



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



TERMS OF REFERENCE (TOR)
PAMASKONG HANDOG 2024 AND GROCERY BAGS
PROJECT NO. SSDD-24-GI2-1009

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 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 15 April 2024), the bidder must have completed within the last three (3) years a Single Largest Completed Contract (SLCC) that is similar to the project 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 2024

- PRESERVED PORK HAM, 100% premium whole ham, richly glazed with sweet and savory flavors - Net weight of at least one (1.0) kilogram
 - Product must be composed of pork ham, Water, Sugar, Iodized Salt, Sodium Diphosphate and Sodium Triphosphate (Humectant), Monosodium Glutamate (Flavor Enhancer), Sodium Benzoate (Preservative), Ascorbic Acid (Antioxidant), and Sodium Nitrite (Preservative), Glazed with Crushed Pineapple [Pineapple, Sugar, Water, Citric Acid as acidity regulator], Sugar, Water, Glucose Syrup [High Sugars Maltotriose, Maltose, and Dextrose as sweeteners], Modified Starch, Caramel Color (Artificial color), Iodized Salt, Sodium

- Benzoate (Preservative), Xanthan Gum (stabilizer), and Natural Pineapple Flavor
 - Allergen Information: May contain traces of Milk, 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 six (6) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces.
- 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, Vegetable oil (may contain Coconut and/or Palm Oil), Disodium Phosphate (as Emulsifier), modified Food starches, Cornstarch, Iodized salt, sugar, natural or nature identical cheese flavors, Nisin and Natamycin, paprika (as natural colorant) and acetic acid.
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Halal accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Actual product must be wrapped packed using PET/LLDPE pillow pouch to further protect the quality of cheese ball due to multiple handling and to maintain freshness of product.
 - Packed in a UV laminated claycote box with insert pad and tamper-evident sticker seal.
 - Packaging must have photo of the product outside and Christmas decoration.
 - 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 six (6) months at the time of delivery.
 - Twenty-five Thousand (25,000) pieces.
3. POTATO FRIES Shoestring – Net weight of at least one (1.0) kilogram
- Product must be composed of potato (95%) and Edible Vegetable Oil (Palmolein oil) (5%); and is graded as AA shoestring ready-to-cook
 - Must be available in the Philippine Market. The importer 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.
 - Twenty-five Thousand (25,000) packs.
4. PRE-SAUTEED GROUND BEEF MIX - Net weight of at least five hundred (500) grams
- Product must be composed of Beef water, Vegetable Protein, Binders (Modified Starch, Wheat Fiber and Phosphate), Skim milk, Monosodium Glutamate (Flavor Enhancer), Sugar, Iodized Salt, Spice, Sodium Erythorbate (Antioixidant), Tenderizer and Beef flavor
 - 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.
 - Twenty-five Thousand (25,000) packs.

5. CURED PORK, sweetened, 100% young pork - Net weight of at least four hundred fifty (450) grams
 - Product must be composed of pork, water, sugar, natural flavor, seasoning, iodized salt, brine mix (salt, phosphate, anticaking agent, sodium nitrite, sodium Erythorbate), Sodium Bicarbonate (Acidity Regulator), Botanica red (Maltodextrin, Monascus red), Sodium Erythorbate (antioxidant), Sodium Benzoate (Preservative) and FD&C Red No. 40 (artificial color)
 - 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.
 - Twenty-five Thousand (25,000) packs.
6. PORK AND POULTRY MEAT SAUSAGE, 100% young pork - Net weight of at least two hundred forty (240) grams
 - Product must be composed of pork and poultry fat, poultry meat, sugar, water, Vegetable protein, garlic, iodized salt, modified starch, spices and seasoning, skim milk, monosodium glutamate (flavor enhancer), carrageenan, phosphate (binder), and sodium nitrite (preservative)
 - 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 six (6) months at the time of delivery.
 - Twenty-five Thousand (25,000) packs.
7. CHICKEN SIOMAI - Net weight of at least two hundred forty (240) grams
 - Product must be composed of:
 1. Wrapper: Wheat flour, wheat gluten (binder), iodized salt, Sodium Benzoate (Preservative), and FD&C Yellow No.5 and FD&C Yellow No.6 (Egg Yellow coloring)
 2. Filling: Poultry Meat, water, starch, sugar, soy protein, fresh onion, Iodized salt, Sesame oil, Monosodium Glutamate (Flavor Enhancer), Spices and Seasoning, Sodium Erythorbate (Color Retention Agent), 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.
 - Product must have a shelf life of at least six (6) months at the time of delivery.
 - Twenty-five Thousand (25,000) packs.
8. Frozen/Cooler Bag
 - It should be able to contain all the seven (7) 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
Silder #5 X2		Nickel
Adjuster X2	1 ¼ inches	Black
Nylon strap ordinary	1 ¼ inches	Red
Nylon strap double plain inches 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, Vegetable oil (may contain Coconut and/or Palm Oil), Disodium Phosphate (as Emulsifier), modified Food starches, Cornstarch, Iodized salt, sugar, natural or nature identical cheese flavors, Nisin and Natamycin, paprika (as natural colorant) and acetic acid.
 - Product must be Halal certified by the Islamic Da'Wah Council of the Philippines or the Ulama Conference of the Philippines or a similar Halal accreditation body. The governing body's accreditation stamp must be evident on the label.
 - Actual product must be wrapped packed using PET/LLDPE pillow pouch to further protect the quality of cheese ball due to multiple handling and to maintain freshness of product.
 - Packed in a UV laminated claycote box with insert pad and tamper-evident sticker seal.
 - Packaging must have photo of the product outside and Christmas decoration.
 - 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 six (6) months at the time of delivery.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) 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.

