



Republic of the Philippines  
Province of Cavite  
**CAVITE PROVINCIAL JAIL**  
Trece Martires City  
(046) 419-0481



OFFICE OF THE PROVINCIAL WARDEN

## TERMS OF REFERENCE

### Purpose

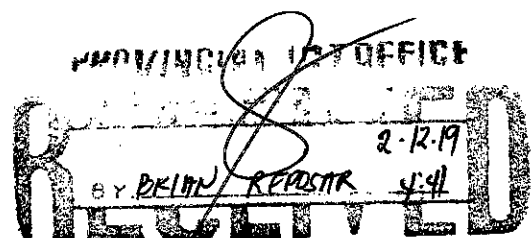
The Office of the Provincial Warden seeks for a contractor/supplier who will provide the daily meal supplies of the Inmates of Cavite Provincial Jail from March 2019 to June 2019.

### Membership

- Representative of the Office of the Provincial Governor
- Provincial Warden of the Cavite Provincial Jail
- Contractor/Supplier

### Accountability/Responsibilities

- Office of the Provincial Governor
  - Approval of the budget for Inmate's Food Supply Expenses
  - Payments of the food supplies expenses incurred as per approved budget allocation for the period covered in the contract
- Office of the Provincial Warden/Cavite Provincial Jail
  - Monitoring and evaluation of the meals supplied by the contractor/supplier
  - Preparation of the monthly financial obligation requirements (eg. Daily Census of Inmate & statement of Accounts)
  - Security assurance to the members of contractor/supplier providing the daily meal and protection of equipment/materials of the contractor/supplier
- Contractor/Supplier
  - Assurance to have a daily supply of meals/food for the Inmates (breakfast, lunch & dinner) equivalent to the approved amount of the daily meal allocation
  - Guaranteed that all inmates will be provided with three (3) meal supplies (breakfast, lunch & dinner)
  - Ensures that the meal/food undergone quality assurance before delivery and in good consumable condition
  - In the event where the meal/food being supplied are not in consumable condition, the supplier/contractor shall immediately replace the meal/food with consumable condition equivalent on the approved amount of meal allocation either breakfast, lunch or dinner.



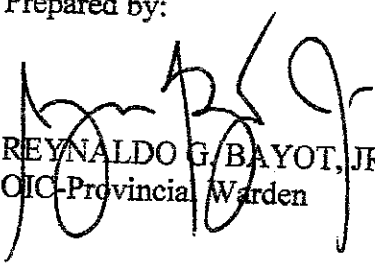
### Security

- Contractor/Supplier shall undergo security inspection before entry and exit to Cavite Provincial Jail including all the meal/food, materials and supplies
- Employees of the contractor/supplier who will directly performed the delivery of meal/food to Cavite Provincial Jail shall be registered for security and recording purposes


### Conditions

- Cavite Provincial Jail may have the rights to endorse suspension of the contract once the contractor/supplier failed to meet the requirements and/or failed to deliver/supplied meal/food in good consumable condition
- No government facilities, equipment and alike (eg. water & electricity supply) shall be utilized by the contractor/supplier unless approved by the concerned authorities.

Prepared by:

  
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OIC-Provincial Warden

Approved by:

  
RENATO A. ABUTAN  
Provincial Administrator