



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



Certificate Number: AJA18-0159

## INVITATION TO APPLY AS CANTEEN CONCESSIONAIRE

The Insurance Commission (IC), through the IC Canteen Committee, invites all interested applicants to apply for the operation of the **IC CANTEEN CONCESSION FOR THE 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 price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 1 March 2019** at the following address:

**Contact person: CAROLYN ANNE C. CASTRO**  
**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg.,  
1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** (02) 524-60-97  
**E-mail:** cac.castro@insurance.gov.ph

  
**TERESITA S. SURETA**  
Chairperson

## TERMS OF REFERENCE

### IC CANTEEN CONCESSION

#### I. RATIONALE

The services of a competent and dependable Canteen Concessionaire which will operate the Insurance Commission (IC) Canteen is required to ensure that clean and healthy food products at affordable prices are promptly and efficiently delivered to all the IC officials, employees, and its clients.

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

A. The IC 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) with service water (purified water) based on the following:

1. Breakfast priced at not more than Fifty (Php50.00) pesos 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 pc. boiled, scrambled, or fried at least medium-sized 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, but not limited to:
  - ✓ dried/smoked fish;
  - ✓ longganisa;
  - ✓ chicken/pork tocino;
  - ✓ hotdog
  - ✓ corned beef;
  - ✓ pork and beans;
  - ✓ meat loaf;
  - ✓ sausages;
  - ✓ bacon; and
  - ✓ sardines.

2. Snacks priced at not more than Forty (Php40.00) pesos to include one reasonably-sized serving of, such as, but not limited to the following, starting 9:00 a.m. for morning snacks and 3:00 p.m.:

- a. Brewed or instant coffee; or hot/iced tea; or hot/cold chocolate drink, or juice drink;
- b. Plus choice of one (1) serving of any of the following, but not limited to:

- ✓ rice cake or any traditional Filipino delicacy;
  - ✓ cakes/pastries;
  - ✓ sandwiches;
  - ✓ pasta/noodle dishes;
  - ✓ congee such as arroz caldo, goto champorado, etc.
  - ✓ street foods such as banana cue, turon, camote fries, etc.
3. Lunch priced at not more than Seventy Five (Php75.00) pesos to include one (1) reasonably sized serving of, such as, but not limited to the following:
- a. One (1) cup of rice;
  - b. Meat (choice of pork, beef, chicken or fish) dish;
  - c. Vegetable dish; and
  - d. Soup.
4. The Canteen Concessionaire may also opt to offer other food items it may deem necessary.

### **III. ROLE OF IC**

- A. IC 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 Area;
  - ✓ Kitchen;
  - ✓ Food Counter;
  - ✓ Storage Cabinets; and
  - ✓ Tables and Chairs.
- B. IC – Administrative Division 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, to 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 is a ground to terminate the Canteen Concessionaire's services, subject to a 30-day prior written notice.

### **IV. ROLE OF CONCESSIONAIRE**

- A. Operate the canteen and provide breakfast starting at 6:30 a.m., morning snacks at 9:00 a.m., lunch at 11:00 a.m., and afternoon snacks at 3:00 p.m.

and ensure that the air-condition is on from 6:30A.M. to 4:00P.M. or as may be necessary.

- B. Ensure that the menu for the day shall be posted in a conspicuous place inside the canteen premises.
- C. Ensure that the quality of all food items used or served, whether raw or processed, complies with sanitation standards.
- D. Ensure utmost cleanliness and proper hygiene in the preparation, handling and serving of food.
- E. Provide the following equipment/facilities necessary for the IC Canteen, but not limited to:
  - ✓ Manpower complement;
  - ✓ Cooking equipment;
  - ✓ Cooking wares and utensils;
  - ✓ Liquefied Petroleum Gas;
  - ✓ Movable serving racks;
  - ✓ Serving trays;
  - ✓ Microwave oven and Oven Toaster;
  - ✓ Table wares and utensils such as plates, cups, saucers, drinking glasses, spoon, forks;
  - ✓ Food warmer;
  - ✓ Refrigerator/Freezer; and
  - ✓ Water Dispenser.
- F. Provide labor and materials for minor plumbing and carpentry repair subject to the approval of the IC – Administrative Division.
- G. Ensure that the quality of food and service presented during the food tasting shall be maintained throughout the term of the concession.
- H. Ensure that all canteen personnel under the employ of the Canteen Concessionaire are in their appropriate attire with the necessary Identification Card (ID) issued by the IC.
- I. Maintain the fixtures in the IC Canteen in good working condition.
- J. Ensure that the electric and water bills shall be paid/settled on time.
- K. Ensure that IC facilities will not be used in cooking food for outside catering services.

- L. Ensure that there is enough food for IC personnel and their clients and guests for the day.

## **V. MODE, DOMICILE AND TENURE**

- A. The Canteen Concessionaire shall operate the IC canteen located at 1071 United Nations Avenue, Manila.
- B. The IC Canteen shall serve all IC personnel and their clients and guests.
- C. The Canteen Concessionaire shall enter and operate under a three (3) year Canteen Concession Contract, subject to satisfactory service, as provided under Section III – B hereof.
- D. A one (1) – year extension may be allowed at the option of the IC Management, subject to the satisfactory performance at the end of the three (3) year Canteen Concession Contract.
- E. The IC Canteen Concessionaire shall not be allowed to stay overnight unless due to unavoidable circumstances subject to IC 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.

## **VI. 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. Business Permit and Sanitary Permit issued by the Mayor's office;
- C. BIR Registration (VAT/Non-VAT/Certificate of Exemption); and

## **VII. CANTEEN PERSONNEL AND OTHER REQUIREMENTS**

- A. All personnel under the employ of the Canteen Concessionaire must wear appropriate uniform with name tag 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, copy of which shall be submitted to the IC-administrative Division.

- C. The Canteen Concessionaire must submit a list of past and present accounts for the last five (5) years. (Please indicate the complete address and contact number)

#### **VIII. SELECTION CRITERIA**

- A. All qualified parties/applicants shall be informed by telephone, fax, or email on or 8 February 2019 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.
- C. The Canteen Concessionaire shall be evaluated based on the following criteria:

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

#### **IX. DOCUMENTARY REQUIRMENTS FOR PRE-QUALIFICATION**

All interested parties/applicants must submit the basic qualification requirement documents for pre-qualification on or before 12:00noon of 5 August 2019 to the authorized IC Canteen Committee member, 1071 United Nation Avenue corner Romualdez Street, Malate, Manila.

  
**TERESITA S. SURETA**  
Chairperson

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Information** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_

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

MEALS	PRICE CEILING	PRICE QOUTATION
Breakfast	Php45.00/meal	
Snacks	Php40.00/meal	
Lunch	Php75.00/meal	

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_