

# ***Section VI. Terms of Reference***

*[Terms of Reference normally contain the following sections: (a) Background; (b) Objectives; (c) Scope of Services; and (d) Training(when appropriate); € Reports and Time Schedule; and (f) Data Local Services, Personnel, and Facilities to be provided by the Procuring Entity.]*

## **TERMS OF REFERENCE**

### **I. PROJECT TITLE**

SLSU Unified, Proactive and Progressive Response Extension Support Services (SUPPRESS) COVID-19 Initiatives

### **II. PROJECT CATEGORY**

Manufacture of non-medicine products listed in Annex B of GPPB Resolution No. 3-2020  
Production and distribution of PPEs

### **III. RATIONALE**

The Southern Leyte State University has availed the grant of assistance to State Universities and Colleges in the country to combat COVID-19 as embodied in CMO No. 1, s. 2020. As stated in paragraph 3 under the Objectives stated in this CMO, “State Universities and Colleges are authorized by law/charter to conduct research and extension services, including projects that will improve and intensify the government’s existing COVID-19 responses. In the report of the President to the Congress on 30 March 2020, the President had identified the efforts undertaken by CHED such as mobilizing HEIs to assist in the production and distribution of items (such as disinfectants, alcohol, face shields, etc.) for use by frontline service providers. The Commission on Higher Education hereby issues the Guidelines in response to this national emergency by allocating/utilizing its funds towards mitigating the social, economic and financial impact of COVID-19 on Filipinos”.

In this project, the intended beneficiaries are the SLSU students and employees, and their families, students and employees of two other SUCs in the region namely Visayas State University (VSU) and Leyte Normal University (LNU). The PPEs to be produced in this project serve as support to the frontliners of the SLSU and the two other SUC-beneficiaries.

### **IV. PROJECT DESCRIPTION**

The SUPPRESS COVID-19 Initiatives is an extension project of SLSU which is funded by the Commission on Higher Education (CHED) classified as manufacture of non-medicine products listed in Annex B of GPPB Resolution No. 3-2020 and production

and distribution of PPEs. This will be implemented by the office of the Executive Operations and External Affairs under the Extension and Services offices of the whole university.

## V. OBJECTIVES

The SUPPRESS COVID-19 Initiatives Projects aims to produce PPEs specifically face masks, face shields and liquid hand soap and distribute them to the SLSU students and employees with their families and the students and employees of VSU and LNU.

### Key Deliverables

These are the expected deliverables of this project:

- **Lot 1 - ₱4,336,555.12** (Labor & Materials)
  - 160,000 face masks packed according to the specified number of pieces
- **Lot 2 - ₱1,869,415.80** (Labor & Materials)
  - 64,680 face shields
- **Lot 3 - ₱709,811.10** (Materials only)
  - 18,250 liters of liquid hand soap contained in 1L and 500ml bottles.

## VI. FUNDING ORGANIZATION

- Commission on Higher Education - HEDF

## VII. CONTRACT DURATION

- 45 calendar days

## VIII. APPROVED BUDGET FOR THE CONTRACT

SIX MILLION NINE HUNDRED FIFTEEN THOUSAND SEVEN HUNDRED EIGHTY-TWO PESOS AND 02/100 - (₱6,915,782,02)

## IX. DURATION OF SERVICES AND IMPLEMENTATION ARRANGEMENT

Activity	Timeline
1. Upon receipt of the Notice of Award, winning bidder should immediately start the production. During Day 1 of Production, Launching of the Project will also be done Virtually with the presence of representatives from the groups of intended beneficiaries.	2 <sup>nd</sup> week of October 2021
2. Winning bidder must ensure that majority of the labour force to work in the project are the dressmakers/tailors or parents or relatives of SLSU students who are residing in the municipality of	2 <sup>nd</sup> week of October 2021

