



Republic of the Philippines

BARANGAY AND COMMUNITY RELATIONS DEPARTMENT

5th Floor, Civic Center Building A
Quezon City Hall Compound, Quezon City, Metro Manila
Tel. No. 988-4242 locals 8524, 8526, 8520, 8525, 8522, 8527, 8528
E-Mail Add: bcrd.qc@gmail.com



TERMS OF REFERENCE (TOR)

PROCUREMENT OF FOOD PACKS FOR INDIGENT UNDER THE COMMUNITY RELATIONS 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 Barangay and Community Relations Department therefore proposes to procure Food Packs as a government response and measure for the Covid-19 Pandemic.

III. PROJECT SCOPE OF WORK

Supply and delivery of One Hundred Fifty-Four Thousand Nine Hundred Ninety-two (154,992) Food Packs will be distributed to various barangays in 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 Food Packs.
3. The bidder must deliver one hundred percent (100%) of all the items within until December 31, 2022 upon the issuance of the Notice to Proceed.
4. The bidder must have at least fifty (50) 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 715 sqm. This should be supported by a proof of ownership or lease of agreement.



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6. 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).

V. PROJECT DURATION

The project duration is until December 31, 2022 upon the issuance of the Notice to Proceed (NTP).

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is ONE HUNDRED THIRTY-NINE MILLION FOUR HUNDRED NINETY-TWO THOUSAND EIGHT HUNDRED PESOS AND 0/100 CENTAVOS (PHP 139,492,800.00).

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 Supply and Delivery of One Hundred Fifty-Four Thousand Nine Hundred Ninety-Two (154,992) Food Packs as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items to the City General Services Department (CGSD) Central Warehouse.

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:


RICARDO B. CORPUZ

City Government Department Head III

Barangay Community Relations Department