



INVITATION TO SUBMIT PROPOSALS FOR THE DOT CANTEEN CONCESSIONAIRE REQUIREMENTS

The Department of Tourism (DOT) through the Bids and Awards Committee (BAC) invites interested parties to submit its proposal for the hereunder project:

I. MODE, DOMICILE AND TENURE

The Canteen Concessionaire shall operate the DOT Canteen which is located at the Mezzanine Floor of the DOT Main Office in Makati City.

The DOT Canteen shall serve all DOT personnel and their guests.

The Canteen Concessionaire shall operate the DOT Canteen under a two (2)-year canteen concession contract agreement, with an optional extension subject for review of DOT of Canteen's performance and to existing rules and regulations.

The parties have the right to pre-terminate the contract for breach of any of the provisions of the Contract or for poor performance including sustenance of sanitary preparation and cooking of the food, subject to sixty (60) days prior notice.

II. BASIC QUALIFICATION REQUIREMENT

The Concessionaire must have a proven track record in the canteen/food service industry/operation with the following eligibility requirements:

1. Accreditation/Registration with DOT or other government agencies;
2. Certification that the company is or had been in the canteen / restaurant / catering operation business for at least two (2) years;
3. Certification or recognition of Satisfactory Service from previous corporate client/s; and
4. Documents to be submitted shall be subject to verification and validation.

III. LEGAL / TECHNICAL REQUIREMENTS TO BE SUBMITTED:

- 1) Letter of Intent;
- 2) Registration / Certificate from Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);
- 3) Current Mayor's / Business Permit, *(In case of recently expired Mayor's / Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted on the opening of proposals); and;*
- 4) Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the last two (2) years.

IV. CRITERIA FOR SELECTION (SCHEDULE OF FOOD TASTE TEST)

Bidders are required to submit to the BAC their four (4) week menu cycle. Bidders will undergo a Food Taste Test to be scheduled after the opening of bids, comprising of actual cooking and food preparation which shall be held in the DOT premises. The bidders shall prepare two (2) full sets (good for 20 pax) of package meals for breakfast, lunch and snacks (“merienda”) based on their bid proposals.

Evaluation of food samples for the package meal shall follow the procedure hereunder. (A bidder who fails to submit the food samples shall cause the return of its proposal and shall be disqualified).

Qualitative Measure (QM)

Food samples shall be presented on chinaware plates and silverware utensils covered with plastic food wrap for labeling. The soup shall be in a small chinaware container. Each meal shall be evaluated on three (3) major criteria:

- 1) Taste - 50% [Food is palatable and properly cooked (i.e., not overdone or underdone)];
- 2) Freshness - 25% (use of fresh ingredients); and
- 3) Set-up/Presentation - 25%.

PASSING RATE: 80%

V. INSTRUCTIONS TO BIDDERS:

Interested bidders are invited to attend the preliminary / pre-bid conference on February 9, 2018 at 10:00 a.m. at the 3rd Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, to further clarify and / or explain / discuss any of the requirements, terms and conditions, stipulated in the Terms of Reference.

Thank you.


USEC. **KATHERINE S. DE CASTRO** for
DOT-BAC Chairperson

Annex A

| <u>Meals</u> | <u>Bid Offer</u> |
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| <u>Breakfast</u> | |
| <u>Snacks (Morning & Afternoon)</u> | |
| <u>Lunch</u> | |
| <u>Employee's Meal Package</u> | |
| <u>Other Menu on a per order basis (for dine-in or take-out)</u> | |