



PRAISE COMMITTEE

2024 CHRISTMAS GROCERY INCENTIVES FOR PCMC EMPLOYEES

TERMS OF REFERENCE

The Terms of Reference (TOR) have been thoughtfully crafted to address the value of our employees's contribution, boost their morale and encourage committed excellence within our institution. The PRAISE Committee is pleased to announce a carefully considered approach to distributing the Christmas Grocery Incentive. This initiative serves as a heartfelt expression of gratitude for the unwavering dedication and resilience demonstrated by all PCMC employees and partner agencies.

Christmas Grocery Incentives shall be picked-up by PCMC Employees or their respective authorized representative /Job Order staff on designated store/branch. There are also certain Christmas Incentive packages to be delivered at PCMC as stated below.

CHRISTMAS GROCERY INCENTIVES:

A. FOR PICK-UP:

I. PCMC Employees or their respective authorized representative shall pick-up at the designated store/branch the Christmas Grocery Incentive packages already pre-packed in eco-bags (based on the provided list 1 to 4):

- **1133** packs - 1 whole grocery package (**BLUE**)

2	kilo	Ham, pre-sliced, pure premium meat glazed to perfection
2	can	Fruit Cocktail, Fruit Cocktail 836g/can
2	pack	All Purpose Cream (250ml- tetra pack)
2	pack	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/tetrapack
2	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Milk chocolate Mini Bag, 200g., Milk Chocolate with honey and almond nougat
1	can	Luncheon meat (340 g, 25% lite luncheon meat)
1	pack	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Evaporated Milk with Creamer (360 g)
2	kilo	Hotdog, Jumbo Juicy Hotdog, 1 kg/pack
1	box	Cocoa powdered drink, Assorted Milk/ Dark Chocolate flavor, 26gms x 10 envelopes
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Cooked Ham, water added (454 g)
1	pack	Macaroni (salad - 1kg.)
1	pack	Mayonnaise (470 ml)

1	pack	Pineapple, tidbits (560 g.
1	can	Vienna Sausage (130 g/4.6 oz)
1	can	Pickle Relish, Sweet (270 g)
1	pack	Juice, Pineapple Orange (1L., tetra pack)
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bottle	Chocolate spread, double hazelnut spread (350 g)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata de coco, white (340 g)
1	piece	Grocery Bag / Eco bag(reusable)

- **553** packs – 1 whole grocery package (**GREEN**):

2	kilo	Ham, pre-sliced, pure premium meat glazed to perfection
2	can	Fruit Cocktail, Fruit Cocktail 836g/can
2	pack	All Purpose Cream (250ml- tetra pack)
2	pack	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/tetrapack
2	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Milk chocolate Mini Bag, 200g., Milk Chocolate with honey and almond nougat
1	can	Luncheon meat (340 g, 25% lite luncheon meat)
1	pack	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Evaporated Milk with Creamer (360 g)
2	kilo	Hotdog, Jumbo Juicy Hotdog, 1 kg/pack
1	box	Cocoa powdered drink, Assorted Milk/ Dark Chocolate flavor, 26gms x 10 envelopes
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Cooked Ham, water added (454 g)
1	pack	Macaroni (salad - 1kg.)
1	pack	Mayonnaise (470 ml)
1	pack	Pineapple, tidbits (560 g.
1	can	Vienna Sausage (130 g/4.6 oz)
1	can	Pickle Relish, Sweet (270 g)
1	pack	Juice, Pineapple Orange (1L., tetra pack)
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bottle	Chocolate spread, double hazelnut spread (350 g)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata de coco, white (340 g)
1	piece	Grocery Bag / Eco bag(reusable)

- **22** packs – **1 half** grocery package (**VIOLET**):

1	pc	All-Purpose Cream, widely trusted rich and creamy Nestle All- Purpose Cream 250 ml/tetra pack
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1	pc	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/can
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Fruit Cocktail, Fruit Cocktail 836g/can
1	pc	Grocery Bag/ Eco Bag, reusable
1	pc	Ham, pre-sliced pure premium meat glazed to perfection 1kg/pc
1	pack	Hotdog, Jumbo Juicy Hotdog, 1 kg/pack
1	can	Luncheon Meat, Lite Luncheon Meat, pork, 340 grams/can
1	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata De Coco, white 340g/bottle

• **28** packs - **1 half grocery package (RED)**

1	pc	All-Purpose Cream, widely trusted rich and creamy Nestle All- Purpose Cream 250 ml/tetra pack
1	pc	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/can
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Fruit Cocktail, Fruit Cocktail 836g/can
1	pc	Grocery Bag/ Eco Bag, reusable
1	pc	Ham, pre-sliced pure premium meat glazed to perfection 1kg/pc
1	pack	Hotdog, Jumbo Juicy Hotdog, 1 kg/pack
1	can	Luncheon Meat, Lite Luncheon Meat, pork, 340 grams/can
1	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata De Coco, white 340g/bottle

B. FOR DELIVERY:

II. Supplier shall deliver at PCMC the following Christmas Grocery Incentives already pre-packed:

- **22 packs** 1 whole grocery package of the following items (pre-packed in eco-bags): **(COA, and Retirees)**

2	kilo	Ham, pre-sliced, pure premium meat glazed to perfection
2	can	Fruit Cocktail, Fruit Cocktail 836g/can

