

**PROCUREMENT OF VARIOUS GROCERY ITEMS FOR THE FOURTH QUARTER 2023
REQUIREMENTS OF PHILGUARANTEE CORPORATION**

1. Item Descriptions and Specifications:

Articles/Description	Quantity	Unit
Coffee Classic 100g/pack	250	packs
Coffee Decaf 80g/pack	30	packs
Creamer 450g/pack	250	packs
Refined Sugar 1kilo/pack	250	packs
Facial Tissue Unscented, 3ply 100pulls	200	box

2. Terms of Delivery:

30 calendar days upon receipt of approved Purchase Order

3. Terms of Payment:

Cash on delivery (COD)

4. Other Documentary Requirement:

Request Letter for Payment

5. Approved Budget for the Contract:

The approved budget for the contract is **One Hundred Five Thousand One Hundred Pesos (₱105,100.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:


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Administrative Officer II

Reviewed by:


JACKIE LOU M. EUGENIO
Administrative Officer V

Approved by:


MARVYN ANTHONY C. GALANG
Vice President, FGSD

Conforme:

Printed Name and Signature of Bidder:
Date:

