REPUBLIC OF THE PHILIPPINES

SOCIAL SERVICES DEVELOPMENT DEPARTMENT

QUEZON CITY, METRO MANILA

TERMS OF REFERENCE
(TOR)

PROCUREMENT OF GROCERY BAGS FOR INDIGENT UNDER INDIGENT BASIC FAMILY MEAL ENRICHMENT PROGRAM OF SOCIAL SERVICES DEVELOPMENT DEPARTMENT

I. RATIONALE AND BACKGROUND

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 Social Services Development Department therefore proposes to procure Grocery Bags for indigent as a government response to deliver cost-effective social services.

III. PROJECT SCOPE OF WORK

Supply and delivery of One Hundred Fifty Thousand One Hundred Forty-Eight (150,148) Grocery Bags will be distributed to various barangays in Quezon City.

IV. PROJECT STANDARD AND REQUIREMENTS

1. As part of requirement in RA 9184, the Bidder should have a single largest completed government or private contract (SLCC) similar to the project to be bid 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 Bags.

3. The bidder must deliver one hundred percent (100%) of all the items within Sixty (60) calendar days upon the issuance of the Notice to Proceed.

4. The bidder must have at least fifty (50) people to be assigned for the repacking of Grocery Bags. This should be supported by Identification Cards or proof of employment.

5. The bidder should have one warehouse of at least NINE hundred square meters (900 sq.m) combined or total floor space to use for the repacking and stocking of grocery bags. This should be supported by a proof of ownership or lease of agreement.

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.

V. PROJECT DURATION

The project duration is within sixty (60) calendar days upon the issuance of the Notice to Proceed (NTP).
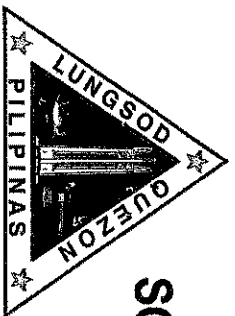
Tel. Nos.: 8703-3576, 8988-4242 loc. 8035, 8178, 8523   QCG.SSDD.ADMIN.F.40
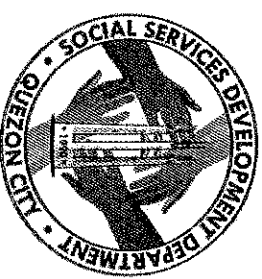
VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE HUNDRED FORTY-SEVEN MILLION EIGHT HUNDRED NINETY-FIVE THOUSAND SEVEN HUNDRED EIGHTY PESOS (PHP 147,895,780.00).**

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 **One Hundred Fifty Thousand One Hundred Forty-Eight (150,148) Grocery bags** 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.

Prepared by:

ALMA E. QUINTO
Chief Administrative Officer

Noted by:

ROWENA T. MACATAO
Chief of Staff
Office of the City Mayor

Approved by:

EILEEN M. VELASCO
Officer-In-Charge