

CALL FOR PROPOSALS

Provision of Food Services to UP Tacloban College (UPTC)
by Operating a Snack, Dessert and Beverage Kiosk at the UPTC Canteen for a
Period of One (1) Year

The University of the Philippines Tacloban College (UPTC) invites all interested parties to submit their proposals for the indicated project, subject to the terms and conditions stated in the attached Terms of Reference (TOR):

NAME OF PROJECT	Provision of Food Services to UP Tacloban College (UPTC) by Operating a Snack, Dessert & Beverage Kiosk at the UPTC Canteen for a Period of One (1) Year
LOCATION	UPTC City Campus, Magsaysay Boulevard, Tacloban City
PRELIMINARY MEETING WITH PROSPECTIVE CONCESSIONAIRES	2 August 2024, 1:30 PM, AS Conference Hall
DEADLINE FOR SUBMISSION AND OPENING OF PROPOSALS	7 August 2024, 1:30 PM, AS Conference Hall

The minimum bid for the monthly rental to be paid by each concessionaire/kiosk operator is set at ₱3,000.00 per month.

Prospective snack, dessert, and beverage kiosk operators/concessionaires shall submit their sealed proposals in two separate envelopes in the designated bid box located at the Supply & Property Management Office (SPMO), UP Tacloban College, AS Campus, corner Sto. Niño Street & Magsaysay Boulevard, Tacloban City.

For further information, please contact:

The BAC Secretariat
UP Tacloban College
Magsaysay Boulevard, Tacloban City 6500
bacsecretariat.uptacloban@up.edu.ph
Telephone Nos. (053) 832-2897

TERMS OF REFERENCE

Provision of Food Services to UP Tacloban College (UPTC)
by Operating a Snack, Dessert, and Beverage Kiosk at the UPTC Canteen
for a Period of One (1) Year

A. SCOPE

The University of the Philippines Tacloban College (UPTC) is in need of the services of concessionaires who will operate a snack, dessert, and beverage kiosk at the UPTC canteen located in the city campus. The concessionaire shall provide snacks, desserts, and beverages to UPTC students, employees, clients, and guests and shall charge rates within the agreed ceiling.

Space inside the UPTC canteen measuring 6 feet x 6 feet will be provided for each concessionaire. The concessionaires are responsible for fabricating and installing their own kiosk subject to the final approval of UPTC. A maximum of two kiosks for snacks, desserts, and beverages and two kiosks selling full meals will be allowed to operate (see separate call for submission of bids).

B. FOOD TYPE & PRICING

1) The snacks/desserts shall include:

- Pasta/noodle dishes with a maximum price of ₱35.00
- Biscuits, crackers to be sold at market price
- Fruits priced at a maximum of ₱20.00
- Sandwiches, burgers, cakes, pastries, "kakanin" (e.g. turon, puto, etc.) and other snack/dessert items priced at a maximum of ₱35.00

2) Chichirya chips and street food made out of animal entrails (e.g. "isaw", chicken skin) are not allowed.

3) There should be at least three (3) different types of snack/dessert items per day.

4) The following drinks and beverages should be available daily:

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- Bottled water to be sold at market prices
- Soft drinks/soda to be sold at market prices
- Hot coffee at maximum price of ₱25 for instant coffee and ₱100 for brewed or gourmet coffee

5) Other kinds of beverages or drinks like shakes, iced tea, milk tea, fruit juices and hot choco may be sold at market prices.

6) The concessionaire shall serve **both** snack/dessert items and beverages from Mondays to Fridays.

7) Prices will be subject to the approval of and periodic review by the Canteen Services Management Committee. A review of prices may be requested by the concessionaire not earlier than six (6) months from the last adjustment.

C. OPERATING HOURS

The kiosk should be open daily from Monday to Friday, 7:00 AM to 5:00 PM.

Saturday operations may also be requested by the UPTC administration, subject to discussion with the concessionaire.

D. PERSONNEL REQUIREMENTS

There should be at least two (2) and a maximum of (3) three personnel to be assigned to the kiosk. The food handler and the cashier should be two separate individuals.

All personnel shall have a Health Certificate and must wear the following:

- Identification Card issued by UPTC
- Proper attire
- Food service gloves
- Hairnet
- Clean apron
- Appropriate footwear (closed shoes)

The Health Certificate will be required for all personnel of the concessionaire assigned to the UPTC Canteen kiosk prior to the start of operations.

E. FURNITURE AND EQUIPMENT

1) The concessionaire shall be responsible for the fabrication and installation of the kiosk, as well as the provision of minimum equipment and utensils. Single use plastics are not allowed.

2) Electrical and other equipment to be used should be approved by the UPTC administration through the Campus Development and Maintenance Office (CDMO).

3) UPTC shall provide concessionaires with electricity for canteen operation and water for cleaning and washing of kitchen utensils. Concessionaires will be billed for actual electricity and water consumption.

