



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

**INVITATION TO APPLY AS CANTEEN CONCESSIONAIRE**

The Department of Finance (DOF) invites all interested applicants to apply for the operation of the **DOF CANTEEN CONCESSION FOR A PERIOD OF THREE (3) YEARS**, to submit their price proposal/quotation subject to the attached Terms of Reference (TOR).

Please use the attached Reply Slip Form in submitting your price quotation to the Office of the Director IV, Central Administration Office or through email or the contact information indicated below. Proposal/Quotation must be received **not later than 5:00 P.M. of 11 October 2022** at the following address:

**Contact Person:** Director Alvin P. Diaz  
**Office Address:** Central Administration Office  
Department of Finance  
7<sup>TH</sup> Floor, EDPC Building, BSP Complex,  
Roxas Boulevard, Malate Manila.  
**Email:** [adiaz@dof.gov.ph](mailto:adiaz@dof.gov.ph)

A handwritten signature in blue ink, appearing to be "M. Edita Z. Tan", is written above the printed name.

**MARIA EDITA Z. TAN**  
Undersecretary  
Policy Development and  
Management Services Group

## **TERMS OF REFERENCE DOF CANTEEN CONCESSIONAIRE**

### **I. RATIONALE**

Canteen facilities and services must be made available to Department of Finance (DOF) officials, rank-and-file employees, Contract of Service, Job Orders, and service providers to ensure adequate provision, cleanliness, and prompt delivery of food requirements.

Likewise, the premises for a canteen operation is necessary to effectively address the day-to-day requirements of the above-mentioned personnel, as well as food requirements during meetings or special events being organized in the DOF.

The services of a competent and dependable Canteen Concessionaire which will operate the Department of Finance (DOF) Canteen is required to ensure that clean and healthy food items at affordable prices are promptly and efficiently delivered.

### **II. SCOPE OF WORK/JOB SPECIFICATIONS**

#### **1. On the food requirements:**

- A. The DOF Canteen shall be operated and maintained by one (1) Concessionaire only.
- B. The Concessionaire shall be responsible in providing a four (4) week menu cycle at affordable cost for every meal (breakfast, lunch and snacks).

It shall offer "value meals" as well as "ala carte meals" for dine-in or take-out. Choice of "value meals" shall be composed of the following, with their corresponding price range

#### **Value Meals:**

- 1. Breakfast, priced between **₱ 40.00 to ₱ 70.00** to include one reasonably-sized serving of, such as, but not limited to the following starting 6:30 A.M:

- A. 1 cup of rice plain/fried rice or minimum two (2) slices of bread;
- B. 1 boiled, scrambled, or fried egg;
- C. Brewed or instant coffee; or hot/iced tea; or hot/cold chocolate drink, or juice drink;
- D. Plus choice of 1 serving of any of the following:
  - ✓ Dried/smoked fish;
  - ✓ Longganisa;
  - ✓ Chicken/pork tocino;
  - ✓ Hotdog
  - ✓ Corned beef;
  - ✓ Pork and beans;
  - ✓ Meat loaf;
  - ✓ Sausages;
  - ✓ Bacon;
  - ✓ Sardines; and
  - ✓ Other breakfast dishes not included in the above choices may also be offered.

2. Snacks, priced between **₱ 20.00 to ₱ 50.00**, to include one reasonably-sized of, but not limited to the following, starting 9:00 A.M for morning snacks and 3:00 P.M. for afternoon snacks:

- A. Brewed or instant coffee; or hot/iced tea; or hot/cold chocolate drink, or juice drink;
- B. Plus choice of the one (1) serving of any of the following, but not limited to:
  - ✓ Rice cake of any traditional Filipino delicacy;
  - ✓ Cakes/pastries
  - ✓ Sandwiches;
  - ✓ Pasta/noodle dishes;
  - ✓ Dimsum style meals;
  - ✓ Congee such as arrozcaldo, goto, champorado etc.
  - ✓ Street foods such as banana cue, turon, camote fries, etc.; and
  - ✓ Other snacks not included in the above choices may also be offered.