

Technical Specifications/Scope of Service Requirements

Type of Procurement

Small Value Procurement (Goods)

Note: The bidder's quote shall be subject to a rating sheet, and only quotations that have passed the criteria for your ratings shall be considered.

Event Details

Name of Event : DFA Year-End Fellowship 2020
Venue : Department of Foreign Affairs, Roxas Blvd., Pasay City
Date of Event : 18 December 2020

Procurement of Goods

Item/Description : Food Basket
No. of Baskets : 2,067 (number of recipients)
Unit Cost : Php480.00 (inclusive all taxes and other service fees)

Food items that may be included in the basket, as relevant to unit cost above:

- Pasta noodles
- Pasta sauce
- Cheese
- Canned goods
- Gourmets
- Sandwich spreads
- Liquid condiments
- Dried condiments
- Some sweets and chips

Date of Delivery : 16 December 2020 (Wednesday)

Documentary Requirements

- Valid PhilGeps Registration
- Mayor's/Business Permit (CY 2020)
- Annual ITR (CY 2019) or BIR Certificate of Registration

Mode of Payment

SEND BILL ARRANGEMENT – Payment of the corresponding amount for services/goods rendered shall be made through a **send bill arrangement**.

Approved Budget

- **Php 992,160.00 (for 2,067 food baskets)**, inclusive of all taxes and other service fees