



Republic of the Philippines
BARANGAY AND COMMUNITY RELATIONS DEPARTMENT

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Tel. No. 988-4242 locals 8524, 8526, 8520, 8525, 8522, 8527, 8528
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TERMS OF REFERENCE
PROCUREMENT OF GROCERY BAGS
PROJECT NO. BCRD-22-G12-1496

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 Barangay Community Relations Department therefore proposes to procure Grocery Bags as a government response to deliver cost-effective social services.

III. PROJECT SCOPE OF WORK

Supply and delivery of ninety-three thousand five hundred thirty-one (93,531) Grocery Bags for distribution to various barangays and constituents of Quezon City.

IV. PROJECT STANDARD AND REQUIREMENTS

1. As part of requirement in RA 9184, the Bidder should have a single largest completed government or private contract (SLCC) similar to the project to be bid 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 all items to be delivered as individual Grocery Bags.
3. The bidder must deliver one hundred percent (100%) of all the items within thirty (30) calendar days upon the issuance of the Notice to Proceed.
4. The bidder must have at least thirty (30) people to be assigned for the repacking of Food Packs. This should be supported by Identification Cards and proof of employment.
5. The bidder should have one warehouse of at least five hundred square meters (500 sq. m.) floor space to be used for picking and repacking of Grocery Bags. This should be supported by a proof of ownership or lease of agreement for the warehouse.
6. The bidder must have at least three (3) units of dry trucks and one (1) unit of L-300 vehicle to be used for delivery. This should be supported by proof of ownership or lease of agreement(s).

V. PROJECT DURATION

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



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VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is NINETY-EIGHT MILLION NINE HUNDRED NINETY-SEVEN THOUSAND EIGHT HUNDRED EIGHTY-SIX PESOS AND NINETY-FIVE CENTAVOS (**PHP 98,997,886.95**).

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 (GPBB).

VII. BASIS OF PAYMENT

In consideration for the Supply and Delivery of ninety-three thousand five hundred thirty-one (93,531) Grocery Bags provided as provided herein, the City shall pay the winning bidder the contract price upon delivery of all items to the Office of the City Mayor.


VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver to deliver the goods according to the standard 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:


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Barangay and Community Relations Department