

**Project: PROVISION AND DELIVERY OF 2021 FOOD PACKS  
2021 YEAR-END ACTIVITY**

**TERMS OF REFERENCE**

**I. Objective**

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 food packs to all TPB Personnel.

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 10 December 2021.

**II. Requirements / Specifications**

- The service provider must have the capability and resources in providing 210 individually packed food/ meal and delivering them to the TPB Office and respective place of residence of personnel who are working from home. (Annex B)
- 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 are attached in the list (Annex A). Provider may propose food packs subject to the approval of TPB.
- Quotation of food packs including the delivery fee budget and quantity as follows:
  - a. P1,000.00 worth – 210 packs
- Delivery date will be between 11:00 am to 12:00 nn on 10 December 2021 at TPB Office and respective place of residence of personnel who are working from home based on the following breakdown:

TPB Office	– 105 packs
Place of residence	– 105 packs
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	210 packs*

*\*Final breakdown to be confirmed by 26 November 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 210,000.00** inclusive of all applicable taxes.

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

Send bill arrangement

**Food Specification:**

**(Kenny Rogers SOLO B Roasted Chicken)**

Main Dish:

1/4 Roasted Chicken

2 Regular Side Dish

Rice

Drinks:

Preferably In Can

Dessert: Corn Muffin