



## TECHNICAL SPECIFICATIONS

### Procurement of Catering Service Provider for the provision of Meals for the Bids and Awards Committee (BAC) Meetings and Other Procurement-Related Activities

#### I. OBJECTIVE

To procure a catering service provider for the provision of Meals for the Bids and Awards Committee (BAC) physical Activities.

#### II. DURATION OF THE CONTRACT

The duration of the contract shall be from the execution of contract until 31 December 2023 or upon exhaustion of the contract cost, whichever comes first.

#### III. SCOPE OF WORK/DELIVERABLES

Particulars	Unit Cost (in PhP) <sup>1</sup>	No. of Pax <sup>2</sup>
A. Individually Packed Lunch - Minimum of two (2) viands (choices of beef, fish, pork, or chicken), - with soup, - with vegetable dish, - dessert, - rice, and - bottled drinking water - soft drink or juice	500.00	500
B. Snacks (AM or PM) - Choices of sandwich, pasta, or cake, - bottled drinking water, and - coffee, soft drink or juice	300.00	500

**Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled activity. In case of cancellation of order, service provider shall be notified one (1) day before the meeting/activity. Likewise, service provider shall be notified on the number of meals to be prepared for those participants with food restrictions (no-pork for Muslims, etc.)**

#### IV. QUALIFICATION REQUIREMENTS

- ❖ PhilGEPS Registered
- ❖ At least five (5) years in providing catering services/meals to government agencies and private sectors;

<sup>1</sup> Department of Tourism (DOT) Department Order No. 2018-37, "Guidelines on Transportation and Meal Rates."

<sup>2</sup> BAC Members, BAC Secretariat/Procurement Management Division (PMD) personnel and TWG

- ❖ Must submit at least two (2) certificates of satisfactory service rendered issued by private and government sectors for the past three (3) years.
- ❖ The service provider must have a Sanitary and Health Permit/Clearance.

**V. OTHER REQUIREMENTS**

The Service provider may be requested for food tasting to determine whether the meals to be served in meetings have passed the standards. The service provider shall obtain an overall rating of at least 80% based on the following criteria selection:

Criteria	Percentage
Taste and quality of food	50%
Serving size/balanced menu	35%
Food variety/options	15%
<b>Total</b>	<b>100%</b>

**VI. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

**Four Hundred Thousand Pesos (PhP400,000.00)**, inclusive of applicable taxes, delivery, and other charges. Chargeable against FY 2023 AS-PMD (MOOE) Funds.

**VII. MODE OF PAYMENT**

Government procedure (Send-bill arrangement)

**VIII. CONTACT PERSONS**

Ms. Maria Alma Almazan / Ms. Clara Buscano

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Noted by:

  
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