

TERMS OF REFERENCE

I.	<p><u>Background and Objective:</u></p> <p>The Human Resources Management Office (HRMO) intends to organize an event for Honoring Retirees on 10 November 2023 as part of the Project for the retiring and retired personnel. For this purpose, the HRMO needs to procure souvenirs / tokens for attendees of the said event.</p>	
II.	<p><u>Scope of Service:</u></p> <p>a) The Supplier shall supply the following: " .One Hundred (100) pcs of Coffee Sets</p> <p>b) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be seven (7) calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p> <p>c) the Supplier shall submits the following:</p> <ul style="list-style-type: none"> - PhilGEPS registration - Mayor's/Business Permit - Latest ITR 	
III	<p><u>Technical Specification:</u></p>	<p>Statement of Compliance</p>
	<p>100 sets of Coffee which includes</p>	
	<ul style="list-style-type: none"> ● 1 pack of 350 ml French Press ● 150g Barako Coffee ● 1 btl of 50m honey ● 1 hard box packaging (enough to put all the items) 	

<p>V</p>	<p>Terms of Payment</p> <p>The Supplier shall be paid within (30) thirty working days upon submission of the sales invoice and other supporting documents as required under government accounting and auditing regulations.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
<p>VI</p>	<p>Delivery Term</p> <p>the supplier must deliver the items within 7 calendar days from receiving Notice to Proceed.</p>	

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.