- Six hundred seventy-eight thousand eight hundred fourteen (678,814) packs.
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, address, phone number and website printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
 4. Beef Luncheon Meat – net weight of at least three hundred fifty (350) grams
 - Product must be composed of beef, poultry meat, water, starch, soya oil, Hashed beef, Soy protein, Iodized Salt, Spices, Sugar, MSG (Flavor enhancer), sodium tripolyphosphate (water-binding agent) and sodium erythorbate (Color retention Agent), Red #40 (colorant) and Red#3 (colorant).
 - Product must be Halal certified by the Prime Halal Certification and inspection Asia Pacific, Inc. 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.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
 5. Chinese Style Luncheon Meat – net weight of at least three hundred fifty (350) grams
 - Product must be composed of Poultry Meat, Beef, Water, Starch, Soya Oil, Soy Protein, Iodized Salt, Spices, Sugar, MSG (Flavor Enhancer), Sodium Tripolyphosphate (Water Binding agent), Sodium Nitrite (Color Retention Agent), Sodium Erythorbate (Color Retention Agent), Red #40 (Colorant) and Red #3 (Colorant).
 - Product must be canned.
 - 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 eighteen (18) months at the time of delivery.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
 6. Corned Beef – net weight of at least two hundred sixty (260) Grams
 - Product must be composed of Cooked Beef, Soy Protein, Spices, Iodized Salt, MSG (Flavor Enhancer), Nature Identical Flavors, Sodium Tripolyphosphate (Water-binding Agent) and Sodium Nitrite (Color Retention Agent).

- Product must be Halal-certified by the Prime Halal Certification and Inspection Asia Pacific, Inc. 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, address, phone number and website printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
7. Chicken loaf – net weight of at least one hundred fifty (150) grams
- Product must be composed of Poultry Meat, Water, Starch, Sugar, Iodized Salt, Soy Protein, Breadcrumbs, MSG (Flavor Enhancer), Chicken Broth, Spices, Sodium Tripolyphosphate (Water Binding Agent), Nature-Identical Flavor, 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, address, phone number and website printed on the outer label.
 - Product must have a shelf life of at least eighteen (18) months at the time of delivery.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
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.
 - Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.
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.
- Six hundred seventy-eight thousand eight hundred fourteen (678,814) cans.

10. Foldable bag

- It should be able to contain all the nine (9) items enumerated above when closed.
- Six hundred seventy-eight thousand eight hundred fourteen (678,814) 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	Parts
MAIN PARTS: BODY			
POLYRUBBER 600 X 600 with print		Red	Body
Synthetic Leather		Red	Flap
Taffeta		Silver	Full Body lining
ACCESSORIES:			
Zipper		Red	Main Opening
Nylon Webbing with Print		Red	Handle X2
Slider		Nickel	1 piece
Snap 330		Nickel	Flap/Body
Rivete		Nickel	Logo Supt
QC Rubber Logo			Flap

- 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 ninety (90) 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 or proof of employment or engagement.
- G. The bidder must have one or more warehouse with a total of at least two thousand four hundred fifty-one square meters (2,451 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 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 ninety (90) calendar days upon the issuance of the Notice to Proceed to the winning bidder.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is **ONE BILLION THREE HUNDRED NINETY-NINE MILLION, NINE HUNDRED NINETY-EIGHT THOUSAND, TWO HUNDRED FORTY-ONE PESOS AND 98/100 ONLY (Php1,399,998,241.98).**

Breakdown:

PAMASKONG HANDOG 2024 –	Php 67,778,250.00
GROCERY BAGS –	<u>Php 1,332,219,991.98</u>
TOTAL =	Php 1,399,998,241.98

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 2024 and Grocery Bags as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items.

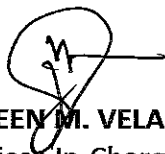
VI. PENALTIES FOR BREACH OF CONTRACT

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:



EILEEN M. VELASCO
Officer-In-Charge

Noted by:



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