



TERMS OF REFERENCE

I. REQUIREMENTS

1. The supplier shall provide the following:

LOT 1:

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

ITEM DESCRIPTIONS	<i>(At least)</i>	Minimum Quantity
Spaghetti	900g	1
Spaghetti Sauce	1kg	1
Macaroni Pasta	400g	1
Fruit Cocktail	836g	1
Mayonnaise	470ml	1
Raisins	100g	1
Coffee	28g x 30's	1
Powdered Dark Chocolate Drink	31g x 8's	1
All Purpose Cream	250ml	1
Condensed Milk	300ml	1
Fruit Juice	1L	1
Chocolate chip cookies	200g	1
Milk Chocolate Bar	160g	1
Luncheon Meat	350g	1
Corned Beef	380g	1
Cooking Oil	1L	1
Potato Chips	107g	1
Spanish Sardines	240g	1
Polvoron	12's	1
Chocolate Mallows	100g	1
Cheese	430g	1
Queso De Bola	350g	1
Christmas Ham	1kg	1
Sako bag/Eco bag		1
Total Cost @ max of P 3,000.00 / pack		P 639,000.00 (Max)

LOT 2:

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

ITEM DESCRIPTIONS	<i>(At least)</i>	Minimum Quantity
Spaghetti Party Package	900g/1kg	1
Macaroni Pasta	400g	1
Fruit Cocktail	836g	1
Powdered Dark Chocolate Drink	31g x 8's	1
All Purpose Cream	250ml	1
Condensed Milk	300ml	1
Cheese	165g	1
Corned Beef	380g	1
Luncheon Meat	350g	1
Potato Chips	107g	1
Fruit Juice	1L	1
Chocolate Mallows	100g	1
Chocolate Chip Cookies	200g	1
Mayonnaise	220ml	1
Queso De Bola	350g	1
Christmas Ham	1kg	1
Cooking Oil	500ml	1
Sako bag/Eco bag		1
Total Cost @ P 2,000.00 / pack		P 358,000.00

2. The prospective supplier may submit proposal/s for any or both lots.
3. Delivery of packages shall start 14 calendar days from the receipt of Notice to Proceed at the following locations:

Package 1	Package 2	Delivery Address
107 packs	129 packs	Philippine Guarantee Corporation Jade Bldg., No. 335 Senator Gil Puyat Avenue, Makati City
106 packs	50 packs	Philippine Guarantee Corporation 17/F, Citibank Tower, Valero Street, Valero Street, Salcedo Village, Makati City
213 packs	179 packs	

II. RESERVATION

PHILGUARANTEE reserves the right to reject, return and 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. MODE OF PAYMENT

Payment shall be in the form of check to be given upon delivery of the items.

IV. 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 bids as required under RA 9184 shall prevail.

V. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Nine Hundred Ninety-Seven Thousand Pesos (P 997,000.00) inclusive of all applicable taxes, broken down as follows:

	No. of Packs	Cost	
		Per Pack	Total
Package 1	213	₱3,000.00	₱639,000.00
Package 2	179	₱2,000.00	₱358,000.00
Total	392		₱997,000.00

Prepared by:


Krystal A. Matias-de Jesus
HRO III

Approved by:


Atty. Ronces Anne S. Reyes-De Leon
OIC, HRODD