



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
7TH Floor, EDPC Building, BSP Complex,
Roxas Boulevard, Malate Manila.
Email: adiaz@dof.gov.ph


MARIA EDITA Z. TAN
Undersecretary
Policy Development and
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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.

3. Lunch priced between **₱ 70.00 to ₱ 90.00**, shall include one (1) reasonably sized serving of, such as, but not limited to the following:

- A. Once (1) cup of rice;
- B. Meat (choice of pork, beef, chicken or fish) dish with more lean meat and less fat;
- C. Vegetable dish; and
- D. Soup

Ala Carte Meals:

“Ala carte meals” shall include:

Food Item	DOF Price Schedule
1 Cup Plain Rice	PhP10.00 – PhP12.00
Vegetable Dishes	PhP30.00 – PhP35.00
Fish, Pork & Poultry Dishes	PhP50.00 – PhP60.00
Beef Dishes	PhP70.00 – PhP80.00
Snacks	PhP20.00 – PhP50.00
Fruit in Season (per serving/slice)	PhP15.00 – PhP20.00

- 4. The Canteen Concessionaire may also opt to offer other food items it may deem necessary.
- 5. Provide sufficient purified drinking water to its customers. The Concessionaire shall ensure that the water dispenser/s are regularly cleaned and maintained
- 6. Ensure utmost cleanliness and proper hygiene in the preparation, handling and serving of food.

III. PREMISES TO BE SERVED

The Canteen Concessionaire shall exclusively serve food at the following areas:

Roof Deck 7th Floor DOF Building:
Dining Area, Executive Function Rooms

However, the DOF may at its option, request the Canteen Concessionaire to serve in other areas not mentioned above such as Function / Conference Room

in the various DOF Offices and meetings to be held outside at the discretion of DOF.

IV. ROLE OF DOF

A. DOF shall provide electric and water meters and the following spaces necessary, at no cost, for the efficient operation of the Canteen Concessionaire for the duration of the Canteen Concession Contract:

- ✓ Dining areas;
- ✓ Kitchen;
- ✓ Food counter;
- ✓ Storage cabinets; and
- ✓ Tables and chairs.

B. DOF – Central Administration Office shall conduct a survey and evaluate the performance of the Canteen Concessionaire on a semestral basis. The rating shall range from Outstanding (the highest), Very Satisfactory, Satisfactory or Poor (the lowest).

The Canteen Concessionaire must maintain a rating of satisfactory level or higher, based on the said survey. A rating lower than Satisfactory on two (2) consecutive semesters is a ground to terminate the Canteen Concessionaire's services, subject to a 30-day prior written notice.

V. ROLE OF THE CANTEEN CONCESSIONAIRE:

The Canteen Concessionaire shall carry out the services specified in this TOR. The general welfare and well-being of the DOF Officials and employees shall be the utmost consideration if the performance of the said services, which shall include, but not limited to the following:

- A. Use the canteen premises and facilities exclusively for purposes provided under the Agreement. Transfer or assignment of the Agreement and/or any space / utilities of the canteen or other parties as well as for catering services for outside clients are not allowed;
- B. Maintain the cleanliness and sanitation of the canteen premises and equipment. The Canteen Concessionaire shall conduct a general and thorough cleaning of the premises and equipment at least once a month;

- C. Exercise outmost diligence in the stewardship of the canteen premises, equipment and facilities by turning off / unplugging all electric appliances and lights at the end of each operations hours:
- D. Strictly observe "No Smoking" in the canteen premises by posting "No Smoking" signage within the canteen premises, as well the prohibition against the use and sale of tobacco and alcoholic beverages in any form;
- E. Operate the canteen from Mondays to Fridays except on non-working holidays, starting from 6:30 A.M. to 4:00 P.M. and ensure that the quality of food, either raw or processed, complies with sanitation standards;
- F. Ensure utmost cleanliness and proper hygiene in the preparation, handling, and serving of food. For this reason, canteen personnel hired by the Concessionaire shall, upon hiring, secure individual medical certificates, pandemic-related vaccination cards from the concerned Local Government Unit (LGU) Health Office to be renewed annually. The Concessionaire shall submit the same to DOF;
- G. Secure all applicable licenses and business permits as may be required by government agencies and/or the local government unit in the operation and management of the canteen;
- H. Ensure that all canteen personnel under the employ of the of the Canteen Concessionaire will submit appropriate work clearances such as NBI or Police Clearance. The said canteen personnel shall be in uniform or are in their appropriate attire with the necessary Identification Card (ID) issued by the DOF at all times. No canteen personnel shall be allowed to work without the proper Identification Card;
- I. Post the menu for the day, including the price of each food in conspicuous places inside the canteen;
- J. Provide the following manpower complement and equipment/facilities necessary for the operations DOF Canteen, but not limited to:

