



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



**TERMS OF REFERENCE  
(TOR)**

**SUPPLY AND DELIVERY OF FOOD PACKS FOR INDIGENTS AND OTHERS UNDER  
INDIGENT BASIC FAMILY MEAL ENRICHMENT PROGRAM OF  
SOCIAL SERVICE DEVELOPMENT DEPARTMENT**

**I. PROJECT DESCRIPTION**

The Social Service Development Department proposes to provide food packs for indigents.

**II. PROJECT SCOPE OF WORK**

Supply and delivery of food packs for indigents that will be distributed in different barangays in Quezon City.

**III. 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 133,783 food packs to be delivered as Individual Basic Family Meal.
3. The bidder must have at least sixty (60) employees to ensure completion for the project. This should be supported by Identification Cards or proof of employment/engagement for these sixty (60) or more people.
4. 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 food packs. This should be supported by a proof of ownership or lease of agreement for the place.
5. The bidder must have at least five (5) trucks and three (3) service 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 service vehicle.
6. 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.

**IV. PROJECT DURATION**

The project duration is within **thirty (30)** calendar days from the issuance of the notice to proceed.

#### V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE HUNDRED FORTY FOUR MILLION SIX HUNDRED THIRTY NINE THOUSAND FOUR HUNDRED NINETY PESOS AND FORTY FIVE CENTAVOS (144,639,490.45).**

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).

#### VI. BASIS OF PAYMENT

In consideration for the Supply and Delivery of food packs as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items.

#### VII. 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).

#### VIII. 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.

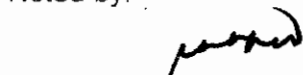
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