



TERMS OF REFERENCE (TOR)

PROCUREMENT OF GROCERY PACKS AND RICE UNDER THE OFFICE OF THE VICE MAYOR FOR THE SOCIAL SERVICES PROGRAM

I. RATIONALE AND BACKGROUND

On 8 March 2020, the President signed Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines upon the recommendation of the Department of Health (DOH) following the confirmed local transmission of the Coronavirus Disease 2019 (COVID-19). Under the State of Public Health Emergency, the relevant government's entities shall be capacitated to facilitate the sufficient and immediate access to funding, particularly for all concerned local government units, to intensify government response and measures for disease control prevention.

II. PROJECT DESCRIPTION

The Office of the Vice Mayor therefore proposes to procure grocery packs and rice as a government response and measure for the Covid-19 Pandemic.

III. PROJECT SCOPE OF WORK

Supply and delivery of grocery packs and rice will be distributed in different barangays in Quezon City for all affected by Covid-19 Pandemic.

IV. PROJECT STANDARD AND REQUIREMENTS

1. As part of requirement in RA 9184, the Bidder must have completed a government or private contract that is **SIMILAR** in nature to this project within the last three (3) years equivalent to at least fifty percent (50%) of the approved budget for the contract (ABC).
2. The bidder shall be responsible for the repacking of **forty-nine thousand two hundred sixty-five (49,265) grocery packs** and **seventy thousand (70,000) packs of 5kg rice**.
3. The food items included in the grocery packs should have an expiration date of at **least a year** from the date of delivery.
4. The bidder must deliver one hundred percent (100%) of all the items within fifteen (15) calendar days upon the issuance of the Notice to Proceed.



5. The bidder must have at least **fifty (50)** staff to repack for the grocery packs and rice. This should be supported by Identification Cards and proof of employment or engagement for these fifty (50) or more people.

6. The bidder must have one or more warehouses with total size of seven hundred square meters (700 sqm) to be used for the repacking of grocery packs and rice. This should be supported by a proof of ownership or lease of agreement for the place.

7. The bidder must have at least **five (5) trucks** and **three (3) L-300** vehicles to be used for delivery. This should be supported by proof of ownership or lease of agreement(s) for the minimum of 5 trucks and 3 L300 requirement.

V. PROJECT DURATION

The project duration is within **fifteen (15)** calendar days upon the issuance of the Notice to Proceed.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is ***Eighty-Six Million Eight Hundred Ninety Thousand and Eight Hundred Forty-Five Pesos (PHP 86,890,845.00)***.

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).

VII. BASIS OF PAYMENT

In consideration for the procurement of grocery packs and rice as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items to the Office of Vice Mayor.

VIII. 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).



IX. 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) RA 9184 and RIRR.

Submitted by:

A handwritten signature in black ink, appearing to read "Alfredo M. Foronda", is written over the printed name.

ALFREDO M. FORONDA
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