



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



TERMS OF REFERENCE (TOR)
PAMASKONG HANDOG 2023 AND GROCERY BAGS
PROJECT NO. SSDD-23-GI2-1161

I. RATIONALE AND BACKGROUND

The Social Services Development Department is the welfare arm of the Quezon City Government that implements various program and services that respond to the issues and concerns of different disadvantaged sectors at the individual, group and community level. The primary concern of the Social Services Development Department, as the welfare arm of the City Government, is the improvement of the quality of the life of the City's disadvantaged and vulnerable sector, through the provision of a timely, responsive, proactive and relevant social welfare programs and services. 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 Primary Needs Assistance for Underprivileged Families Program under the Social Services Development Department of Quezon City therefore propose to procure Pamaskong Handog and Grocery Bags as a government response to deliver cost-effective social services.

III. PROJECT SCOPE OF WORK

Supply and delivery of Pamaskong Handog and Grocery Bags for distribution to marginalized constituents of the various barangays and offices of the Quezon City Local Government.

IV. PROJECT STANDARD AND REQUIREMENTS

A. As part of the requirement in the 2016 Revised Implementing Rules and Regulations of RA 9184 (updated as of 03 July 2023), the bidder must have completed within the last three (3) years a Single Largest Completed Contract (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

B. Technical Specifications:

PAMASKONG HANDOG 2023

1. Preserved Pork Ham. Net weight of at least one (1.0) kilogram
 - Product must be composed of pork ham, water, sugar, iodized salt, phosphate (humectant), MSG, sodium benzoate (preservative), ascorbic acid (antioxidant), and sodium nitrite (preservative)

- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Allergen Information: May contain traces of Milk, Soya and Wheat
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces.
2. Cheese Ball - Pasteurized Processed Cheese Food. Net weight of at least five hundred (500) grams
- Product must be composed of natural cheddar cheese, water, milk solids (Buttermilk and Skimmed Milk Powder), milk Protein, Coconut and/or Palm Oil, Modified Food Starches, Phosphates as Emulsifying Salts, Iodized Salt, Corn starch and Sugar. For flavors, product must use natural or nature identical flavors. For preservatives, product must use potassium Sorbate and/or Nisin or similar. Product must make use of natural colors only. No artificial coloring allowed. For acidifier, product must use Acetic Acid or its equivalent.
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Actual product must be wrapped in red food-grade translucent cellophane
 - Packed in a UV laminated cardboard box with a tamper-evident sticker seal. Inner packaging must have a cardboard support box with five sides.
 - Packaging must have a glassine panel to showcase the internal product.
 - Product must be available in the Philippine market. The manufacturer must have its name, address, phone number and website printed on the outer label.
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces.
3. Pork and Poultry Meat Sausage - Net weight of at least four hundred forty (440) grams
- Product must be composed of pork and poultry meat, sugar, water, vegetable protein, garlic, iodized salt, modified starch, spices and seasoning, skim milk, monosodium glutamate, carrageenan phosphate (binder), and sodium nitrite (preservative)
 - Contains Milk, soya and traces of Sesame and wheat
 - Product must have edible casing (no need to peel off casing)
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces

4. Cured Pork, sweetened, 100% young pork - Net weight of at least four hundred fifty (450) grams
 - Product must be composed of pork, sugar, water, flavorings, iodized salt, phosphate (binder) and sodium benzoate, sodium bicarbonate, sodium erythorbate and sodium nitrite added as preservatives, natural color, and FD & C Red No. 40 (colorant)
 - May contain traces of Milk, Sesame, Soya and Wheat
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces.
5. Beef Burger Patties - Net weight of at least two hundred twenty-eight (228) grams
 - Product must be composed of beef, water, egg, soy protein, spices, starch (native and modified), breadcrumbs, sugar, plant fiber, iodized salt, flavors, monosodium glutamate, phosphate (humectant), sodium benzoate (preservative), sodium erythorbate (antioxidant) and Sodium Nitrite (preservative)
 - Allergen Information: Contains Egg, Soya, and Wheat
 - May contain traces of Milk
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Fifty Thousand (50,000) pieces.
6. Breaded Chicken Nuggets - Net weight of at least two hundred (200) grams
 - Product must be composed of chicken, water, egg, starch, soy protein, breadcrumbs, sugar, iodized salt, spices and seasonings, skimmed milk, and phosphate (binder)
 - Product must be coated with wheat flour, water, starch, vegetable shortening (non-hydrogenated palm, sugar, iodized salt, E472e (emulsifier), leavening agents, palm oil, E110 and E102 (coloring), dextrose and E300 (Acidity regulator)
 - Prepared in Palm Olein
 - Contains Egg, Milk, Soya, and Wheat May
 - Contains traces of Sesame
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least four (4) months at the time of delivery.
 - Fifty Thousand (50,000) pieces.
7. Frozen/Cooler Bag
 - It should be able to contain all the eight (8) items enumerated above when closed.
 - Twenty-five Thousand (25,000) pieces.
 - Size: Length – 12 inches X approximate Height – 8 ¼ inches X
Approximate Width – 7 inches

