



**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
Quezon Avenue, Quezon City  
**PRAISE COMMITTEE**

**ONE (1) LOT SUPPLY AND DELIVERY OF 2024 YEAR-END RICE INCENTIVE  
TERMS OF REFERENCE**

The Terms of Reference (TOR) was formulated to recognize all employees and workers in PCMC for their collective and unceasing participation in an invaluable contribution to the efficient and responsive delivery of services to the public. The PRAISE Committee has decided to adopt the safest way in distributing the Year-end Rice Incentive as a gesture of recognizing their hard work, dedication, commitment, and performance, which can all be translated to this hospital's exceptional achievements.

Rice Incentives shall be picked-up by PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or their respective Authorized Representative on designated store/warehouse/dealer branch. There are also certain Rice Incentives to be delivered at PCMC as stated below.

**RICE INCENTIVE:**

**I.FOR STORE/WAREHOUSE/DEALER BRANCH PICK-UP:**

The supplier shall ensure the availability of the rice incentive for collection/pick-up of PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or their respective Authorized Representative at the designated store/warehouse/dealer. The estimated rice incentive quantity is as follows, subject to adjustment based on actual claimants:

- **1155** sacks – 1 Rice 50 kg.
- **553** Sacks – 1 Rice 25 kg.

**II.FOR DELIVERY TO PCMC:**

Supplier shall deliver at PCMC the following Rice Incentive:

- **22** sacks – 1 Rice 50 kg.

**III.STORE/WAREHOUSE/DEALER BRANCH**

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

The supplier shall provide designated area within the three (3) chosen stores/warehouse/dealer branches for the issuance of the Rice Incentive to PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representative.

The supplier shall provide the needed assistance during the issuance of Rice Incentive to PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representative.

#### **IV.DISTRIBUTION OF RICE INCENTIVE**

PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representatives **must pick-up** their rice incentive from **December 16, 2024 (Monday) to December 20, 2024 (Friday)** site hours from 9:00AM to 9:00PM.

#### **V.DELIVERY OF RICE INCENTIVE**

All rice incentives shall be delivered on **December 17, 2024** at PCMC.

##### **Specifications for rice:**

- ✓ Premium grade, 50kg. and 25kg.
- ✓ Well milled
- ✓ New (freshly harvest)
- ✓ Long grains
- ✓ 2% broken
- ✓ Good quality (fragrant uncooked and cooked)
- ✓ As part of the post qualification process, the lowest calculated bidder:
  - a. Shall provide at least 3 kg. uncooked rice;
  - b. Must have passed product evaluation (cooked and uncooked)
- ✓ Sack/s of rice with defects/damage (noticeable broken grains/damaged kernels and impurities) shall be replaced immediately during the day or after two (2) days of purchase/pick-up/delivery.

#### **VI. UNCLAIMED RICE INCENTIVE**

All suppliers shall assume full responsibility for any unclaimed rice incentive and its subsequent retrieval after the prescribed period. The PCMC shall only be liable for payment of the actual rice incentive claimed by the PCMC employees and shall not incur any financial obligation for unclaimed rice incentive beyond specified period. The supplier shall bear all costs associated with the retrieval of unclaimed rice incentives.

##### **MECHANICS:**

#### **I.FOR STORE/WAREHOUSE/DEALER BRANCH PICK-UP**

This applies to all PCMC employees (Plantilla and Job Orders) and Outsourced Personnel (R.A. Lanting Security & Investigation Agency, Mech-Air Systems Corp., PRC Courier and Maintenance Services and LSERV Corporation)

**STEP 1**

**PCMC Employees and Outsourced Personnel** shall pick-up their rice incentive from their pre-selected store/warehouse/dealer branch, after presenting and submitting the following to the branch Customer Service:

- Original PCMC ID and any valid government/company ID (for outsourced personnel) for validation

**Authorized Representative of Employees and Outsourced Personnel** shall only pick-up their rice incentive from their pre-selected store/warehouse/dealer branch after presenting and submitting the following to the branch Customer Service:

- Photocopy of the PCMC ID or any valid government/company ID of the PCMC Employee and Outsourced Personnel
- Authorization Letter signed by the PCMC Employee/Outsourced Personnel
- Valid ID of the authorized representative, for validation

**STEP 2**

Once validated, the employee or authorized representative may claim the rice incentive from the store/warehouse/dealer branch designated area.

**STEP 3**

Check for correctness of kilograms of rice before checking it out, incorrect kilograms will be replaced immediately on the spot by the store/warehouse/dealer branch.

Conforme:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Company Email Address  
(where notices will be sent)