Sogod or nearby municipalities of SLSU main campus who can be monitored by the Focal Persons assigned for each project. In this case, the winning bidder shall provide the Project Team of SLSU data on the list of workers, their addresses and relations to SLSU students, as the case may be, which are segregated by sex.	
3. Winning bidder shall provide weekly production plan and accomplishment report to the Project Team as this is also required by CHED-HEDF.	Weekly to start on the 3rd week of October 2021
4. Focal persons assigned for each project will conduct monitoring every week to ensure that desired quality and quantity as agreed will be strictly observed.	Every week upon the start of the production
5. Face masks and face shields shall be packed according to the number per pack as indicated for each recipient.	November 26, 2021
6. Production shall be completed within 45 days upon the start of the project.	November 26, 2021
7. Deliver the complete number of PPEs as indicated in the project plan.	November 26, 2021
8. Submission of Audited Financial Report to CHED	December 10, 2021

Activities	Deliverables/Outputs	Due Date
1. Conduct of procurement process	Followed the emergency purchase procedure with complete documentations	Month 1
2. Purchase all needed supplies, materials and equipment	Supplies, materials and equipment purchased	Month 1
3. Production of the different PPEs	Number/volume of PPEs	Month 2-3
4. Distribution of PPEs	Number/volume of PPEs	Month 3
5. Submission of the terminal and liquidation report to CHED	Terminal and liquidation reports submitted to CHED	Month 3

## **X. IMPLEMENTATION PARTNER RESPONSIBILITIES AND SCOPE OF WORK**

The implementing partner shall be responsible for the following:

1. Observe the implementation arrangement and duration of services as stated in part VI of this Term of Reference.
2. Coordinate closely with SLSU SUPPRESS COVID-19 Initiatives Project Team in the production of the PPEs according to desired quality and agreed quantity within the timeframe.
3. Follow the stated quality of materials and chosen design of face mask as prescribed in the Face Mask Resource Kit issued by the Department of Science and Technology.
4. Provide all the data needed as part of the report required.
5. Provide all deliverables as stated.

6. Use all reasonable endeavors to provide the desired product based on specifications and timeframe.

#### **XI. MONITORING AND QUALITY CONTROL**

The supplier shall provide Production Plan to the Project Team which should indicate the agreed period of production and quality and quantity of products to be produced. The quality of materials to be used in the production must have been met as stipulated herein. A focal person is assigned check and monitor the production of each PPE. The first few number of items to be produced shall be checked first if they conform to the design and quality as stipulated in this term of reference before the mass production. Then weekly monitoring of the production status (quality and quantity as targeted) will be done. The Focal Person has the right to comment and give recommendations while the production is going on. The supplier shall cooperate and consider the recommendations to ensure that the PPEs are produced as agreed in terms of quality, quantity and production period.

#### **XII. TERMS OF PAYMENT**

Government Procedures

#### **XIII. MODE OF PROCUREMENT**

Competitive Bidding

#### **XII. SCHEDULE OF DELIVERY**

Delivery of produced PPEs shall be made within 45 working days upon receipt of the Notice of Award.

#### **XIV. TECHNICAL SPECIFICATIONS**

##### ***Design, Color and Label of the Face (ReWear) Mask***

The design follows Design D of the Face Mask Resource Kit issued by the Department of Science and Technology. Details of measurement and specifications therein should be observed. The design of the 3-ply masks is shown in Figure 1 while a sample finish product is shown in Figure 1 and the colour is blue as presented in Figure 3

