

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF AIR CONDITIONING UNIT TO BE INSTALLED AT THE FAMILY LIFE RESOURCE CENTER IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2023

I.BACKGROUND

Republic Act 7277 or the Magna Carta for Disabled Persons is an Act providing for the rehabilitation, self -development and self-reliance of Persons with Disability and their integration into the mainstream of society and for other purposes. Pursuant to Section 1 of Ra no. 10070, amending Section 40 of RA No. 7277, Local Government Units and National Agencies shall have the following roles, namely: Local government unit shall promote the establishment of organizations of persons with disabilities (PWDs) in their respective territorial jurisdictions.

The City of San Fernando through the efforts of City Social Welfare and Development Office (CSWDO) and Persons with Disability Affairs Office (PDAO) has been recognizing the rights of PWDs to form organizations or associations that promote their welfare and advance or safeguard their interests. To ensure the active participation of PWDs, the city has organized 35 barangays including Northville and their organizations shall be encouraged to participate in the planning, organization and management of government programs and projects for PWDs.

II.BUDGETARY REQUIREMENT

The budgetary requirement for delivery and installation of Airconditioning Unit to be installed at the Family Life Resource Center in the City of San Fernando, Pampanga the, is included in the PPMP with Ref. No. 2023- 3713 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-NINE THOUSAND NINE HUNDRED FOUR AND NINETY-FIVE PESOS (PHP59,904.95)**.

III.OBJECTIVES

To provide effective and efficient services to Persons with Disabilities, since these are used to the registration of our Fernandino PWDs and also to cater our PWD clients experiencing mental health issues by providing a facility which shall serves as the venue for the implementation of Family Life Resource Center.

IV.TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	set(s)	Window Type (2.0 hp) Inverter	Oct- Dec 2023	Central Storage GSO, City of San Fernando, Pampanga
1	set(s)	Weather Proof Circuit Breaker		
1	lot	Labor and Materials		

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 confirmed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 October to December 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.

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- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

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

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

- a. Provide the delivery and installation of Airconditioning Unit to be installed at the Family Life Resource Center which being 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:

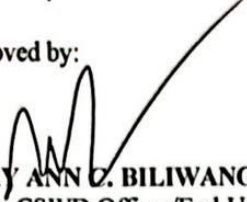
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as 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 by:



LALAIN P. CUBACUB
Social Welfare Officer I

Approved by:



MARY ANN C. BILIWANG
Acting CSWD Officer/End-User

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: The 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.