

**TERMS OF REFERENCE
GROCERY BASKET**

I. OBJECTIVE

To select the most responsive bidder to supply and deliver two hundred thirty (230) pieces of Christmas Grocery Basket as corporate Christmas giveaway to HGC Board, officers, employees and extended family.

II. SCOPE OF WORK AND DELIVERABLE

1. The winning bidder shall supply and deliver two hundred thirty (230) pieces of Christmas Grocery Basket on or before December 14, 2017; and
2. The Christmas Grocery Basket should be priced at a maximum of four hundred thirty five pesos (Php435.00) per basket (packaging included).

III. APPROVED BUDGET FOR THE CONTRACT

One Hundred Thousand Pesos (Php100,000.00) inclusive of taxes

IV. PROCUREMENT MODE

The procurement of this item shall be undertaken through Small Value Procurement mode in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act 9184.

V. CRITERIA FOR SELECTION

1. The Christmas Grocery Basket shall contain Noche Buena package, as follows:
 - 1.1. Spaghetti
 - Pasta
 - Cheese
 - Spaghetti sauce
 - 1.2. Fruit salad
 - Fruit cocktail
 - Condensed milk
 - All-purpose cream
 - Cheese
 - Whole kernel corn

2. The proposal shall be evaluated using the criteria as follows:

CRITERIA	WEIGHT
A. Quality	
1. Content 80%	70%
2. Packaging/Presentation 20%	
B. Cost	30%
TOTAL	100%



JIMMY B. SARONA

Chairman

Bids and Awards Committee