

**Project: PROVISION AND DELIVERY OF FOOD PACKS  
External Audit on 21 October 2021**

**TERMS OF REFERENCE**

**I. Objective**

As part of TPB's ISO 9001:2015 Quality Management System Certification maintenance, there will be a scheduled External Audit on 21 October 2021 to be headed by four (4) Auditors from TuV NORD Philippines, Inc.

Part of the program is the provision of food packs to all TPB Process Owners.

Relative to this, there is a need to engage the services of a provider that will provide and deliver food packs to TPB personnel reporting to the office and those in their place of residence on 21 October 2021.

**II. Requirements / Specifications**

- The service provider must have the capability and resources in providing 166 individually packed food/meal and delivering them to the TPB Office and respective place of residence of personnel who are working from home.
- Assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB.
- Preferred inclusion of the food/meal packs. Provider may propose food packs subject to the approval of TPB.

Food Specification: (Max's Best Plate)  
Main Dish:           1pc. Fried Chicken  
                          4pcs. Lumpiang Shanghai  
                          Pancit Canton  
                          Choice of either Tofu or Chicken Skin  
                          Sweet Kamote Fries  
                          140gms Plain Rice  
                          Drinks: Preferably in Can  
                          Dessert: Caramel Bar  
Merienda:           AM – Ensaïmada with Drinks in Can  
                          PM – Burger Sandwich with Drinks in Can

- Quotation of food packs including the delivery fee budget and quantity as follows:
  - a. P1,200.00 worth – 166 packs
- Delivery date will be between 11:00 am to 12:00 nn on 21 October 2021 at TPB Office and respective place of residence of personnel who are working from home based on the following breakdown:

TPB Office	– 83 packs
Place of residence	– 83 packs
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	166 packs*

*\*Final breakdown to be confirmed by 14 October 2021*

- Actual list of 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 delivering the food packs to the personnel.

### **III. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

### **IV. Approved Budget for the Contract (ABC)**

Approved budget for the contract is **Php 200,000.00** inclusive of all applicable taxes.

### **V. Mode of Payment**

1. Send bill arrangement
2. The supplier should have a Landbank account. Payment will be made through LBP bank deposit.
3. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

### **VI. Contact Person**

For particulars, please contact ISO Technical Working Group:

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**\*\*\* Nothing Follows \*\*\***