



Republic of the Philippines

BARANGAY AND COMMUNITY RELATIONS DEPARTMENT

2nd Floor, Community Center Building
Quezon City Hall Compound, Quezon City, Metro Manila
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TERMS OF REFERENCE (TOR)

PROCUREMENT OF GROCERY PACKS FOR INDIGENT AND OTHERS UNDER BARANGAY AWARENESS PROGRAM OF BARANGAY AND COMMUNITY RELATIONS DEPARTMENT

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 Barangay and Community Relations Department therefore proposes to procure basic family meal grocery pack as a government response and measure for the Covid-19 Pandemic.

III. PROJECT SCOPE OF WORK

Supply and delivery of basic family meal grocery pack will be distributed in different barangays in Quezon City.

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 24,160 packs of grocery to be delivered as individual Basic Family Meal.
3. The bidder must deliver one hundred percent (100%) of all the items until December 31, 2022 upon the issuance of the Notice to Proceed.
4. The bidder must have at least thirty (30) employees to ensure completion until December 31, 2022 for the project. This should be supported by Identification Cards or proof of employment or engagement for these thirty (30) or more people.
5. The bidder must have one or two warehouses with **at least** seven hundred square meters (700 sq.m.) combined or total floor space to be used for the repacking and stocking of Basic Family Meal. This should be supported by a proof of ownership or lease of agreement for the place.
6. The bidder must have at least one (1) truck to be used for delivery. This should be supported by proof of ownership or lease of agreement(s).



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V. PROJECT DURATION

The project duration is until December 31, 2022 from the issuance of the notice to proceed.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is TWENTY EIGHT MILLION SEVEN HUNDRED THIRTY NINE THOUSAND TWO HUNDRED EIGHTY SIX PESOS AND FORTY CENTAVOS (**PHP28,739,286.40**).

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 Supply and Delivery of Basic Family Meal as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items.

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:

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City Government Department Head III
Barangay and Community Relations Department