2	pack	All Purpose Cream (250ml- tetra pack)
2	pack	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/tetrapack
2	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Milk chocolate Mini Bag, 200g., Milk Chocolate with honey and almond nougat
1	can	Luncheon meat (340 g, 25% lite luncheon meat)
1	pack	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Evaporated Milk with Creamer (360 g)
2	kilo	Hotdog, Jumbo Juicy Hotdog, Jumbo 1 kg/pack
1	box	Cocoa powdered drink, Assorted Milk/ Dark Chocolate flavor, 26gms x 10 envelopes
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Cooked Ham, water added (454 g)
1	pack	Macaroni (salad - 1kg.)
1	pack	Mayonnaise (470 ml)
1	pack	Pineapple, tidbits (560 g.
1	can	Vienna Sausage (130 g/4.6 oz)
1	can	Pickle Relish, Sweet (270 g)
1	pack	Juice, Pineapple Orange (1L., tetra pack)
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bottle	Chocolate spread, double hazelnut spread (350 g)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata de coco, white (340 g)
1	piece	Grocery Bag / Eco bag(reusable)

- **165 packs (1 half grocery package w/o rice)** of the following items (pre-packed in eco-bags): **(HONORARIUM, CONSULTANT & LATERAL)**

1	pc	All-Purpose Cream, widely trusted rich and creamy, All- Purpose Cream 250 ml/tetra pack
1	pc	Cheese Bar Pasteurized, processed filled, (430 gms.)
1	can	Condensed Milk, Classic Sweetened Condensed Filled Milk 377g/tetrapack
1	bottle	Cream Cheese Spread, Original Cream Cheese Spread 220g/ bottle
1	can	Fruit Cocktail, Fruit Cocktail 836g/can
1	pc	Grocery Bag/ Eco Bag, reusable
1	pc	Ham, pre-sliced pure premium meat glazed to perfection 1kg/pc
1	pack	Hotdog, Jumbo Juicy Hotdog, Jumbo 1 kg/pack
1	can	Luncheon meat (340 g, 25% lite luncheon meat)
1	pack	Spaghetti Pasta 700g. to 800g. with Italian/Sweet Style Spaghetti Sauce, 900g to 1 kg.
1	pack	Real Chocolate chip cookies, original and chewy pack (13 oz)
1	bag	Bag of 12 pcs assorted chips (24 g/pack, flavor mix variety pack chips)
1	bottle	Nata De Coco, White 340g/bottle

III. The supplier shall provide at least five (5) stores/branches/warehouse sites within Metro Manila near PCMC vicinity and PCMC shall choose at least three (3) as pick-up locations.

IV. The supplier shall provide two (2) or three (3) designated areas within the designated store/branch for the issuance of the pre-packed Christmas Grocery items and sack/s of rice to PCMC employees or employee's authorized representative.

V. The supplier shall provide the needed assistance during the issuance of the Christmas Grocery items and sack/s of rice to PCMC employees or employee's authorized representative.

VI. The supplier shall provide two (2) freezers for the storage of ham and hotdogs to be delivered at PCMC.

VII. Supplies for pick-up and delivery shall have expiration as follows:

- at least six (6) months or longer for the following items: ham, hotdog, all-purpose cream, pineapple orange
- at least four (4) months and longer for the cheese bar
- at least one (1) year for the remaining items

VIII. PCMC employees shall be issued PCMC-controlled Christmas Grocery QR Codes. The said QR Codes will be utilized within the allowable utilization dates **December 13, 2024 (Friday) to December 18, 2024 (Wednesday) for Christmas Grocery Package** from 9:00AM to 9:00PM as indicated in the QR Codes.

IX. All pre-packed grocery items shall be delivered on December 9, 2024 at PCMC.

X. All unclaimed PCMC-controlled Christmas Grocery QR Codes along with its corresponding grocery items within the prescribed period shall mean that said items will be delivered by the supplier to PCMC after the scheduled pick-up dates.

Specifications for ham:

- ✓ 1 kg.
- ✓ Premium whole meat pork
- ✓ Free from extenders
- ✓ Cured
- ✓ As part of the post qualification process, the lowest calculated bidder:
 - a. Shall provide at least 1 kg. uncooked ham;
 - b. Must have passed product evaluation

MECHANICS:

STEP 1

- PCMC Employees must present the following to the stores/branches/warehouse's Customer Service:
 - a. PCMC-controlled Christmas Grocery QR Codes
 - b. Employee's PCMC ID and any valid government/company ID (for outsourced personnel) for validation
- For those employees who shall pick-up their groceries thru an authorized representative, the following are to be presented/submitted to the Supermarket's Customer Service:
 - a. PCMC-controlled Christmas Grocery QR Codes
 - b. Photocopy of the PCMC ID or any valid government ID of the PCMC employee.
 - c. Authorization letter signed by the PCMC employee.
 - d. Valid ID of the authorized representative for validation.

STEP 2

- The PCMC employee or its representative shall check contents of the eco bag for defects/damages, near expiry of the following:
 - a. at least six (6) months or longer for the following items: ham, hotdog, all-purpose cream, pineapple orange
 - b. at least four (4) months and longer for the cheese bar and
 - c. at least one (1) year for the remaining items

Conforme:

Authorized Signatory

Name of Company/Firm

Contact Number

Company Email Address
(where notices will be sent)