

TERMS OF REFERENCE

FOR THE PROCUREMENT OF RICE

Specifications:

Variety/Code	Sinandomeng Premium
Grading Quality	98% Head Rice; 2% Broken
Milling Degree	Well-Milled (clean)
Grain Type	Long grain
Color	White
Age	Bago/Semi-Laon
Appearance (cooked rice)	Tender
Taste (cooked rice)	Sweet
Weight	50 kilos, net
Packaging	Sack with plastic (inside) or laminated


Terms and Conditions:

1. Bids above the approved budget for the contract (ABC) shall be automatically disqualified;
2. All entries shall be made in writing using the BCDA Price Quotation Request format;
3. Samples shall be provided for the rice variety offered;
4. Delivery period shall be within seven(7) calendar days upon receipt of the Purchase Order;
5. Payment terms shall be within thirty (30) calendar days upon delivery and acceptance;
6. Product warranty shall be for a period of fifteen (15) calendar days from the date of delivery and acceptance. The delivered rice that shall be returned by any of the beneficiaries due to valid reasons within the warranty period shall be replaced immediately or not later than three (3) working days upon notice to the supplier;
7. Price validity shall be for a period of thirty (30) calendar days.

Bids shall be evaluated based on the following criteria:

1. Submission of duly certified DTI or SEC Registration;
2. Submission of the required sample of the variety being offered (at least ½ kg);
3. The rice sample is 100% compliant with the above specifications, evaluation shall be done not only by examining the sample but also by tasting it. Hence, if the sample given by the supplier preliminarily passed all of the specifications according to the physical appearance, it shall be further subjected to taste test to confirm compliance with the specifications.
4. The supplier with rice sample that is given a failed rating in any of the specifications shall be declared outright as non-responsive.
5. Beneficiaries shall be invited to taste the cooked rice sample submitted by suppliers who preliminarily passed the specifications. There shall be at least ten (10) beneficiaries/respondents who shall conduct the taste test.
6. The beneficiaries shall be required to certify that the cooked samples are compliant with the specifications based on the result of their taste test. Suppliers found to be compliant with the specifications (i.e. garnering scores of at least 50% + 1 respondents in all of the required specifications) shall be declared responsive and finally evaluated on their financial bid.
7. The Purchase Order for the procurement of rice shall be awarded to the supplier with the Lowest Calculated and Responsive Bid (LCRB).

APPROVED BY:


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