

## **TERMS OF REFERENCE**

### **I. DESCRIPTION**

The BOARD OF INVESTMENTS (BOI), through its Bids and Awards Committee (BAC) will undertake a small value procurement for the various supplements/vitamins for BOI employees.

### **II. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Four Hundred Forty Seven Thousand Eight Hundred Forty Pesos (Php447,840.00)

### **III. SPECIFICATION**

Vitamin C non-ascorbic with Zinc

- 500 mg sodium ascorbate with zinc
- 100 capsules per box
- Quantity: 360 boxes (100 pcs. per box) or a total of 1,440 boxes

### **IV. DOCUMENTS FOR SUBMISSION**

- Registration certificate from SEC, DTI for sole proprietorship
- Mayor's Permit
- Income/Business Tax Return
- Audited Financial Statement stamped "received" by the BIR
- Philgeps Certificate of Registration (Platinum Certification)
- Certification, under oath, certifying that your company have no pending case(s) against the Government (Notarized)
- FDA Certificate
- Sample Vitamin
- Late bids shall not be accepted.

### **V. TERMS OF PAYMENT**

Payment shall be made upon full delivery of the above product and made through Landbank's LDDAP-ADA/Bank transfer facility, within fifteen (15) days after submission of Billing and User Acceptance of the product. Bank transfer fee shall be charged against the creditor's account, if any.

**VI. WARRANTY**

For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the winning bidder for a minimum period of three (3) months, in case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof. Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**VII. CONTRACT OF DURATION**

Thirty days (30) calendar days from the Receipt of Notice to Proceed.

**VIII. RESERVATION CLAUSE**

The BOI reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents and 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 BOI.