

ANNEX A: TERMS OF REFERENCE

PROVISION 2024 NOCHE BUENA FOOD PACKS

I. BACKGROUND:

As part of TPB's employee engagement program, a year-end thanksgiving activity is conducted annually to coincide with the celebration of the Yuletide Season.

Part of the program is the provision of noche buena food packs to all TPB permanent, Contract of Service (COS), Resident COA, Medical Consultant, utility and security personnel.

Relative to this, there is a need to engage the services of a provider for noche buena food packs for the individuals as mentioned above.

II. OBJECTIVES:

- a. To celebrate year-end thanksgiving activity as a perfect time to express gratitude in recognition of the accomplishments and commitment to the service.
- b. To engage the services of a supplier to provide food items as itemized in Annex A.

III. SCOPE OF WORK AND SERVICES:

- a. The supplier must have the capability and resources to secure food items and package them appropriately in individual bags with list of items attached in every bag.
- b. Each noche buena food pack shall contain the items in Annex A and packed with distinction as follows:

| | Worth of Food Packs | Quantity |
|-----------|---------------------|-------------------------|
| Package 1 | P5,959.90 | approximately 180 packs |
| Package 2 | P3,860.90 | approximately 20 packs |
| | TOTAL | 200 PACKS |

Quotation shall be per food item.

- c. Food items as itemized in Annex A and must have best before / expiration date of at least six (6) months except for dairy items, from the date of delivery. Alternative food items may be proposed in the quotation subject to the approval of TPB.
- d. The supplier shall ensure the availability and good condition of the food items individually packed within the delivery period.
- e. The supplier shall assign at least two (2) persons in charge of pre-delivery, and delivery preparations who will coordinate with TPB.

- f. The supplier shall coordinate with TPB for the delivery arrangement five (5) days from the receipt of the Notice to Proceed (NTP).
- g. Final count of food packs to be delivered shall be communicated with the winning bidder within five (5) calendar days upon receipt of the Notice of Award (NOA).

IV. PROJECT IMPLEMENTATION SCHEDULE:

Complete delivery to the TPB office of the final count of food packs shall be made within five (5) calendar days from the receipt of the NTP or not later than 18 December 2024.

V. ADDITIONAL TECHNICAL REQUIREMENTS:

- 1. Must be Filipino owned, operated and legally registered under Philippine laws
- 2. Must have handled at least two (2) similar projects in the last two (2) years.
- 3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC):

Approved budget for the contract amounting to **ONE MILLION ONE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP1,150,000.00)**.

VII. TERMS OF PAYMENT:

Payment will be made during the agreed schedule of the full delivery of the food packs or not later than 18 December 2024.

The winning shall provide the following upon receipt of the NOA to facilitate processing of payment:

- 1. Statement of Account/ Billing Statement
- 2. Certification that all items are complete and to be delivered to TPB specifying the actual schedule of the delivery.

Statement of Account/ Billing Statement should cover all applicable fees, and proof of delivery.

Suppliers are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, the supplier will shoulder the bank charges indicated in the SOA as administrative cost within the ABC.

VIII. CONTRACT DURATION:

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements which is no later than 18 December 2024.

IX. PROJECT OFFICER'S CONTACT INFORMATION:

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