

Technical Specifications

Project Title	: Supply and Delivery of Meals through Catering Services for the Conduct of the Transformative Approaches towards Leadership Advancement (TALA) In-Person Pilot Run
Approved Budget for the Contract	: Php 260,000.00 (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 towards Leadership Advancement (TALA) In-Person Pilot Run** which will run from November to December 2024. This shall require the provisions of meals for the following:

Meals	Amount per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*	
Breakfast	PHP 250.00	35 pax	40 pax	100,000.00
AM Snacks	PHP 75.00	35 pax	40 pax	160,000.00
Lunch	PHP 250.00			
PM Snacks	PHP 75.00			

* final number of participants to be determined at least 1 week before the actual event, thus bidding price shall be computed based on the maximum number of participants.

** With Free meals for at least 5 training staff per day

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

1. The service provider should be able to supply and deliver meals through catering services following the listed specifications on a scheduled preferred by the CSC but not later than December 2024:

Particulars	Date and Time of Serving
Plated Breakfast	5-6 November 2024
- Plain Rice/ Garlic Rice	
- Egg (fried, hard boiled, scrambled, salted)	20-21 November 2024
- Combination of two viands	25-26 November 2024

(e.g. beef tapa, tocino, longganisa, smoked/salted fish) - Coffee, tea or choco drinks	27-28 November 2024 3-4 December 2024 6:30 am to 8:30 am
Plated AM Snacks - Pasta - bread - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) - Free Flowing Drinks (water/coffee/tea)	5-6 November 2024 20-21 November 2024 25-26 November 2024 27-28 November 2024 3-4 December 2024 9:30 AM
Managed Buffet Lunch - Soup - Chicken, beef and fish viands - Vegetable - Steamed Rice - Desserts - 1 round of soda/juices - Free Flowing Drinks (water/coffee/tea)	5-6 November 2024 20-21 November 2024 25-26 November 2024 27-28 November 2024 3-4 December 2024 12:00 nn
Plated PM Snacks - Sandwich - Chips - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea)	5-6 November 2024 20-21 November 2024 25-26 November 2024 27-28 November 2024 3-4 December 2024 3:00 pm

Provide the detailed food line up for the above-mentioned meals with description as necessary within two (2) days after receipt of the Notice to Proceed.

2. Provide banquet equipment set-up including the following:
 - i. dressed-up 10-seater round dining tables with table accent and centerpiece;
 - ii. chairs with seat covers;
 - iii. classy buffet table set-up with linens skirting and centerpiece;
 - iv. all flatware, dinnerware and glassware;
 - v. roll top chafing dishes with menu tags with allergens; and
 - vi. other requirements that may be determined based on preferred motif and set-up of this office.

3. Provide set-up for free flowing drinks (water/coffee/tea) and refreshments (candies);

4. Assign Catering Supervisor and adequate wait staff in uniform with hairnet;
5. Provide set up, serve, dismantle and clean the catering stations, after the event;
6. Ensure that the setup is aligned with the theme requirements of the event;
7. Ensure the quality of the food to be served;
8. Ensure that the meals are available and served based on the agreed schedule;
9. Provide at least 10% buffer based on the final number of participants ;
10. Ensure to accommodate an additional number of participants which may reach around 60 or as may be determined by this office at least one (1) week prior the date of the event; and
11. Provide food tasting with set-up good for three (3) to five (5) participants on preferred schedule of both parties.

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 Transformative Approaches towards Leadership Advancement (TALA) In-Person Pilot Run shall not exceed the approved budget amounting to Two Hundred Sixty Thousand Pesos Only (Php 260,000.00) 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.

Prepared by:


DAISY N. TARROZA
Sr. Human Resource Specialist
Process Facility Management
Civil Service Institute

Recommending Approval:

On Official Business
EMYLIN O. SEVERO
Director III
Civil Service Institute

Approved by:

FERNANDO M. PORIO
Director IV
Civil Service Institute

10 October 2024