

# **Annex A: Guidelines for Procurement of Catering, Event Decoration and Styling Services for the CSC Central Office Year-end Celebration and PRAISE Awards Rites**

## **1. Section 1: General Guidelines**

- 1.1. Prior Government Experience.** Suppliers must at least have one prior contract/engagement with the Government of the Philippines, with proof submitted (Notice of Award/Notice to Proceed, or related engagement document) within the last two years.
- 1.2. Tax Inclusion and Additional Fees.** Bid prices submitted must include tax, delivery, and other fees required for delivery of services. No increases or decreases in final payment shall be provided to the service provider above or below their submitted bid price.
- 1.3. Payment Schedule and Preference.** Payment shall be provided after the delivery of the service. Suppliers are encouraged to provide, if available, Landbank accounts for payment of services.
- 1.4. Date of Activity.** Service providers shall provide their services, in general, on the date of the activity, 15 December 2023, for the entirety of the day, unless otherwise specified or required.
- 1.5. Post-Activity Evaluation.** Service providers shall be rated during and after the activity on the quality of their service using a numerical rating scale. A non-satisfactory rating after completion of service may be grounds for internal blacklisting of the service provider within CSC due to non-performance, and other additional penalties as imposed by RA 9184. Satisfactory ratings shall be used in the consideration of service providers for succeeding awards.

## **2. Section 2: Specifications**

- 2.1. Approved Budget for Contract.** The approved budget for this lot is **Php555,000.00.**
- 2.2. Scope of Services.** The services shall cover catering (1) and event decoration and styling services (2) during the conduct of the CSC Central Office Year-end Celebration and PRAISE Awards Rites, which will be at the CSC Resource Center Auditorium.
  - 2.2.1. Catering Services.** The services shall cover the delivery of meals for the whole day CSC Central Office Year-end Celebration, which includes lunch, AM and PM snacks. The service for all activities shall be conducted as a buffet-style service, with waiting/service crew that is ready and able to conduct servicing requirements for the activity.
    - 2.2.1.1. Participant Count.** Service Provider shall be capable of providing meals to a **minimum number of 550 participants**, up to a **maximum number of 605 participants.**

**2.2.1.2. Catering Specification.** Meals for the activity shall be comprised of the following items:

**2.2.1.2.1. Lunch.** Lunch shall consist of **one choice of soup, two choices of meat viands, a separate fish viand, a vegetable viand, two choices of desserts, rice, and two choices for drinks.**

**2.2.1.2.2. AM/PM Snacks:** Snacks shall consist of **one regular drink, and a choice between a savory and sweet snack meals.**

**2.2.1.2.3. Mode of Service.** Meals shall be served buffet style, with service crew present in at least four (4) stations. Waiting staff shall also be provided.

**2.2.1.2.4. Post-award Specifications.** The end-user unit or delegated CSC personnel may provide feedback on the specifics of the meals based on the catering specification (2.2.1.2) or additional requests for meal preparation after award.

**2.2.1.3. Additional Services.** The service provider shall provide tables and chairs, meal stubs for the event, and packing of meals. for at most 10% of the maximum number of participants. Packing may be subject to negotiation after award.

**2.2.1.3.1. Tables and Chairs.** The service provider shall provide tables and chairs to cover the minimum amount of participants, and additional service tables as needed. CSC shall provide, at a minimum, at least four long tables for service use.

**2.2.1.3.2. Meal Stubs.** The catering service shall provide meal stubs during the event and shall only serve those with meal stubs. VIP tables are generally exempt from this rule and shall be marked by CSC personnel during the activity.

**2.2.1.3.3. Packing of Meals.** The service provider shall be able to provide packing of meals for 10 to 20% of the maximum number of participants, subject to negotiation after award.

**2.2.2. Events Decoration and Styling Services.** Events decoration and styling services shall cover the event grounds in the conduct of the activity and the exterior grounds heading to it.

**2.2.2.1. Period of Services.** Service provider shall provide styling services at most one day before the event, with the recommended period being two to three days before the event on 15 December 2023.

**2.2.2.2. Stage Decoration.** Service provider shall provide decoration services to the stage area of the auditorium, with enough space and adjustments as necessitated by the end-user during the event.

Service provider shall be aware that the stage shall include space for LED wall and additional audio/visual equipment such as speakers, instruments, mic stands, and other paraphernalia that will be included in the event proper.

**2.2.2.3. Area Decoration.** Service provider shall provide decoration and styling services inside the event grounds, including walls, awnings, and other paraphernalia present. Service provider shall provide decoration in the immediate ingress/egress area to the event grounds, including the walk towards the elevator, but not the elevator itself. Service provider may also provide decoration services on the initial climb up the stairs and the area near the peak of the stairs, but not the entirety of the stairs itself.

**2.2.2.4. Coordination with End-User Unit.** Service provider shall coordinate with end-user unit (OHRMD). Coordination for other units shall be coursed through the end-user unit unless delegated by the end-user unit to other units. For other units decorating the event grounds, service provider shall coordinate with them with supervision of representatives from the end-user unit.

**2.2.2.5. Damage and Claims.** Service provider shall endeavor to keep the area under decoration free of damage during the decoration period and ensure that decoration and styling, including teardown of decorations does not result in damage to the facilities. Service Provider shall be liable for any damage incurred because of negligence, and any damage shall be primarily deducted from the final payment of the contract should there be any, and not precluding any other administrative or criminal liabilities which may be charged against the contractor under RA 9184.

**2.2.2.6. Decoration of Third-party Items.** Service provider may include in their decoration third party items and equipment (such as speakers, tables and chairs for catering services, if any) present in the grounds only after express approval of the end-user unit and the third-party provider.

**2.3. Subcontracting.** No subcontracting shall be allowed for any of the services done by the service provider.

**2.4. Provision on the Use of Grounds.** The CSC elevator may only be used in the transport of packed/crated equipment with enough clearance to fit two additional staff in the elevator to the auditorium. Tables, chairs, long poles, and similar equipment are not allowed for transport via elevator. Washing of used dishes and other materials shall only be allowed on a fixed location outside the CSC Resource Center.

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