



## TERMS OF REFERENCE

### Procurement of Meals

- I. PROJECT TITLE** : **Sound the Alarm: Fire Drill and Workshop**
- II. DATE/VENUE** : **April 19, 2024 | 9:00 AM to 5:00 PM | 6<sup>th</sup> flr., Multi-Purpose Hall, The IPO Building, 351 Sen. Gil J. Puyat Ave, Makati City**

### III. BACKGROUND/RATIONALE

According to Health and Safety Solutions (2024), establishments in the Philippines must be ready for natural disasters, like typhoons, earthquakes, floods, and bomb threats. Emergency plans, training, and equipment are crucial for employee safety and business continuity. Adequate measures like evacuation procedures, first aid kits, and communication systems should be in place to respond effectively to a crisis. A prepared workplace saves lives, minimizes damage, and protects a company's reputation.

Establishments and companies can implement various emergency drills, such as fire, earthquake, and typhoon. These drills ensure employee safety, promote preparedness, and cultivate a culture of safety in the workplace.

In its continuous effort to strengthen the capacity of its workforce and advance the Department's resiliency to deal and cope with the effects of disasters brought about by natural and human-induced hazards. The Administrative Service – Training and Development Division acknowledges the importance of staging a fire drill not only to comply with the Occupational Safety and Health Standard (OSHS) for accreditation but also to ensure that all employees and occupants of the Department can quickly and safely exit the designated evacuation/safe area. Also, regular practice helps to familiarize everyone with the fastest and safest routes out of the building to designated evacuation points.

### IV. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be able to provide meals on the abovementioned date;
- Must be able to provide meal arrangements (buffet set-up) for seventy (70) pax;
- Must be able to provide safe, clean, and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be willing/flexible to provide meals in case of a change in schedule;
- Location must be near DOT Central Office, Makati City;
- Must be amenable to government payment procedures.

### V. SCOPE OF WORK/DELIVERABLES:

The Training and Development Division is looking for an establishment to provide meals intended for the Resource Person and DOT Employees for the said program.

#### MEALS

For seventy (70) in-house participants, Resource Persons, and TDD facilitators.



**Meal Arrangements:**

- **A.M. Snacks:** (Pansit, bread, and juice or softdrink)  
PhP 280.00 x 70 pax x 1 day = PhP 19,600.00
- **Lunch: Managed buffet** – (3 dishes (beef, vegetable, fish), rice, dessert or salad, and juice or softdrink)  
PhP 480.00 x 70 pax x 1 day = PhP 33,600.00
- **P.M. Snacks** (Pasta, bread, and juice or softdrink)  
PhP 280.00 x 70 pax x 1 day = PhP 19,600.00

**Inclusions:**

- Provision of free-flowing coffee, tea, and water from 8:00 am – 5:00 pm.
- Clean and well-disinfected/sanitized kitchen utensils.
- Provision of table cloth, napkins/tissues, and glasses/paper cups.

**VI. PROJECT COST**

Description	Unit	Quantity	Unit Price	Amount
<b>Meal requirements</b>				
A.M. Snacks	1	70 pax	PhP 280.00	PhP 19,600.00
Lunch	1	70 pax	PhP 480.00	PhP 33,600.00
P.M. Snacks	1	70 pax	PhP 280.00	PhP 19,600.00
<b>GRAND TOTAL</b>				<b>PhP 72,800.00</b>

**VII. APPROVED BUDGET**

*Seventy-Two Thousand Eight Hundred Pesos (PhP 72,800.00) inclusive of applicable taxes. Expenses shall be charged to the General Administrative Expense (GAE).*

**VIII. TERMS OF PAYMENT**

Government Procedure

**IX. CONTACT DETAILS**

Name: Carolyn P. Gabriel or Anne Jillian R. Liwanag

E-mail: arliwanag@tourism.gov.ph

Contact No.: 8459-5200 local 426/ Viber – 09396535219 or 09179069569

Prepared by:

  
**CAROLYN P. GABRIEL**  
Administrative Officer V  
Training and Development Division

Approved by:

  
**WILSON J. TELIG**  
Division Chief  
Training and Development Division