



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 a contractor/supplier who can provide the daily meal supplies for the Persons Deprived of Liberty (PDL) of Cavite Provincial Jail from April to December 2023 amounting to Twelve Million Forty Five Thousand Pesos (PhP12,045,000.00).

Members

- 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 PDL/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)
 - Ensures the safety and security of the members of contractor/supplier supplying the daily meal; and protection of the equipment/materials of the contractor/supplier
- Contractor/Supplier
 - Assurance to deliver a daily supply of meals/food for the PDL/Inmates (breakfast, lunch & dinner) equivalent to the approved amount of the daily meal allocation;
 - Guarantees that all inmates will be provided with three (3) meal supplies (breakfast, lunch & dinner);
 - Guarantees that the meal/food to be supplied are in good condition and adequate for human consumption;
 - In the event where the meal/food being supplied are not in good consumable condition, the supplier/contractor shall immediately replace it with meal/food in good consumable condition equivalent to the approved amount of meal allocation either breakfast, lunch or dinner.



Security

- Contractor/Supplier shall undergo security inspection before access and exit to Cavite Provincial Jail including 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 observe the minimum health protocols.

Conditions

- Cavite Provincial Jail may have the rights to endorse suspension of the contract to the Office of the Provincial Governor (OPG) once the contractor/supplier failed to meet the requirements and/or failed to deliver/supply meal/food in good 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:


PCOL GIL T. TORRALBA (RET)
Provincial Jail Warden

Approved by:


RENATO E. ABUTAN
Provincial Administrator