

**PROCUREMENT OF VARIOUS GROCERY ITEMS REQUIRED FOR THE FIRST QUARTER (Q1) OF YEAR 2021**

**1. Item Description and Specification:**

<b>Articles/Description</b>	<b>Quantity</b>	<b>Unit</b>
Coffee Classic 100g/pack	184	packs
Coffee Decaf 80g/pack	16	packs
Creamer 450g/pack	200	packs
Refined Sugar 1 kilo/pack	200	packs
Facial Tissue Unscented, 2ply 100pulls	120	boxes
Fabric Conditioner 1000ml Scent	7	packs

**2. Terms of Delivery:**

Cash on Delivery (COD)


**3. Terms of Payment:**

Cash on Delivery (COD)


**4. Approved Budget for the Contract:**

The approved budget for the contract is Fifty-Seven Thousand Nine Hundred Twenty-Four and 33/100 Pesos Only (₱57,924.33), chargeable against the Corporate Operating Budget for CY 2021.

**Prepared by**

  
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**Approved by**

  
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