

**TERMS OF REFERENCE  
PROCUREMENT OF PACKED LUNCH FOR  
OCA LAUNCHING OF SPARK, CONNECT AND EMPOWER  
AUGUST 24, 2023, 9AM TO 12NN**

**I. Background**

- For the Launch of the Internal community relations campaign of DFA-OCA ASEANA entitled Spark, Connect and Empower.

**II. Objective**

- To strengthen the camaraderie of DFA-OCA personnel to be an efficient public servants.

**III. Food Specification**

**Food Packs:** Good for 475 DFA-OCA personnel

**Menu:** Chicken/Meat /Fish/Seafood (Halal food)

Rice

Side Dish

Dessert

Drinks (bottled water & Soda)

**IV. Payment**

1. Send Bill

2. The Contractor shall be paid within **thirty (30) working days** upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).

3. All payments shall be inclusive of all applicable taxes and other lawful charges.