

Terms of Reference
Procurement of Rice Requirement

1. Technical Specifications:

Item Description	Quantity
Sinandomeng 95% Premium Graded Rice for incumbent personnel for 4th quarter of CY 2021	25 cavans 50kg /cavan

2. Terms of Delivery: Fifteen (15) calendar days upon receipt of Purchase Order

DELIVERY		
Name	Home Address	Office
1 Adriano, Melinda M.	Parañaque City	Jade Building, 335 Senator Gil J. Puyat Avenue, Barangay Bel Air, Makati City
2 Avenilla, Ma. Ella M.	Manila City	
3 Lazaro, Marichu A.	Quezon City	
4 Mabulay, Nemia C. (c/o: Danilo/Junjun Cabus)	Bacoor, Cavite	
5 Misa, Gumercindo A., Jr.	Manila City	
6 Munsayac, Ma. Teresa C.	Quezon City	
7 Pador, Josephine B.	Las Piñas, City	
8 Palacio, Editha A.	Quezon City	
9 Santamaria, Helen H.	Taytay, Rizal	

3. Delivery Address:

*NOTE: Applicable delivery charge shall be shouldered by the employee requesting for a home-drop delivery.

4. Terms of Payment:

Thirty (30) calendar days

5. Approved Budget for the Contract:

Fifty-Five Thousand Pesos Only (P55,000.00), chargeable against the Corporate Operating Budget CY 2022.

Prepared by:



ANALYN P. TENEDERO

HR Specialist

Approved by:



ATTY. RONCES ANNE S. REYES-DE LEON

Officer-in-Charge

HRODD