



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



**TERMS OF REFERENCE
(TOR)**

**SUPPLY AND DELIVERY OF GROCERY PACKS FOR INDIGENTS
UNDER INDIGENT BASIC FAMILY MEAL ENRICHMENT PROGRAM OF
SOCIAL SERVICES DEVELOPMENT DEPARTMENT**

I. PROJECT DESCRIPTION

The Social Services Development Department proposes to provide grocery packs for indigents.

II. PROJECT SCOPE OF WORK

Supply and delivery of grocery 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 all items to be delivered as individual Grocery Packs for indigents.
3. 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.
4. 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.
5. The bidder must have one or two warehouses with **at least** one thousand square meters (1,000 sq.m.) combined or total floor space to be used for the repacking and stocking of grocery packs. This should be supported by a proof of ownership or lease of agreement(s).
6. The bidder must have at least five (5) trucks and three (3) service vehicles to be used for the delivery of grocery packs. This should be supported by proof of ownership or lease of agreement(s).

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 **THREE HUNDRED FIFTEEN MILLION ONE HUNDRED FIFTY EIGHT THOUSAND SIX HUNDRED EIGHTEEN PESOS AND EIGHTY SIX CENTAVOS (315,158,618.86)**.



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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 grocery 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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