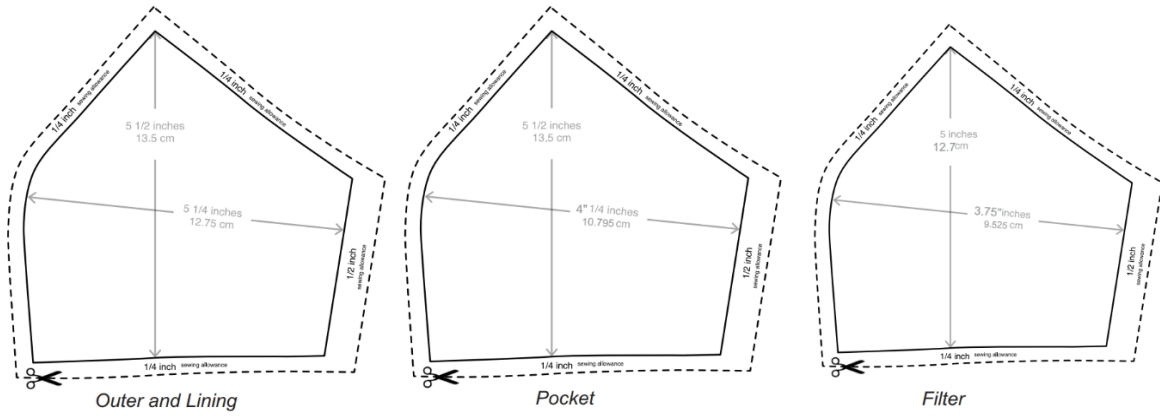


Figure 1

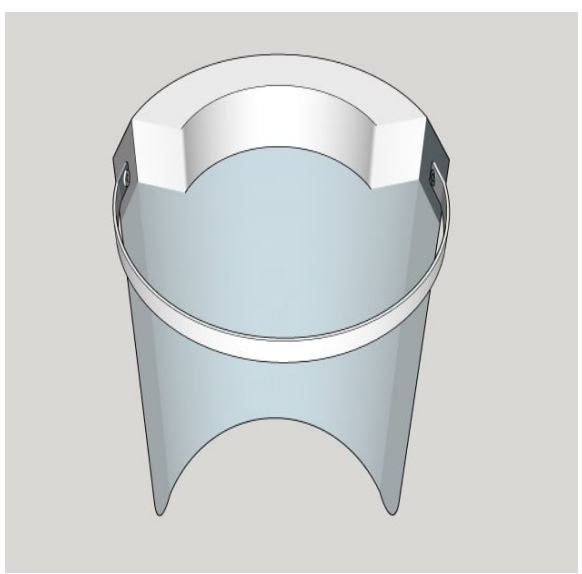


Figure 2

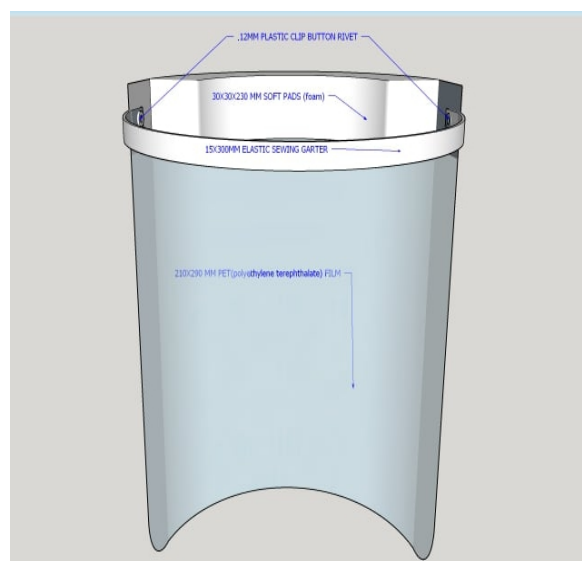


Figure 3

**Design of the Face Shield**



Top View



Back View



Face shield showing SLSU label



Face shield showing CHED-HEDF

### ***Liquid Hand Soap in Bottle***



**1L bottle**



**500ml bottle**

## **XV. COMPLIANCE TO SPECIFICATIONS/PROVISIONS**

Non-compliance to technical specifications shall be ground for disqualification.

Prepared by:

*Sgd.*

**JUANITA M. COSTILLAS, PhD**

Project Leader, SUPPRESS COVID-19 Initiatives