➤ **Manpower complement:**

The minimum number of personnel to be deployed in the DOF shall be 25 well trained, healthy, pleasant and courteous staff consisting of the following:

- Manager
- Supervisor
- Chef
- Cook
- Counter and Pantry attendants
- Minimum five (5) waiters
- Cashiers

- Dishwashers
- Busboys
- Kitchen staff

The Canteen Concessionaire shall ensure that additional personnel or stand-by relievers are available and may be called to report anytime as the need arises.

The canteen manpower complement and ensure that respective personnel wear appropriate attire, composed of the following:

- Identification Card issued by DOF and Vaccination card;
- Hairnet;
- Facemask;
- Apron;
- Appropriate footwear (closed shoes for servers, leather shoes for waiters); and
- Plastic hand gloves.

The Canteen Concessionaire shall submit the names of the 25 personnel in accordance with the TOR

➤ **Equipment**

The following equipment shall be provided by the Canteen Concessionaire:

- ✓ Cooking equipment;
- ✓ Cooking ware and utensils;
- ✓ Liquefied petroleum gas;
- ✓ Movable serving racks;
- ✓ Serving trays;
- ✓ Microwave oven and Oven toaster;
- ✓ Food warmer;
- ✓ Refrigerator/freezer; and
- ✓ Water dispenser with bottled purified drinking water.

- K. Provide labor and materials for minor plumbing and carpentry repair subject to the approval of the DOF – General Services Division;
- L. Ensure that the quality of food and service presented during the food tasting shall be maintained throughout the term of the concession;
- M. Provide basic requirements necessary for its business operations, such as a duly BIR-registered cash register and Official Receipts (OR);

- N. Provide an interest-free credit facility for official DOF functions up to an aggregate of **Three Hundred Thousand Pesos (PhP300,000.00)**, payable within 30 days from the date of order;
- O. Provide discounts to senior citizens and persons with disability (PWDs) on food products as provided for by the law;
- P. In the event of a public health emergency such as but not limited to a pandemic, and a temporary cessation of canteen operations and services is imminent, the Concessionaire should ensure that the minimum safety and health protocols are in place. Everyone in the DOF will be advised to exercise due diligence and compliance with these safety and health protocols and precautionary measures.

VI. MODE, DOMICILE, TENURE

- A. The Canteen Concessionaire shall operate the DOF Canteen located at Roof Deck, DOF Building, Roxas Boulevard, Malate, Manila.
- B. The DOF Canteen shall serve all DOF personnel and their clients and guests. In some instances, VIP Guests of the Office of the Secretary.
- C. The Canteen Concessionaire shall enter and operate under a three (3) year Canteen Concession Contract, subject to satisfactory service.
- D. A one (1) year extension may be allowed at the option of the DOF Management, subject to the satisfactory performance at the end of the three (3) year Canteen Concession Contract.
- E. The DOF Canteen Concessionaire personnel shall not be allowed to stay overnight unless due to unavoidable circumstances subject to DOF approval.
- F. The parties have the right to pre-terminate the Canteen Concession Contract for breach of any of its provisions, subject to thirty (30) day prior written notice.
- G. Upon expiration of the contract, the **CONCESSIONAIRE** shall orderly turnover the premises and all the fixtures provided by the DOF in its usable and good condition. DOF shall then issue clearance freeing the **CONCESSIONAIRE** from any accountability in **DOF**.

VII. ASSUMPTION OF LIABILITIES

The Concessionaire shall:

- A. Take full and sole liability, holding DOF free from any responsibility and/or liability, of any claims and/or expenses arising from injuries, damages, and/or loss from the consumption of food, condiments or drinks served, sold, or offered for sale by the Concessionaire;
- B. Assume liability for damages/loss of DOF furniture /fixtures /equipment during the effectivity of the Agreement. In case the Concessionaire is not able to immediately repair the damage to the detriment of the operations of the DOF Canteen, the DOF may undertake the repair, subject to payment or reimbursement of costs by the Canteen Concessionaire;
- C. Any claim of employees, agents, workers and representatives of the Concessionaire for wages, salaries, employees benefits or other claims in accordance with labor laws and regulations shall be for the exclusive account of the Canteen Concessionaire;
- D. In case of court cases arising from any provision of the Concession Agreement, the parties shall agree that the venue for litigation shall be a court within Manila.