4) UPTC will provide common dining tables and chairs and will implement a "Clean as you go" policy. Concessionaires shall ensure that tables and chairs are clean and in good condition. This includes clearing away all food scraps, food and beverage containers, wrappings, and utensils for items bought from the concessionaire; wiping and sanitizing table surfaces and chairs; and regularly checking for damage to tables and chairs and reporting issues if any to the UPTC administration.

5) The concessionaire must post their menu and the corresponding prices in their respective areas and other areas to be designated by the UPTC administration.

6) The concessionaire must post all necessary permits as required. These permits should all be valid and unexpired during the period of operation.

7) The common kitchen area can be used by all concessionaires for minor activities related to food preparation and for washing dishes and utensils only. The common kitchen area shall not be used for cooking. Water consumption shall be divided equally among the concessionaires.

F. WASTE DISPOSAL

The concessionaire must provide trash cans within and around the kiosk, and will be responsible for emptying them. Separate bins for recyclable, biodegradable and non-biodegradable materials should be provided. At the end of each day, the concessionaire must take out the trash for proper disposal. Biodegradable materials such as food scraps will be disposed of in a common compost pit. Any hazardous waste, such as cooking oil or cleaning chemicals, must be disposed of properly. The concessionaire should not pour these substances down sinks or drains.

G. MONTHLY RENTAL

The concessionaire will be charged a monthly rate of not less than ₱3,000.00 payable at the end of each month. During the mid-year break and Christmas break, the monthly rent will be reduced by $\frac{1}{3}$ of the regular rate.

H. DURATION OF CONTRACT

The contract period is one (1) year, subject to periodic assessment to be conducted every six (6) months by the Canteen Services Management Committee.

I. OTHER TERMS AND CONDITIONS

1) The concessionaire is not allowed to subcontract their right to operate in the UPTC canteen.

2) Damage to any property of UPTC due to the fault of the concessionaire or any of the concessionaire's personnel shall be repaired within a reasonable time at the concessionaire's expense.

3) Termination of the contract before the one-year period for the contract has expired for valid reasons may be requested in writing at least 2 months before the termination date. UPTC reserves the right to terminate the contract and impose appropriate legal sanctions against the concessionaire for violation of the terms of the contract and/or other applicable rules and regulations as provided by law.

SUBMISSION OF BIDS

A. DOCUMENTARY REQUIREMENTS

Interested concessionaires must submit the following documents on or before the deadline for submission of proposals:

Envelope 1 (Technical Documents)

1. Registration certificate issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA), as the case maybe;
2. 2024 Mayor's Permit;
3. Audited Financial Statements duly stamped received by the Bureau of Internal Revenue (BIR);
4. Valid Tax Clearance
5. List of previous client/s within the last two (2) years as food kiosk operator/caterer/ canteen concessionaire/ canteen operator (Annex A);
6. Technical Compliance Form (Annex B);
7. Sample menu of morning and afternoon snacks from Monday to Friday for at least one (1) month (Annex C.1) and list of beverages to be offered (Annex C.2);
8. List of equipment and other materials to be used to operate at the UPTC Canteen for the duration of the contract, with proof of ownership, lease, or purchase agreement (Annex D); and
9. List of personnel to be assigned to the UPTC Canteen food kiosk and their assignments (Annex E).

Envelope 2 (Financial Component)

1. Proposal form (Annex F)

B. SEALING AND MARKING OF PROPOSALS

The proponent shall enclose their original technical documents in one sealed envelope marked "ORIGINAL — TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL — FINANCIAL COMPONENT", sealing both envelopes in an outer envelope marked "ORIGINAL".

The proponents should submit two copies of their bid. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___" respectively.

The envelopes containing the original and the copies shall then be enclosed in one single envelope.

All envelopes shall:

- 1) Be labelled with the name of the project/contract;

- 2) Be labelled with the name and address of the proponent;
- 3) Be addressed to the Procuring Entity's BAC; and
- 4) Bear the warning " DO NOT OPEN BEFORE..." the date and time for the opening of proposals.

C. FOOD TASTING PROCEDURE

A food tasting session shall be conducted among prospective concessionaires.

All participating concessionaires shall be notified by the BAC Secretariat of the schedule of food tasting.

The presentation shall be conducted at UP Tacloban College.

The following shall be prepared and presented during the food tasting:

- 1) Pasta
- 2) Cakes and pastries
- 3) Sandwiches
- 4) "Kakanin" (e.g. turon, puto, etc.)

Food samples shall be presented according to how they will be served to buyers at the kiosk. It should be covered with plastic wrap for labeling.

The BAC Secretariat shall keep the identities of the proponents confidential in order to maintain the objectivity of the test.

Each snack/dessert item shall be evaluated based on the following criteria:

Taste and Freshness (Annex G)	60%
Price	40%

Based on the above criteria, concessionaires shall be ranked according to their total equivalent percentage. The passing rate is 80 percent.

