



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF TRAINING PERSONAL PROTECTIVE EQUIPMENT (PPE's) TO BE USED FOR THE WATER SEARCH AND RESCUE (WASAR) TRAINING FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

Water Search and Rescue (WASAR) is a basic skill essential for emergency responders stationed at areas with high hydro-meteorological vulnerabilities such as the City of San Fernando and the entire province of Pampanga. Hence, WASAR is one of the core capabilities that the San Fernando Rescue Unit personnel must obtain. The training also aimed to enhance holistic rescue approach in which it also focuses basic life support, standard first aid, different water swimming techniques, water safety, rescue techniques lifesaving and survival techniques and mass casualty incident operations.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the supply and delivery of training Personal Protective Equipment (PPE's) to be used for the Water Search and Rescue (WASAR) Training for 2023 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED TWENTY THREE THOUSAND SEVEN HUNDRED FIFTY PESOS (P 123,750.00).

#### III.OBJECTIVES

- To equip the participants with the knowledge and skills needed in rescue and lifesaving operations
- To provide and supply the specific materials needed during the training
- To effectively and efficiently conduct the activity/program.

#### IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
25	pcs	Assembly Polo Shirt (Color: Army Green, with City and SAFRU Logo, with digital printed "WASAR" at the back, color white font) Honeycomb fabric	June – August 2023	Central Storage, New Public Market, Del Pilar, CSFP
25	pcs	Customized Rash Guard, long sleeves (with CSFP and SAFRU Logo), Polyester, Waterproof with UVP50SPF: Color Black		
25	pcs	Tactical Shorts (Black) - Quick Dry - Waterproof - Breathable		

b. Procurement Process

1. For the End-user, ensure the completion of the documents in order to proceed with the procurement process.

2. For the supplier/provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/ contractor.
  3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
  4. For the End-user, present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End-user (for Alternative Methods of Procurement).
  5. Ensure to supply the requirements upon issuance of DOC.
  6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.
- c. Delivery/ Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
  2. The Delivery Period shall be from June – August 2023.
  3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
  4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO-Procurement Management Division (PMD) for the latter to advise the supplier/contractor regarding the concern.
  5. Coordination with the supplier/ contractor shall be the function of the CGSO-PMD as its mandate.
  6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality and to immediately notify the supplier/contractor in case of any concerns before the acceptance.
- d. Inspection and Acceptance
1. The CGSO-PSMD shall inspect and accept the delivery
  2. The supplier/contractor shall present the PO and issue Sales Invoice
  3. The CGSO-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

## **V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of PPE’s required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide necessary and readily-available documents such as during the conduct of post-audit.
- e. Evaluate the performance of the supplier/contractor and in case there is a violation to the Contract/Agreement, prepare a Verified Report.

Prepared and submitted by:

  
**RAYMOND B. DEL ROSARIO**  
LDRRMOT

CONFORME:
_____
Signature over Printed Name
_____
Date

Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.