



REPUBLIC OF THE PHILIPPINES
**SOCIAL SERVICES DEVELOPMENT
DEPARTMENT**
QUEZON CITY, METRO MANILA



**TERMS OF REFERENCE
(TOR)**

**PROCUREMENT OF FOOD PACKS FOR INDIGENT AND OTHERS UNDER THE INDIGENT
BASIC FAMILY MEAL ENRICHMENT PROGRAM OF
SOCIAL SERVICE DEVELOPMENT DEPARTMENT DEVELOPMENT**

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 Social Service Development Department therefore proposes to procure basic family meal food pack as a government response and measure for the Covid-19 Pandemic.

III. PROJECT SCOPE OF WORK

Supply and delivery of basic family meal food 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 203,386 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 sixty (60) employees to ensure completion until December 31, 2022 for the project. This should be supported by Identification Cards and proof of employment or engagement for these sixty (60) or more people.
5. The bidder must have one or two warehouses with **at least** nine hundred square meters (900 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.



REPUBLIC OF THE PHILIPPINES
**SOCIAL SERVICES DEVELOPMENT
DEPARTMENT**
QUEZON CITY, METRO MANILA



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) for the minimum of 5 trucks and 3 L300 requirements.

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 TWO HUNDRED FORTY ONE MILLION NINE HUNDRED THIRTY FIVE THOUSAND SEVEN HUNDRED EIGHTY TWO PESOS AND FORTY FOUR CENTAVOS (PHP241,935,782.44).

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:


FE P. MACALE

City Government Department Head III
Social Services Development Department
Quezon City Hall