ANNEX A
LIST OF PREVIOUS CLIENTS

Instruction: List all clients for the last two (2) years together with the requirements indicated in the table below.

Name of concessionaire: _____

Business address: _____

Client Name	Contract Duration	Contact Person	Address	Telephone no/s.	Role (concessionaire/ operator/ caterer)	Number of persons served

Submitted by: _____
(Printed Name & Signature of Proponent)

Designation: _____

Business Name _____

Date: _____

ANNEX B
TECHNICAL COMPLIANCE

Instruction: Under the Statement of Compliance column, the proponent should indicate YES to signify that they will comply with the requirement or NO if they will not or cannot comply with the requirement.

REQUIREMENT	STATEMENT OF COMPLIANCE
1. Scope (Section A of the TOR)	
2. Food Type and Pricing (Section B of the TOR)	
3. Operating Hours (Section C of the TOR)	
4. Personnel Requirements (Section D of the TOR)	
5. Furniture and Equipment (Section E of the TOR)	
6. Waste Disposal (Section F of the TOR)	
7. Monthly Rental (Section G of the TOR)	
8. Duration of the Contract (Section H of the TOR)	
9. Other Terms and Conditions (Section I of the TOR)	

Submitted by: _____
(Printed Name & Signature of Proponent)

Designation: _____

Business Name _____

Date: _____

ANNEX C.1
SAMPLE MENU FOR SNACKS/DESSERTS

Instruction: Proponents are encouraged to use this form for the sample menu.

Week 1	Morning Snacks	Afternoon Snacks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 2	Morning Snacks	Afternoon Snacks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 3	Morning Snacks	Afternoon Snacks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 4	Morning Snacks	Afternoon Snacks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 5	Morning Snacks	Afternoon Snacks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Submitted by: _____
 (Printed Name & Signature of Proponent)

Designation: _____

Business Name _____

Date: _____

ANNEX C.2

LIST OF BEVERAGES TO BE OFFERED

Instructions: List all drinks and beverages and the proposed price to be sold at the UPTC canteen.

BEVERAGE	PROPOSED PRICE

Submitted by: _____
(Printed Name & Signature of Proponent)

Designation: _____

Business Name _____

Date: _____

ANNEX D
PROPONENT'S LIST OF EQUIPMENT

Instruction: List all equipment and other materials to be used to operate the kiosk in the UPTC Canteen for the duration of the contract with proof of ownership, lease, or purchase agreement.

Equipment / Materials	Proof of ownership attached

Submitted by: _____
(Printed Name & Signature of Proponent)

Designation: _____

Business Name _____

Date: _____

ANNEX E

LIST OF PERSONNEL AND DESIGNATION

Instruction: List all personnel to be assigned to the UPTC Canteen kiosk and their assignments. The biodata with an ID photo of each personnel should be attached.

NAME OF PERSONNEL	DESIGNATION

Submitted by:

(Printed Name & Signature of Proponent)

Designation:

Business Name

Date:

ANNEX F
 Proposal Form

Date: _____

The BAC Chairperson
 UP Tacloban College
 Magsaysay Boulevard, Tacloban City 6500

Sir/Madam:

Having examined the Terms of Reference, including Supplemental Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, the undersigned offers to provide food services to UP Tacloban College by operating a Snack, Dessert and Beverage Kiosk at the UPTC Canteen for one (1) year in conformity with the said Terms of Reference for the prices stated hereunder.

Bid for the monthly rental

Bid in words	
Bid in figures	

Proposal for snacks/desserts/beverages

Snacks	Quantity	Price in Words	Bid Price in Figures
Pasta Dishes	<i>One (1) Serving</i>		
Sandwich	<i>One (1) Serving</i>		
Cakes & pastries	<i>One (1) Serving</i>		
"Kakanin"	<i>One (1) Serving</i>		
Fruits	<i>One (1) Serving</i>		
Other snack food items (specify)	<i>One (1) Serving</i>		

Beverages	Size	Price in Words	Bid Price in Figures
Bottled water	<i>indicate size</i>		
Soft drinks/soda	<i>indicate size</i>		
Brewed coffee	<i>1 cup</i>		
Instant coffee	<i>1 cup</i>		
Fruit juices	<i>indicate size</i>		

If our Proposal is accepted, we undertake to render the required services in accordance with all terms and conditions set by UPTC.

Until a formal Contract is executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest bid or any proposal you may receive.

We certify that we have complied with the eligibility requirements and technical requirements of the Call for Proposals.

Done this ____ day of _____ 20____.

Full Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

ANNEX G
FOOD EVALUATION

Name of Proponent: _____

	Food Taste and Freshness Rating				
Food/ Dishes	Unacceptable (1)	Poor (2)	Average (3)	Good (4)	Very Good (5)

Evaluated by:

Signature over Printed Name