

PURCHASE REQUEST

Department of Foreign Affairs
Agency

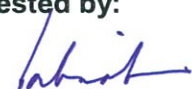
09-03921

Department: Human Resource Management Office PR No.: _____
(HRMO)

Date: 30 SEP 2021

Section: Benefits and Welfare Division- SAI No.: _____
Terminal Leave Benefits Section-TLB

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Food Baskets Containing: 1. Milk for adult (400 gms) 2. Multivitamins for adult (100 pcs) 3. Coffee Decaf (160 gms) 4. Biscuits (250 gms) 5. Pineapple Juice (1 ltr)	70		P222,000.00
		xxxxxxxxxx nothing follows xxxxxxxxx			P222,000.00

Requested by:

ALAN ROI Q. GABRIOLA
Director, BWD-HRMO

Approved by:

CHRISTOPHER B. MONTERO
Assistant Secretary, HRMO

TERMS OF REFERENCE

HONORING OF RETIREES FOOD BASKET FOR 2021

Approved Budget for Contract (ABC): Php. 222,000.00

I.	Background The Human Resources Office (HRMO) intends to procure seventy (70) food basket containing foods and multivitamins for adult.																
II	Objective To procure food basket to support the DFA Retirees																
III	Technical Specifications	QTY	STATEMENT OF COMPLIANCE														
	Particulars																
	Food Basket for 2021 DFA Retirees	70 food Basket															
	<p>Each Food Basket must contain the following items:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Items</th> <th style="text-align: center;">No. of items per basket</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Milk</td> <td style="text-align: center;">1 pc (400g)</td> </tr> <tr> <td style="text-align: center;">Multivitamins for Adult</td> <td style="text-align: center;">100 tablets</td> </tr> <tr> <td style="text-align: center;">Coffee (decaf)</td> <td style="text-align: center;">1 pc (160 g)</td> </tr> <tr> <td style="text-align: center;">Biscuits</td> <td style="text-align: center;">1pck (250 g)</td> </tr> <tr> <td style="text-align: center;">Pineapple Juice</td> <td style="text-align: center;">1 ltr.</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> The foods and vitamins must suitable for adults and must be branded. 			Items	No. of items per basket	Milk	1 pc (400g)	Multivitamins for Adult	100 tablets	Coffee (decaf)	1 pc (160 g)	Biscuits	1pck (250 g)	Pineapple Juice	1 ltr.		
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Pineapple Juice	1 ltr.																
IV.	<p>SUPPLIER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> The supplier must deliver the above item on or before 30 October 2020. The Supplier must be able to deliver items to DFA-HRMO-BWD Roxas Blvd., Pasay City The supplier must ensure the quality of the items procured. If the food and multivitamins found expired, the DFA reserves the right to complaint against the provider. 																

V.	SUPPLIER QUALIFICATIONS <ul style="list-style-type: none"> • The provider must have the capability, resources and experience in partnering with private/government corporations (the provider must submit a company profile as a basis). • The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations. 		
VI.	Payment <ul style="list-style-type: none"> • Payment shall be made through a send bill arrangement through the bank account of the chosen supplier. • All payments shall be inclusive of all taxes and other government/lawful charges 		

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: