

Technical Specifications

Project Title : **Supply and Delivery of Meals through Catering Services for the Conduct of Transformative Approaches to Leadership Advancement Training of Trainers**

Approved Budget for the Contract : **Php 292,500.00 (inclusive of all government and applicable taxes)**

Location : **CSC Central Office, Batasan Hills Quezon City**

I. PROJECT DESCRIPTION

The project entails the procurement of the Supply and Delivery of Meals through Catering Services for the conduct of the **Transformative Approaches to Leadership Advancement Training of Trainers** scheduled between 24 July – 14 August 2025 (*actual dates shown in Item III*). This shall require the provisions of meals for the following:

Meals	Cost per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*	No. of Days	Total Cost
Breakfast	PHP250.00	30 pax	45 pax	10	112,500
AM Snacks	PHP75.00	30 pax	45 pax	10	33,750
Lunch	PHP250.00	30 pax	45 pax	10	112,500
PM Snacks	PHP75.00	30 pax	45 pax	10	33,750
				Total	Php 292,500.00

** The final number of participants will be confirmed at least one week before the event, and the bidding price shall be based on the maximum participants.*

II. MODE OF PROCUREMENT

The procurement for the Supply and Delivery of Meals through Catering Services shall be undertaken through Small Value Procurement under the

2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act".

III. SCOPE OF WORK AND REQUIREMENTS

The service provider should be able to supply and deliver meals through catering services following the listed specifications:

Meals and Schedule:

Particulars	Date and Time of Serving
Managed Buffet Breakfast <ul style="list-style-type: none"> - Plain Rice/ Garlic Rice - Egg (fried, hard boiled, scrambled, salted) - Combination of two viands (e.g. beef tapa, tocino, longganisa, smoked/salted fish) - Coffee, tea or choco drinks 	18-21 March 2025 25-28 March 2025 3-4 April 2025 6:30 am to 8:30 am
Plated AM Snacks <ul style="list-style-type: none"> - Pasta /pastries or light refreshments - bread - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) - Free Flowing Drinks (water/coffee/tea) 	18-21 March 2025 25-28 March 2025 3-4 April 2025 9:30 AM
Managed Buffet Lunch <ul style="list-style-type: none"> - Soup - Chicken, beef and fish viands - Vegetable - Steamed Rice - Desserts - 1 round of soda/juices - Free Flowing Drinks (water/coffee/tea) 	18-21 March 2025 25-28 March 2025 3-4 April 2025 12:00 nn
Plated PM Snacks <ul style="list-style-type: none"> - Sandwich or light refreshments - Chips - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) 	18-21 March 2025 25-28 March 2025 3-4 April 2025 2:30 pm

- Meals for **five (5) training staff** must be provided daily at no additional cost.
- The provider must submit a detailed food lineup within **two (2) days** after the issuance of the **Notice to Proceed (NTP)**.

Catering Setup

The provider must provide banquet equipment set-up including the following:

- Dressed-up 10-seater round dining tables with accents and centerpieces
- Chairs with seat covers
- Setup should be aligned with theme requirements of the event
- Classy buffet table setup with linens, skirting, and centerpieces
- All required flatware, dinnerware, glassware, and menu tags
- Ensure clear labelling of allergens for all dishes
- Free-flowing drinks and refreshments station (e.g., water, coffee, tea, candies)
- Catering staff in uniform with hairnets and a Catering Supervisor on-site
- Post-event cleanup of catering stations

Additional Requirements

- Ensure food quality and timely serving as per the agreed schedule.
- Provide at least a 10% buffer for meals based on the final number of participants.
- Accommodate up to 45 participants, with final adjustments communicated at least one (1) week before the event.
- Conduct a food tasting session for five (5) participants before the event.

III. BIDDER'S/ SERVICE PROVIDER'S QUALIFICATIONS

1. The Service Provider must be PHILGEPS registered with active membership status.
2. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations. In this regard, the

Service Provider must arrange food tasting activity at least 2 weeks before the event.

3. The Service Provider must have at least two (2) years of continuous experience in the catering business. As such, the Service Provider must provide a list or certification of similar projects.

IV. TERMS OF PAYMENTS

The Supply and Delivery of Meals through Catering Services for the Conduct of the TALA ToT shall not exceed the approved budget amounting to Two Hundred Ninety Two Thousand Five Hundred Pesos Only (Php292,500.00) inclusive of all government and applicable taxes.

In the event that the CSC does not reach the maximum number of participants, the payment shall be determined based on the actual number of participants, ensuring it is no less than the total amount specified for the minimum guaranteed participants.

The payment shall be payable within fifteen (15) to thirty (30) government working days upon issuance of a Billing Statement.

Subsequently, processing of payment shall commence based on the above schedule/s through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

V. TAXES

All taxes, fees, charges imposed and other legal execution due or that may become due shall be chargeable against the account of the service provider. The CSC, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VI. DELIVERY OF SERVICES

Upon receipt of the approved Notice to Proceed (NTP), the winning bidder/supplier shall provide above-stated requirements and scope of work on the schedule stated under Item III, Scope of Work of this document.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Contract Agreement for every day of delay shall be imposed.

VII. LOCATION / VENUE

Designated Venue at the CSC Central Office, Batasan Hills, Quezon City.

VIII. CONFIDENTIALITY CLAUSE

The service provider shall not, during the term of this engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of written consent by the CSC Chairperson.

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