➤ Design as per approved by the end-user

Material Details	Size	Color
MAIN PARTS: BODY		
600 X 600 Poly 58 inches	L-9 ½ inches X H-5 ¼ inches	Red
Polyester Mesh 58 inches	L-7 inches X H-6 ½ inches	White
600 X 600 Poly with print		
5mm reinforcement Polyethylene foam		
Tarpaulin liner gauge #20 with nylon ply		Silver
ACCESSORIES:		
Zipper #5		Red
Slider #5 X2		Nickel
Adjuster X2	1 ¼ inches	Black
Nylon strap ordinary	1 ¼ inches	Red
Nylon strap double plain with print	1 1/8 inches	Red
Nylon ordinary	7/8 inch	Red
QC logo	L-2 3/8 inches X H-2 5/8 inches	
Quezon City Government Letter print	L-4.5 inches X H- ¼ inch	

GROCERY BAGS

1. Cheese Ball - Pasteurized Processed Cheese Food. Net weight of at least five hundred (500) grams
- Product must be composed of natural cheddar cheese, water, milk solids (Buttermilk and Skimmed Milk Powder), milk Protein, Coconut and/or Palm Oil, Modified Food Starches, Phosphates as Emulsifying Salts, Iodized Salt, Corn starch and Sugar. For flavors, product must use natural or nature identical flavors. For preservatives, product must use potassium Sorbate and/or Nisin or similar. Product must make use of natural colors only. No artificial coloring allowed. For acidifier, product must use Acetic Acid or its equivalent.

➤ Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.

➤ Actual product must be wrapped in red food-grade translucent cellophane

➤ Packed in a UV laminated cardboard box with a tamper-evident sticker seal. Inner packaging must have a cardboard support box with five sides.

➤ Packaging must have a glassine panel to showcase the internal product.

➤ Product must be available in the Philippine market. The manufacturer must have its name, address, phone number and website printed on the outer label.

➤ Product must have a shelf life of at least four (4) months at the time of delivery.

- Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
2. Spaghetti Noodles – Net weight of at least eight hundred (800) grams
- Product must be composed of high grade wheat flour and riboflavin (color).
 - Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.
 - The label must be of tamper-evident plastic with a see-through panel to view the product inside.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least twelve (12) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
3. Corned Beef Cheesy & Creamy Pasta Sauce – Net weight of at least two hundred sixty (260) grams
- Product must be composed of cooked beef, tomato sauce (tomato paste and water), soya oil, soy protein, spices, cheese, iodized salt, MSG (flavor enhancer), nature-identical flavors, phosphate (water binding agent) sodium erythorbate (color retention agent) and sodium nitrite (color retention agent)
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least twelve (12) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
4. Beef Luncheon Meat – Net weight of at least three hundred fifty (350) grams
- Product must be composed of beef, poultry meat, water, Cereals, Hashed beef, Soy protein, Iodized Salt, Spices, Sugar, MSG (Flavor enhancer), Phosphate (Water binding agent) and sodium Nitrite (Color retention Agent).
 - Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.
 - Product must be Prime Halal certified.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.

5. Chinese Style Luncheon Meat – Net weight of at least three hundred fifty (350) grams
- Product must be composed of beef and pork, poultry meat, water, Soy protein, Iodized Salt, Spices, Sugar, MSG (Flavor enhancer), Phosphate (Water binding agent) and sodium Nitrite (Color retention Agent) and Red #40 (Colorant)
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
6. Corned Beef – Net weight of at least two hundred sixty (260) Grams
- Product must be composed of cooked beef, beef broth, beef fat, soy protein, iodized salt, spices, MSG (Flavor Enhancer), Nature-identical flavors, Phosphate (Water binding agent) and Sodium Nitrate (Color Retention Agent)
 - Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.
 - Product must be Prime Halal certified.
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
7. Chicken loaf – Net weight of at least one hundred fifty (150) grams
- Product must be composed of poultry meat, chicken meat, water, starch, sugar, iodized salt, soy protein, breadcrumbs, MSG (Flavor enhancer), chicken broth, spices, phosphate (water binding agent), nature-identical flavour, ascorbic acid (color retention agent), sodium nitrite (color retention agent) and Red #3 (colorant)
 - Product must be canned.
 - Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
8. Mixed Fruit – Net weight of at least eight hundred thirty-six (836) grams
- Product must be composed of fruits in varying proportion (Pineapple, Red papaya, Yellow Papaya), clarified pineapple juice and/or water and sugar, Nata de Coco, artificially colored cherry pieces, citric acid (acidity regulator), Sucralose (sweetener)
 - Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.

