



## TERMS OF REFERENCE

### Food Supplier of the Pasig City Children's Hospital - Child's Hope

#### SMALL VALUE PROCUREMENT

##### Nutrition and Dietetics Section

#### A. Rationale

The service of a competent and dependent food supplier is required to deliver food supplies (meat, fish, poultry products, vegetable, fruit, rice, bread, and groceries) at Pasig City Children's Hospital - Child's Hope Nutrition and Dietetics Section. The delivery of a supplier under such terms and conditions imposed by PCCH shall ensure that the food supplies are fresh and clean as it will be used in preparation of patients' meals.

#### B. Scope

1. The Child's Hope Nutrition and Dietetics Section shall have a supplier of all the raw materials needed in food preparation and service.
2. The supplier is responsible in delivering food items requested in the purchase order with a reasonable price. The deliveries must meet the specifications stated.

#### C. Role of Pasig City Children's Hospital - Child's Hope

The Child's Hope shall:

1. Provide the requisition slip which indicates the quantity and specifications of food items to order then submit it to the supplier. The Hospital Dietitian shall base the quantity of the items to order on the patient census. Written orders shall be verified by the approving officers.
2. Have an appropriate space for receiving the deliveries. The receiving area shall have an accurate weighing scale and has an accessible sink for washing purposes.
3. The purchase order should be checked against the invoice. Check the items delivered if they meet the specifications requested before receiving. Make sure the weight and number of the item is right and equal to the purchase order by weighing and counting the items one by one. Ensure also if the items are all in good condition. If the items failed to meet the specifications, the receiving person/clerk shall return the item to the supplier for replacement.
4. Purchase at the lowest total cost, consistent with obtaining the required quantity and quality plus satisfactory service.
5. Delivery receipts should be signed by the designated receiving person and countersigned by the Chief Dietitian and the Property and Supply Department Representative.

#### D. Role of Supplier

The Supplier should:

1. Deliver the items based on the specification ordered by the PCCH Dietary. If the items did not meet the set specifications, the Dietitian/receiving person should reject and return the item. The Supplier should replace it right away.
2. Give an official receipt duly issued by the Bureau of Internal Revenue.
3. Delivery personnel should be a holder of a valid health certificate issued by a local government unit to be submitted during post-qualification procedure
4. Have an equipment like push cart to transport the deliveries from their vehicle up to the Dietary Section's storage room.

#### E. Delivery Terms

- The delivery will be 60 (SIXTY) CALENDAR DAYS from receipt of the Notice to Proceed but not to exceed 31 December 2023.