

**TERMS OF REFERENCE
CHRISTMAS HAM (CORPORATE GIVEAWAY)**

I. OBJECTIVE

To select the most responsive bidder to supply and deliver two hundred thirty (230) pieces of Christmas Hams 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 Ham on or before December 14, 2017;
2. The Christmas Hams should be priced at a maximum of six hundred fifty two pesos (Php652.00) per piece (packaging included); and
3. The Christmas Hams should not be less than half a kilo per package.

III. APPROVED BUDGET FOR THE CONTRACT

One Hundred Fifty Thousand Pesos (Php150,000.00) 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 (SCHEDULE OF HAM TASTE TEST)

1. The supplier/manufacturer/distributor/contractor of Christmas Ham shall provide samples good for 20pax for taste-test purposes on the date to be specified by the HGC Christmas Party Committee;
2. A supplier/manufacturer/distributor/contractor of Christmas Ham who fails to submit the required ham samples shall be automatically disqualified from the bidding; and
3. The proposal shall be evaluated using the criteria as follows:

CRITERIA	WEIGHT
A. Quality	
1. Taste of Ham 80%	70%
2. Packaging/presentation 20%	
B. Cost	30%
TOTAL	100%



JIMMY B. SARONA

Chairman

Bids and Awards Committee