

ANNOUNCEMENT!!!

To : **ALL INTERESTED BIDDERS**

From : **EMPLOYEE MANAGEMENT COMMITTEE**

Date : **May 24, 2012**

Subject : **INVITATION FOR TENDERS FOR DOE CANTEEN OPERATIONS**

The DOE-Employee Management Committee is now inviting bidders who are willing to operate the canteen and offer its services for 2012-2014 (2 years contract).

The attached Terms of Reference (TOR) provides the guidelines for the selection of the canteen concessionaire including details of requirements and cost responsibilities.

Please observe the bidding timelines presented below:

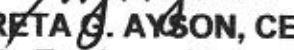
➤ Posting/Dissemination of TOR and Invitation to Bidders	May 31-June 19, 2012
➤ Deadline of submission of intent to participate in the bidding	June 20, 2012
➤ Consolidation/evaluation of bidders	June 21-22, 2012
➤ Short listing/Notification of eligible bidders	June 25-26, 2012
➤ Conduct of ocular inspection (without prior notice)	June 27-29; July 2-6 2012
➤ Start of canteen demonstration/festival	August 27, 2012
➤ Selection of winning bidder	to be determined one week after end of demonstration period

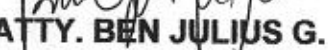
Tenders shall be submitted to the:

DOE-EMPLOYEE MANAGEMENT COMMITTEE
c/o Human Resource Management Division
Ground Floor, Energy Center
Fort Bonifacio Taguig City, M.M.

A non-refundable participation fee of Php 500.00 will be collected.

Thank you.


LORETA G. AYSON, CESO I
Chair, Employee Management
Committee


ATTY. BEN JULIUS G. GAGNI
Vice-Pres. DOE-EA &
Alternate Co- Chair, EMC

**DOE'S CANTEEN CONCESSIONAIRE
TERMS OF REFERENCE
(for 2012-2014 service contract)**

I. BACKGROUND AND OBJECTIVE

The Department of Energy has building space for its canteen located within the DOE premises at the Energy Center, Bonifacio Global City, Taguig City, Metro Manila. The canteen caters to the needs of its employees and their visitors/guests for meals and snacks. As the present concessionaire's term is about to end, the DOE is now inviting bid tenders who are willing to operate the canteen and offer its services.

II. SELECTION GUIDELINES

1. The bidders shall be subject to the determination of eligibility screening based on the requirements as set forth in the invitation to bid.
2. The DOE - Employee Management Committee shall shortlist the eligible bidders based on the following considerations:
 - a) Facilities and operations staff (chef, waiters, etc.) to be deployed to the DOE Canteen;
 - b) Taste/Quality of Food
 - c) Variety and Nutritional Value of food served
 - d) Quantity and Affordability of food
 - e) Track record/Experience in the food business
 - f) Sanitation
3. Each selected bidder shall be required to present, serve and demonstrate its menus for ten (10) working days at the DOE Canteen showcasing their culinary expertise on a rotational basis, the order of which shall be determined by lottery. During the demonstration, bidders shall be required to present and deliver variety of local and international menus on special and regular dishes.
4. The DOE employees shall rate/evaluate the bidder each week during the demo of each bidder under the supervision of the Human Resources Management Division (HRMD) in coordination with DOE-Employee Management Committee (DOE-EMC). The criteria for evaluation are the following:
 - a. Variety of menu
 - b. Sanitation
 - c. Reasonableness of price/Quantity of food served
 - d. Quality of service
 - e. Taste/Quality of Food
5. The bidder gaining the most number of votes shall be declared the winning bidder.

III. ELIGIBILITY REQUIREMENTS

A. LEGAL

1. Department of Trade and Industry (DTI) business name registration or SEC registration certificate, whichever may be appropriate under existing law of the Philippines;
2. Valid and current Mayor's permit/municipal license;
3. Taxpayer's Identification Number (TIN);
4. The prospective bidder's financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions for the immediately preceding calendar year, showing among others, the prospective bidder's total and current assets and liabilities; and
5. Other appropriate licenses/documents as follows:
 - i. Company Profile
 - ii. Medical Certificate of Personnel (particularly clearance from hepatitis B and other contagious diseases)
 - iii. Clients for the past two years
 - iv. Sanitary Permit
 - v. Regular and Special Menu Combination and estimate pricelist for at least one (1) month
 - vi. Latest Income Tax Return (for the last two (2) years)
 - vii. Latest Audited Financial Statements

B. TECHNICAL

At least three (3) years of experience in operating a canteen and catering business, including any other functions for at least 1,000 persons

C. FINANCIAL

Net worth of at least one million (1M) or equivalent at the end of the most recent two financial years

IV. COST RESPONSIBILITY

CONCESSIONAIRE

1. Purchase of food
2. Labor and all labor cases, if any
3. Taxes and licenses
4. Kitchen supplies, waiter services and supplies for canteen room and kitchen
5. Table napkins/tissue paper supplies
6. Office supplies
7. Other canteen and kitchen supplies
8. LPG fuel for cooking
9. Laundry
10. Any repair of canteen premises, replacement of equipment, fixtures and facilities on redecorating and repainting occasioned or rendered

necessary by CONCESSIONAIRE or its agents and/or as a result of employees' deliberate acts or through their negligence or lack of care

11. Redecorating
12. Daily removal of trash and garbage from DOE canteen premises
13. Janitorial services
14. Comprehensive liability insurance: Php 1M for property damage; Php500T for injury per event or Php100T per person up to 5 per person (minimum) in excess of 5 persons

DOE

1. Light and water
2. Routine maintenance and repair due to ordinary wear and tear
3. Painting
4. Fire insurance for DOE property only
5. Replacement of worn out dining equipment
6. Electrical and plumbing
7. Security services
8. Telephone
9. Janitorial
10. Improvement of Ventilation

V. DURATION OF CONTRACT

Two (2) years. However, after one year, a performance evaluation shall be conducted by the DOE-EMC and it shall be the basis for the continuance of the two-year contract.