

**TERMS OF REFERENCE FOR THE SUPPLY AND DELIVER
OF RICE FOR ENTITLED BOI EMPLOYEE**

I. DESCRIPTION

This project involves the supply and delivery of Rice for entitled BOI employees for the Second Quarter of 2021.

II. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is (Two Hundred Eighteen Thousand Five Hundred Pesos) (Php 218,500.00) inclusive of VAT.

III. SCOPE OF WORK

- Supply and Delivery of Rice for 95 entitled BOI Employees
- To provide 50kilos of rice for each entitled employee every month (2 sacks of 25kilos each)
- To be delivered on quarterly basis
- Rice must be packed in clean brand new polypropylene (Laminated) sack
- Proposed sample of rice are subject for actual cooking

Specifications:

Grade: Premium Whole Grain

DEGREE OF MILLING: Well Milled Rice (WMR)

GRAIN SIZE: Long grain

VARIETY: Sinandomeng

IV. SCHEDULE OF DELIVERIES

Months	No. of Employee	Amount/Employee	Total ABC/month
April	33	2,300.00	75,900.00
May	31	2,300.00	71,300.00
June	31	2,300.00	71,300.00
			218,500.00

V. DOCUMENTS FOR SUBMISSION

- Mayors Permit
- Philgeps Registration No.
- Income/Business Tax Return
- Omnibus Sworn Statement
- Price Quotation
- Sample Product

VI. TERMS OF PAYMENT

The payment shall be made in accordance with the actual quantities delivered on a monthly basis.

VII. PENALTY CLAUSE

If the Supplier fails to satisfactorily deliver any or all of the goods and/or perform the services within the period specified in the contract inclusive of duly granted time extensions if any, the BOI shall impose liquidated damages at least equal to one tenth of one percent (.001%) of the cost of the unperformed portion for every day of delay until actual delivery of performance.

VIII. CONTRACT TERMINATION

The BOI may, at any given time, terminate the contract for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.

IX. CONTRACT DURATION

The contract duration shall be on quarterly basis.

X. RESERVATION CLAUSE

The BOI reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BOI.

RECOMMENDING APPROVAL:

FE L. DEL ROSARIO
Director, Financial and Administrative Service

CERTIFIED FUNDS AVAILABLE:

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JUNE M. POLICARPIO
Chief, Budget Division

Jimenez Estela Facuri
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ESTELA F. JIMENEZ
Chief, Accounting Division

APPROVED / DISAPPROVED

DR. CEFERINO S. RODOLFO
DTI Undersecretary and BOI
Managing Head