein, dextrose anhydrous, iodized salt, wheat flour, seasonings (flavour enhancer), spices, and phosphate (binder)
- Product must be coated with wheat flour, water, starch, vegetable shortening (non-hydrogenated palm), iodized salt, spices, sugar, emulsifier (E472e), leavening agents and coloring (E102 and E110) prepared in Palm Olein
- Katsu Sauce must be composed with water, corn syrup, high fructose corn syrup, iodized salt, vinegar and citric acid (acidulants), soy sauce (water, soybeans, flour, iodized salt, caramel), tomato paste, sugar, molasses, modified tapioca starch, caramel color, monosodium glutamate (flavor enhancer), hydrolysed corn, soy and wheat protein, spices (including mustard), onion, tamarind, potassium sorbate and sodium benzoate (preservatives), fish sauce, xanthan gum, yeast extract, natural flavour, sherry wine, garlic and EDTA (antioxidant)
- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
- Product must have a shelf life of at least six (6) months at the time of delivery.
- One Hundred Twenty Thousand (120,000) pieces.

5. Pork and Poultry Meat Sausage, 100% young pork - Net weight of at least four hundred forty (440) grams
 - Product must be composed of pork, poultry meat, sugar, water, soy protein, garlic, iodized salt, modified starch, spices and seasoning, skim milk, monosodium glutamate, carrageenan phosphate (emulsifier), and sodium nitrite (preservative)
 - Product must have edible casing (no need to peel off casing)
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least six (6) months at the time of delivery.
 - One Hundred Twenty Thousand (120,000) pieces.
6. Cured Pork, sweetened, 100% young pork - Net weight of at least four hundred fifty (450) grams
 - Product must be composed of pork, sugar, water, flavorings, iodized salt, phosphate (binder) and sodium benzoate, sodium bicarbonate, sodium erythorbate and sodium nitrite added as preservatives, coloring, and FD & C Red No. 40
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least six (6) months at the time of delivery.
 - One Hundred Twenty Thousand (120,000) pieces.
7. Thermal Bag
 - Dimension: 14inchesX10inchesX5 ½inches
 - Material: PVC Oxford 3MM EPE Foam with Insulation
 - Design: as per approved by the end-user
 - Accessories: #5 zipper, #5 slider, nylon strap, DP 1 1/8inches with embroidery as per approved design by the end-user, binding strap ord 7/8inches, thread TK50
 - One Hundred Twenty Thousand (120,000) pieces.

GROCERY BAGS

1. Cheese Ball – Pasteurized Processed Cheese Food. Net weight of at least five hundred (500) grams.
 - Product must be composed of natural cheddar cheese, water, milk solids (Buttermilk and Skimmed Milk Powder), milk Protein, Coconut and/or Palm Oil, Modified Food Starches, Phosphates as Emulsifying Salts, Iodized Salt, Corn starch and Sugar. For flavors, product must use natural or nature identical flavors. For preservatives, product must use potassium Sorbate and/or Nisin or similar. Product must make use of natural colors only. No artificial coloring allowed. For acidifier, product must use Acetic Acid or its equivalent.
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Actual product must be shrink-wrapped packed in a red food-grade translucent cellophane.
 - Packed in a laminated cardboard box with a tamper-evident sticker seal. Inner packaging must have a cardboard support box with s-flute with five sides.

- Packaging must have photo of the product inside and Christmas theme decorations.
- Packaging must have a glassine panel to showcase the internal product.
- Product must be available in the Philippine market. The manufacturer must have its name, address, phone number and website printed on the outer label.
- Product must have a shelf life of at least six (6) months at the time of delivery.
- Four hundred twelve thousand six hundred seventy-eight (412,678) pieces.

2. Spaghetti Noodles and Meat Sauce Combination Pack

Spaghetti Noodles - net weight of at least eight hundred (800) grams

- Product must be composed of high grade wheat flour and riboflavin (color).
- Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
- The label must be of tamper-evident plastic with a see-through panel to view the product inside.

Spaghetti Sauce - net weight of at least nine hundred (900) grams

- Product must be composed of water, tomato paste, sugar, modified starch, iodized salt, vinegar, spices, monosodium glutamate (flavor enhancer), flavors, hydrolyzed vegetable protein [defatted soybean, monosodium glutamate (flavor enhancer), disodium inosinate (flavor enhancer), disodium guanylate (flavor enhancer)] buttermilk powder, soya oil, sodium benzoate (preservative), citric acid (acidity regulator), potassium sorbate (preservative), FD & C yellow no.6, FD & C red no.40, sucralose (sweetener).
- Must be packed in a multi-layer tamper-evident sealed doy pack.

For both the Spaghetti Noodles and Sauce:

- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
- Should come with a transparent plastic food keeper with lock with a dimension of 30cm(L)x16cm(W)x9cm(H)
- Product must have a shelf life of at least twelve (12) months at the time of delivery.
- The spaghetti noodles and spaghetti sauce must be of the same brand and manufacturer.
- Four hundred twelve thousand six hundred seventy-eight (412,678) pieces.

3. Beef Luncheon Meat – net weight of at least three hundred forty (340) Grams

- Product must be composed of beef, poultry meat, water, Cereals, Hashed beef, Soy protein, Iodized Salt, Spices, Sugar, MSG (Flavor enhancer), Phosphate (Water binding agent) and sodium Nitrite (Color retention Agent).
- Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.

- Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred twelve thousand six hundred seventy-eight (412,678) pieces.
4. Chinese Style Luncheon Meat – net weight of at least three hundred forty (340) grams
- Product must be composed of beef and pork, poultry meat, water, Soy protein, Iodized Salt, Spices, Sugar, MSG (Flavor enhancer), Phosphate (Water binding agent) and sodium Nitrite (Color retention Agent) and Red #40 (Colorant)
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred twelve thousand six hundred seventy-eight (412,678) pieces.
5. Corned Beef – net weight of at least two hundred sixty (260) Grams
- Product must be composed of cooked beef, beef broth, beef fat, soy protein, iodized salt, spices, MSG (Flavor Enhancer), Nature-identical flavors, Phosphate (Water binding agent) and Sodium Nitrate (Color Retention Agent)
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Eight hundred twenty-five thousand, three hundred fifty-six (825,356) pieces.
6. Chicken loaf – net weight of at least one hundred fifty (150) grams
- Product must be composed of poultry meat, chicken meat, water, starch, sugar, iodized salt, soy protein, breadcrumbs, MSG (Flavor enhancer), chicken broth, spices, phosphate (water binding agent), nature-identical flavour, ascorbic acid (color retention agent), sodium nitrite (color retention agent) and Red #3 (colorant)
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.

- Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred twelve thousand six hundred seventy-nine (412,679) pieces.
7. Mixed Fruit Cocktail – net weight of at least eight hundred thirty-six (836) grams
- Product must be composed of fruits in varying proportion (Pineapple, Red papaya, Yellow Papaya), clarified pineapple juice and/or water and sugar, Nata de Coco, artificially colored cherry pieces, citric acid (acidity regulator), Sucralose (sweetener)
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred twelve thousand six hundred seventy-nine (412,679) pieces.
8. Sweetened Creamer – net weight of at least three hundred seventy (370) ml
- Product must be composed of water, sugar, vegetable oil (contains one or more of the following: Coconut oil, Palm Oil & Corn Oil), Buttermilk powder, corn syrup solids, whey powder, modified starch, stabilizers (Microcrystalline cellulose, cellulose gum, Disodium Phosphate, Carageenan), emulsifiers (Mono and diglycerides of fatty acids, lecithin), nature identical flavors, artificial color (tartrazine).
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least six (6) months at the time of delivery.
 - Four hundred twelve thousand six hundred seventy-nine (412,679) pieces.
9. Foldable bag
- It must have a garterized hoop fastener and rubberized triangular button as per approved design by the end-user
 - It must be at least 19 3/4 inches x 13 5/8 inches x 8 inches in size.
 - Type of material: cordura
 - Accessories: #5 zipper, #5 slider, rivets 9x9mm, nylon strap, DP 1 1/8 inches with embroidery as per approved design by the end-user
 - It should be able to contain all the eight (8) items enumerated above when closed.
 - Four hundred twelve thousand six hundred seventy-nine (412,679) pieces.

- C. The bidder shall submit an Authority to Sell from the Manufacturer of the frozen goods being offered for the Pamaskong Handog.
- D. The bidder shall be responsible for the repacking of all items for it to be delivered as individual Pamaskong Handog and Grocery Bags.
- E. The bidder must deliver to multiple delivery points one hundred percent (100%) of all the items in thirty (30) calendar days upon the receipt of the Notice to Proceed.
- F. The bidder must have at least one hundred fifty (150) pickers and packers for the project. This should be supported by Identification cards and proof of employment or engagement for these one hundred fifty (150) or more people.
- G. The bidder must have one or more warehouse with a total of at least five hundred square meters (500sq.m.) floor space to be used for picking and packing of Grocery bags. This should be supported by a proof of ownership or lease of agreement for the place.
- H. The bidder must have at least eighteen (18) units of dry trucks to be used for deliveries of Pamaskong Handog and Grocery Bags to multiple delivery points in Quezon City. This should be supported by proof of ownership or lease agreement(s).
- I. The bidder must have at least twenty-one (21) units of reefer vans to be used for deliveries of Pamaskong Handog to multiple delivery points in Quezon City. This should be supported by proof of ownership or lease agreement(s).

V. PROJECT DURATION

The project duration is within thirty (30) calendar days from the receipt of the Notice to Proceed of the winning bidder.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is **NINE HUNDRED NINETY-NINE MILLION, NINE HUNDRED NINETY-EIGHT THOUSAND, FOUR HUNDRED NINETY-EIGHT PESOS AND 00/100 ONLY (Php999,998,498.00).**

Breakdown:

PAMASKONG HANDOG 2021 –	Php302,160,000.00
GROCERY BAGS –	Php697,838,498.00

The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by 10% as a result of any extraordinary circumstances as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its RIRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

V. BASIS OF PAYMENT

In consideration for the Supply and Delivery of Pamaskong Handog 2021 and Grocery Bags as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items to the Office of the City Mayor.

VI. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the goods according to the standards and requirements set by the City shall constitute an offense and shall subject the supplier to penalties and/or liquidated damages pursuant to RA 9184 and its Revised Implementing Rules and Regulations (RIRR).

VII. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its Revised Implementing Rules and Regulations (RIRR) shall be followed in the termination of any contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 53 (d) of RA 9184 and RIRR.

Submitted by:



RICARDO T. BELMONTE, JR.
Secretary to the Mayor