

**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.

**II. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Two Hundred Thirteen Thousand Nine Hundred Pesos (Php 213,900.00) inclusive of VAT.

**III. SCOPE OF WORK**

- Supply and Delivery of a total of 93 sacks of rice for entitled BOI Employees
- To provide 50kilos of rice for each entitled employee every month (2 sacks of 25kilos each)
- To be delivered on 3<sup>rd</sup> Quarter of 2021
- 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**

<b>Months</b>	<b>No. of Employee</b>	<b>Amount/Employee</b>	<b>Total ABC/month</b>
July	31	2,300.00	71,300.00
August	31	2,300.00	71,300.00
September	31	2,300.00	71,300.00
			213,900.00

**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.

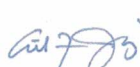
**IX. CONTRACT DURATION**

The contract duration shall cover July-September 2021.

**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:**

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**ESTELA F. JIMENEZ**   
Acting Director, Financial and Administrative Service

**CERTIFIED FUNDS AVAILABLE:**

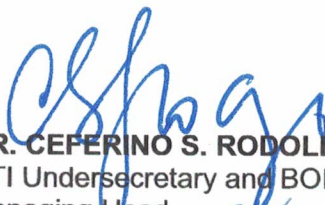
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**JUNE M. POLICARPIO**  
Chief, Budget Division

 Date: 2021.07.15  
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**ANAIZA G. GALVEZ**  
OIC- Division Chief, Accounting Division

**APPROVED / ~~DISAPPROVED~~**

  
**DR. CEPERINO S. RODOLFO**  
DTI Undersecretary and BOI  
Managing Head 