

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Meals to be served for the Community Transformation Program: Kayantabe para kng Bayong Bie at Bayung Pag-asa Program subject to Ordering Agreement**
Project Location: **City of San Fernando, Pampanga**

Background:

It is the mission of the City to have a livable, ecologically-balanced and economically-viable model City through effective and socially inclusive governance that will enhance the quality of life of Fernandinos. Thus, to realize this, the city is continuously upgrading the services to empower the different sector of the community. Considering the demand of every community, it is essential to identify appropriate approach to clearly address the exact problems and needs of the very marginalized, disadvantaged and vulnerable community.

Through the strong effort of the city towards social development, Community Transformation Program will be enhanced through the continuous hard work and commitment CSWDO and CMO-Community Affairs Division. They will collaboratively work in conducting community assembly to identified poor. This gives emphasis on educating people thru values orientation and social marketing of LGU services which instill awareness and prepare the people towards community development. However, it is not enough that this activity has been conducted since it should have comprehensive and holistic approach of community organizing.

Seeing that City of San Fernando is a diverse city, the CSWDO and CMO-CAD continuously established a comprehensive strategy that requires full participation of the community thru the concept of community organizing towards community development or CO-CD. This framework focused on people empowerment and based on the concept of people-centered participatory development. The process of community organizing had an initial implementation from the previous years. Meanwhile potential leaders had been identified to collaborate with them the in the ground work activities. This is to strengthen their participation on the advocacies and community education services.

I. OBJECTIVE

The implementation of CO-CD is the initiative of the city towards social development and implementation of social protection programs and services however to realize this, collaborative effort of other participating agency will be needed such as CMO, Barangay Council, Local Housing as well as other institutions that may contribute or help during the program implementation. Since the city is constantly promoting community driven development projects therefore there is a need to allocate budget in this particular program.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Meals to be served for the Community Transformation Program: Kayantabe para kng Bayong Bie at Bayung Pag-asa Program in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Reference Number 2023-3535 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P99,060.00 amount in figure or Ninety Nine Thousand Sixty Pesos amount in words.

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Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	MA12 Special Baked Mac with garlic bread 330 ML mineral water	780	127.00	P99,060.00
SUBTOTAL: P99,060.00					

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must provide a water dispenser.
5. The supplier must be compliant with the IATF Health and Safety Protocols.
6. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

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

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The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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Prepared by:

C. Estolano
Charlotte D. Estolano
Designated Procurement Officer

Noted by:

Conforme:


Reymundo M. Hipolito Jr.
Chief of Staff

Signature Above 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.