

**TERMS OF REFERENCE
FOR SERVICE PROVIDER TO SUPPLY AND DELIVER BIRTHDAY CAKES**

I. RATIONALE

As part of the Knowledge Management and Engagement Program of the TPB, townhall meetings were conducted to share updates and present upcoming projects to all personnel while providing them an opportunity to connect with other members of the organization.

Part of the activity is acknowledging birthdays by giving out cakes to the celebrants of the particular month. Birthdays are one of life's epiphany moments, and appreciating our personnel on this date will give them a sense of belongingness and a great opportunity to better engage employees and show them they are appreciated members of the Corporation.

In view of the COVID 19 pandemic, certain health protocols were mandated including the declaration of community quarantines and observation of physical distancing which necessitated the virtual conduct of townhall meetings and adoption of alternative work arrangements.

II. OBJECTIVE

To engage the services of a provider that will buy and deliver cakes to concern TPB personnel in their place of residence on specified dates.

III. SPECIFICATIONS

Brand : Preferably Goldilocks, Red Ribbon, Max's or other brands to be specified in the proposal for approval of the TPB

Size : At least 8 x 8 Inches (round or square)

Flavor : Preferably Mocha or Chocolate or other flavor for approval of TPB

Dedication : "Happy Birthday from TPB Family"

Breakdown

MONTH	QUANTITY
January	22
February	17
March	8

April	15
May	8
June	17
July	17
August	16
September	16
October	13
November	8
December	13

DELIVERY :

1. For those whose **birthday is prior to the approval** of Purchase Order (PO), **delivery is 10 days after issuance of approved PO.**
2. For those whose **birthday is after the approval** of the PO, **delivery is on the actual date of the birthday.**
3. Actual address of the personnel will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering the cakes to the personnel.

IV. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 170,000.00 inclusive of all applicable taxes.

V. Mode of Payment

30 Days upon receipt of the SOA/Billing per month.