

TERMS OF REFERENCE

PROCUREMENT OF INDIVIDUALLY PACKED MEALS

I. REQUIREMENTS:

1. Supply and delivery of the following items:

LOT 1

The supplier shall provide 400 individually packed meals to be delivered on December 17, 2021, at the following locations:

Delivery Address	Quantity
PHILGUARANTEE Jade Bldg., No. 335 Senator Gil Puyat Avenue, Makati City	240 pax
PHILGUARANTEE 17/F, Citibank Tower, Valero Street, Salcedo Village, Makati City	160 pax
Total cost at ₱650.00 per pax	₱260,000.00 inclusive of all applicable taxes

The number of food packages to be procured may decrease depending on the actual confirmation at the time of placement of orders.

LOT 2

The supplier shall provide 23 individually packed meals to be delivered on December 20, 2021, at the following locations:

Delivery Address	Quantity
PHILGUARANTEE Jade Bldg., No. 335 Senator Gil Puyat Avenue, Makati City	13 pax
PHILGUARANTEE 17/F, Citibank Tower, Valero Street, Salcedo Village, Makati City	10 pax
Total cost at ₱650.00 per pax	₱14,950.00 inclusive of all applicable taxes

The number of food packages to be procured may decrease depending on the actual confirmation at the time of placement of orders.

2. Specification

Food Requirements:

Rice: Steamed Rice or Java Rice

Viand: 2 Meat and 1 Fish Dish
Appetizer: 1 appetizer
Dessert: 1 dessert
Drinks: Bottled Soda or Bottled Iced Tea
Table napkin and utensils

Proposed menus shall be subject for approval by **PHILGUARANTEE**.

Other Requirements:

1. Submission of a written statement that the provider complies with the criteria specified under the Technical Specification for Food and Catering Service of GPPB Green Public Procurement.
2. Submission of a copy of environmental policy signed by the Chief Executive Director or counterpart and indicate how it is made available to guests and staff personnel.
3. Submission of written statement declaring compliance with the requirements on waste and packaging. Pictures of packaging samples or internal waste reduction management initiative must be submitted.

II. RESERVATION

PHILGUARANTEE reserves the right to reject and return any food item should the same be incomplete or non-compliant with the herein indicated specifications.

III. MODE OF PAYMENT

Payment shall be in the form of check to be given within thirty (30) days upon delivery of the food items.

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Two Hundred Seventy-Four Thousand Nine Hundred Fifty Pesos (**₱274,950.00**) inclusive of all applicable taxes.

Prepared by:


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Approved by:


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