

## **TERMS OF REFERENCE**

### **PROJECT TITLE: PROVISION OF PRESCRIPTION EYEGLASSES TO PERSONS WITH DISABILITY**

#### **I. RATIONALE AND BRIEF BACKGROUND**

The Quezon City Persons with Disability Affairs Office (QC-PDAO), under the direct supervision of the Office of the City Mayor, is the office who is responsible for formulating policies and programs for the welfare of Persons with Disabilities (PWDs). It aims to become a reliable organization that deepens the understanding of disability and uplifts the quality of life within an inclusive society with empowered persons with disabilities, valued as contributing partners, living freely and independently.

#### **II. PROJECT DESCRIPTION**

As part of the Quezon City's commitment to the promotion of the mobility and functioning of PWDs and their integration into the mainstream of society, the Quezon City Government through the Persons with Disability Affairs Office provides complementary medical health services for Persons with Disability (PWD) with suspected eye error refraction by conducting comprehensive eye examination and provision of free prescription eyeglasses to Persons with Disabilities.

#### **III. PROJECT SCOPE OF WORK**

1. Free comprehensive eye examination to be conducted by a licensed optometrist.
2. The eye examination includes case history, pupillary distance measurement, subjective and objective eye exam for both near and distance prescription, final prescription including test for maximum visual acuity and comfort, personalized consultation for patients, visual field test and colour blindness exam.
3. Optical equipment shall be provided by the Service Provider on-site (QC PDAO main office).
4. A selection of plastic and metal frames for the Persons with Disability client to choose from. Power ranges of lenses: acetate hard-coated RX single vision spherical or cylinder lenses  $\pm 0.25$  up to  $\pm 8.00$ .
5. All eyeglasses shall be dispensed by optometrists to ensure that all necessary adjustments and fittings are properly facilitated.
6. Professional fees during eye examinations shall be subjected to a partnership agreement with the service provider.
7. Eye examination and dispensing of eyeglasses shall be conducted in the place subject to the discretion of Quezon City government through QC PDAO, and subject to the approved budget for the purposes.
8. Eyeglasses packaged with plastic case and wiper.
9. Quezon City and PDAO Logo printed on the plastic case (Size of logo: 3cm x 3cm)
10. Six months manufacturer's warranty from the date of distribution of eyeglasses

#### IV. AREA OF COVERAGE

Procurement of prescription eyeglasses for one thousand five hundred (1,500) persons with disability duly registered and verified by QC PDAO.

#### V. PROJECTS STANDARD AND REQUIREMENTS

The Service Provider shall be eligible to participate in the bidding process, provided that they meet the following qualifications:

1. The Service Provider must have partnered with government or private agencies that are similar in nature to this project within the last three (3) years.
2. The Service Provider must have implemented similar projects in at least 3 persons with disabilities federations, NGO's, and/or CSO's.
3. The Service Provider must have an excellent track record in the field of eye care for at least the past 15 years.
4. The service provider has an Occupational Optometrist in eye health and safety which is a key to enhance visual performance and productivity in a work place.

#### VI. PROJECT DURATION

The project shall be completed not later than December 31, 2024 from the date of issuance of Notice to Proceed.

#### VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract (ABC) for the project is One Million Three Hundred Fifty Thousand Pesos Only (Php 1,350,000.00).

#### VIII. BASIS OF PAYMENT

In consideration for the supply and delivery of prescription eyeglasses as provided herein, the City shall pay the Service Provider the contract price upon delivery of the items subject to existing rules and regulations prevailing at the time of the perfection of the contract.

#### IX. PENALTIES FOR BREACH OF CONTRACT

Failures to deliver the goods according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELATION OF TERMINATION OF CONTRACT


The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

Prepared by:



**MARLYN E. CASTRO**  
Admin, Unit Head

Noted by:



**DEBORAH C. DACANAY, RN, MGM**  
Officer-in-Charge