- Product must be canned.
- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
- Product must have a shelf life of at least eighteen (18) months at the time of delivery.
- Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.

9. Sweetened Creamer – net weight of at least three hundred seventy (370) ml

- Product must be composed of water, sugar, vegetable oil (contains one or more of the following: Coconut oil, Palm Oil & Corn Oil), Buttermilk powder, corn syrup solids, whey powder, modified starch, stabilizers (Microcrystalline cellulose, cellulose gum, Disodium Phosphate, Carageenan), emulsifiers (Mono and diglycerides of fatty acids, lecithin), nature identical flavors, artificial color (tartrazine).
- Product must be Halal certified by the Islamic Da’Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Philippine Government accreditation body. The governing body’s accreditation stamp must be evident on the label.
- Product must be canned.
- Must be available in the Philippine Market. The manufacturer must have its name and address printed on the outer label.
- Product must have a shelf life of at least six (6) months at the time of delivery.
- Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.

10. Foldable bag

- It should be able to contain all the nine (9) items enumerated above when closed.
- Four hundred seventy-four thousand seven hundred seventy (474,770) pieces.
- Design as per approved by the end-user
- Size: Length – 18 ¼ inches X Approximate Height – 14 ½ inches X Approximate Length – 7 ½ inches (bottom)

Material Details	Size	Color
MAIN PARTS: BODY		
POLY 600 X 600 with print		
Taffeta		White with silver
ACCESSORIES:		
Zipper #5		Red
Slider #5		Nickel
Nylon strap double plain with print	1 1/8 inches	Red
Rivet	9X7 mm	Nickel
Elastic chord	L – 3 ½ inches	Red
QC rubber logo	H-1 ¾ inches X L-2 inches	

- C. The bidder shall submit an Authority to Sell from the Manufacturer of the frozen goods being offered for the Pamaskong Handog.
- D. The bidder shall be responsible for the repacking of all items to be delivered as individual Pamaskong Handog and Grocery Bags.

- E. The bidder must deliver to multiple delivery points one hundred percent (100%) of all the items in sixty (60) calendar days upon the issuance of the Notice to Proceed.
- F. The bidder must have at least one hundred fifty (150) pickers and packers for the project. This should be supported by Identification cards and proof of employment or engagement.
- G. The bidder must have one or more warehouse with a total of at least two thousand square meters (2,000 sq.m.) floor space to be used for picking and packing of Grocery bags. This should be supported by a proof of ownership or lease of agreement for the place.
- H. The bidder must have at least twelve (12) units of dry trucks to be used for deliveries of Pamaskong Handog and Grocery Bags to multiple delivery points in Quezon City. This should be supported by proof of ownership or lease agreement(s).
- I. The bidder must have at least twenty-one (21) units of reefer vans to be used for deliveries of Pamaskong Handog to multiple delivery points in Quezon City. This should be supported by proof of ownership or lease agreement(s).

V. PROJECT DURATION

The project duration is within sixty (60) calendar days from the issuance of the Notice to Proceed of the winning bidder.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is **NINE HUNDRED NINETY-NINE MILLION, SIX HUNDRED NINETY-NINE THOUSAND, FIVE HUNDRED THIRTY-FIVE PESOS AND 30/100 ONLY (Php999,699,535.30).**

Breakdown:	
PAMASKONG HANDOG 2023 –	Php67,778,250.00
GROCERY BAGS –	Php931,921,285.30

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).

V. BASIS OF PAYMENT

In consideration for the Supply and Delivery of Pamaskong Handog 2023 and Grocery Bags as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items.

VI. 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).

VII. 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) of RA 9184 and RIRR.

Submitted by:

(SGD.) EILEEN M. VELASCO
Officer-In-Charge

Noted by:

(SGD.) ROWENA T. MACATAO
Chief of Staff
Office of the City Mayor