VIII. RESERVATION CLAUSE:

DOF reserves the right to review the Concessionaire's qualifications at any stage should it have reasonable ground to believe that misrepresentation has been made or if there has been a change in the Concessionaire's capability to undertake the operation of the Canteen and to terminate the Concession Agreement if such misrepresentation is found to be true or if there is proof of inability on the part of the Concessionaire to continue operation.

IX. BASIC QUALIFICATION REQUIREMENT

The Canteen Concessionaire must submit the following eligibility requirements:

- A. Letter of Intent signifying their willingness, intention and readiness to operate and manage the canteen;
- B. Valid and current Business Permit issued by the Mayor's office;
- C. BIR Registration (VAT/Non-VAT/Certificate of Exemption);

- D. Copy of 2021 Annual Income Tax Return stamped received by BIR;
- E. Company Profile;
- F. Certification that the concessionaire has been in the canteen business for the past ten (10) years;
- G. Certification of Satisfactory Service from at least two (2) clients for the past twelve (12) months;
- H. Sanitary and Health Permit for staff and food handlers; and
- I. Certification of Satisfactory Service from at least two (2) clients for the past twelve (12) months.

X. CANTEEN PERSONNEL REQUIREMENTS

- A. All personnel under the employ of the Canteen Concessionaire must wear appropriate uniform with name tags at all times.
- B. The Canteen Concessionaire personnel involved in the preparation and serving food and beverages shall be required to secure Individual Health/Medical Certificate, including Drug – Test Results, copies of which shall be submitted to the DOF – General Services Division.

XI. SELECTION CRITERIA

- A. All qualified parties/applicants shall be informed by telephone, or email on or **11 October 2022** unless otherwise extended.
- B. For purposes of food tasting, the Canteen Concessionaire shall prepare one (1) set meal each for breakfast, lunch and snack for ten (10) pax and may be subjected to site inspection of their existing facility. Prospective pre-qualified concessionaires shall be informed on the schedule of food tasting.
- C. The Canteen Concessionaire shall be evaluated based on the following criteria:

✓ Taste	-	50%
✓ Serving Size	-	30%
✓ Presentation	-	10%
✓ Price	-	10%

D. DOCUMENTARY REQUIREMENTS FOR PRE-QUALIFICATION

All interested parties/applicants must submit the basic the basic qualification requirement documents for pre-qualification on or before 3:00 P.M. of **10 October 2022** to the address below:

Director ALVIN P. DIAZ
Central Administration Office
7th Floor EDPC Building
BSP Complex, Roxas Boulevard
Malate, Manila

XII. CASH DEPOSIT

Upon signing of the Agreement, the Concessionaire shall provide the DOF with a Cash Deposit in the total amount of **Fifty Thousand Pesos (P50,000.00)** to be replenish every time the total amount is decreased. Said deposit shall defray payment of any unpaid damages to canteen premises and equipment and/or any other damages that may result from the negligence or willful violations of the provisions of this Agreement, without prejudice to any other actions that DOF may take against the Concessionaire for said damages.

Upon termination of the Agreement and issuance of a Certificate of Satisfactory Completion by DOF, the remaining amount shall be returned to the Concessionaire.


MARIA EDITA Z. TAN
Undersecretary

CONFORME:

PRINTED NAME & SIGNATURE OF BIDDER / CANTEEN CONCESSIONAIRE

PRINTED NAME & SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

TAX IDENTIFICATION NUMBER

CONTACT NUMBERS

REPLY SLIP

Name of Supplier : _____
Address : _____

Contact Information : _____
Business Permit No. : _____
Tax Identification : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the DOF Canteen Concession, I/We signify our interest to participate in the procurement of DOF Canteen Concessionaire and hereby submit our proposal below:

MEALS	PRICE CEILING	PRICE QUOTATION
Breakfast	Php 70.00/meal	
Snacks	Php 50.00/meal	
Lunch	Php 90.00/meal	

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____