

TERMS OF REFERENCE

Supply and Delivery of Corporate Giveaways

I. REQUIREMENTS

1. The supplier shall provide the following:

LOT 1:

Package 1 – Supply and delivery of 212 individually packed food items. Each pack shall contain the following:

Item Description	<i>(At least)</i>	Minimum Quantity
Spaghetti Pasta	900g	1
Spaghetti Sauce	1kg	1
Macaroni Pasta	400g	1
Fruit Cocktail	836g	1
Raisins	35g	1
Condensed Milk	300ml	1
All Purpose Cream	250ml	1
Mayonnaise	470ml	1
Cheese	430g	1
Corned beef	380g	1
Luncheon Meat	350g	1
Spanish Sardines in Corn Oil (Bottle)	228g	1
Stackable Potato Chips (Paper Can)	110g	1
Pineapple Juice (Tetra pack)	1 liter	1
Black Coffee	25g	30
Polvoron (Box)	234g	1
Chocolate Chip Cookies	200g	1
Christmas Ham	1kg	1
Canola oil	1 liter	1
Chocolate covered Marshmallows-Biscuits	1 box	1
Queso de Bola	350g	1
Rice	5kg	1
Sako bag/Eco bag		1
Total Cost @ max of P 3,000.00/pack		P636,000.00 (Max)

LOT 2:

Package 2 – Supply and delivery of 177 individually packed food items.
Each pack shall contain the following:

Item Description	<i>(At least)</i>	Minimum Quantity
Spaghetti Pasta	900g	1
Spaghetti Sauce	1kg	1
Macaroni Pasta	400g	1
Fruit Cocktail	836g	1
Condensed Milk	300ml	1
All Purpose Cream	250ml	1
Mayonnaise	220ml	1
Cheese	160g	1
Raisins	35g	1
Luncheon Meat	350g	1
Corned beef	260g	1
Pineapple Juice (Tetra pack)	1 liter	1
Chocolate Chip Cookies	200g	1
Canola oil	500ml	1
Christmas Ham	1kg	1
Stackable Potato Chips	110g	1
Chocolate covered Marshmallows-Biscuits	1 box	1
Rice	5kg	1
Sako bag/Eco bag		1
Total Cost (at P 2,000.00/pack)		P 354,000.00

- The prospective supplier may submit proposal/s for any or both lots.
- Delivery of packages shall start 5 days from receipt of Notice of Award at the following locations.

Delivery Address	No. of Packs		Total
	Package 1	Package 2	
Philippine Guarantee Corporation Jade Bldg. No. 335 Sen. Gil Puyat Ave., Makati City	116	141	257
Philippine Guarantee Corporation 17/F Citibank Tower, Valero St., Salcedo Village, Makati City	96	36	132
Total	212	177	389

II. RESERVATION

PhilGuarantee reserves the right to reject, return, or accept replacement/s (of at least equal value) for any item should the same be defective, incomplete or non-compliant with the herein indicated specifications.

III. OTHER REQUIREMENTS

1. The number of packs to be procured may decrease on the actual confirmation at the time of signing of the contract.
2. Philguarantee gives preference to products of micro, small and medium enterprises and local producers/manufacturers. However, the rules on lowest calculated bid as required under RA 9184 shall prevail.

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Nine Hundred Ninety Pesos (₱ 990,000.00) inclusive of all applicable taxes, broken down as follows:

	No. of Packs	Cost	
		Per pack	Total
Package 1	212	₱ 3,000.00	₱ 636,000.00
Package 2	177	₱ 2,000.00	₱ 354,000.00
Total	389		₱ 990,000.00