



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE**

**REQUEST FOR PROPOSAL FOR CANTEEN CONCESSIONAIRE**

**TO: ALL ELIGIBLE APPLICANTS**

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) through its Administrative Division invites all qualified applicants to apply for the operation of the **GPPB-TSO CANTEEN CONCESSION** for the Period of **TWO (2) YEARS**. To submit their price proposal/quotation subject to the attached Terms of Reference (TOR).

Interested concessionaires are requested to submit their Expression of Interest to participate (ANNEX "A") together with the following documents on or before **26 August 2024, 12:00PM** in the address below:

1. CY 2024 Mayor's Permit
2. 4 weeks menu cycle
3. Concurrence with the Terms of Reference
4. Letter of intent signifying their willingness, intention, and readiness to operate and manage the canteen.
5. BIR Registration (VAT/Non-VAT / Certificate of exemption)
6. Sanitary and health permits for staff and food handler

**ADMINISTRATIVE DIVISION**

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,  
Quezon City, Philippines 1121

For clarification, you may contact Engr. Mark Kevin M. Aguila at **mmaguila@gppb.gov.ph**.

Thank you.

Very truly yours,

**JULIE D. ABRIGO**

Chief Administrative Officer  
Administrative Division





Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
 TECHNICAL SUPPORT OFFICE**

**TERMS OF REFERENCE FOR THE GOVERNMENT PROCUREMENT POLICY BOARD -TECHNICAL SUPPORT OFFICE (GPPB-TSO) CANTEEN CONCESSIONAIRE AGREEMENT**

**I. RATIONALE**

Canteen facilities and services must be made available to GPPB-TSO officials, rank and file employees, Contract of Service, Job Order, visitors, and service providers to ensure adequate provision, cleanliness, and prompt delivery of food requirements.

Likewise, the premises for a canteen operation are necessary to effectively address the daily requirements of the above-mentioned personnel and food requirements during meetings, trainings or special events organized in the GPPB-TSO.

The services of a competent and dependable canteen concessionaire which will operate the GPPB-TSO cafeteria are required to ensure that clean and healthy food items at affordable prices are promptly and efficiently delivered.

**II. FOOD REQUIREMENT**

The Concessionaire shall:

- a) Provide GPPB-TSO and employees with a 4-week reasonably sized menu cycle for breakfast, lunch, and snack (a.m./p.m.), which will be part of the submission.
- b) Offer “value” meals as well as “ala carte” meals for dine-in or take-out with price range for GPPB-TSO employee as follows:

Meals and Price Schedule	Ceiling Price	Hours of Operation
- <b>Breakfast set:</b> at least three (3) choices of the following: - 1 main Dish, 1 cup of rice, 1 serving of egg and coffee	P 50.00	6:30 a.m. to 8:00 a.m.
- <b>Lunch /Budget meal:</b> at least three (3) choices of the ff: - 1 serving of pork/chicken/ seafood, 1 cup of rice, ½ cup serving of side dish/veggie.	P 60.00	11:30 am to 12:00 p.m.
- <b>Ala carte:</b> choice of ala carte serving (pork/beef/chicken/fish/seafood/vegetable dishes)	P50.00	
- <b>Snacks / Dessert:</b> (morning and afternoon)	P25.00	9:30 a.m. and 2:30 p.m.



All prices are inclusive of applicable taxes.

- c) Serving size;
- Serving size of pork, beef, chicken, fish, seafood and vegetable shall be at least one hundred thirty (130) grams;
  - Serving size of rice shall be at least one (1) cup equivalent to one hundred five (175) grams, and
  - Serving size of soup shall be at least one (1) cup equivalent to two hundred thirty-six (236) grams.
- d) Provide meals for GPPB-TSO meetings, trainings, and events. Menu shall be provided within three (3) days upon request of the Administrative Division of the GPPB-TSO.

Meals package requirements	Ceiling Price	Schedule
Managed Buffet/packed Lunch/Dinner composed of the following: <ul style="list-style-type: none"> <li>- Rice</li> <li>- 1 chicken and 1 fish.</li> <li>- 1 vegetable</li> <li>- Dessert</li> <li>- Bottled water and soda or juice</li> </ul>	P 300.00	The Administrative Division shall inform the winning concessionaire 5 days before the actual activity
Managed buffet/packed Snacks for a.m. and p.m. with free-flowing coffee (for managed buffet) or juice (for packed)	P 150.00	

- e) Interested concessionaire shall have a commissary within accessible distance from the GPPB-TSO Office.

### III. ROLE OF GPPB-TSO

- a. GPPB-TSO shall provide complimentary electricity and water usage and the following spaces necessary for the efficient operation of the canteen concessionaire for the concession contract.
- Dining Area
  - Kitchen Area subject to (Item IV. b).
  - Tables and chairs
- b. GPPB-TSO shall evaluate the canteen concessionaire's performance on a semestral basis using the following criteria:
- Taste - 40%
  - Serving size - 20%
  - Price - 20%
  - Cleanliness - 20%



The canteen concessionaire must maintain a rating of satisfactory level or higher, based on the evaluation, a rating below satisfactory for two (2) consecutive semesters shall be grounds for the termination of the contract, subject to a 30-day prior notice.

#### IV. ROLE OF THE CANTEEN CONCESSIONAIRE

- a. The concessionaire shall propose the plan for the interior design of the GPPB-TSO canteen, at its own expense and subject to approval by the GPPB-TSO – Administrative Division.
- b. Improvement of the kitchen area, including plumbing and carpentry repairs, at the winning concessionaire's own cost, subject to approval from the GPPB-TSO-Building Administrator.
- c. Ensure utmost cleanliness and proper hygiene in the preparation, handling and serving of food.
- d. Menu boards and/or products offered with price tags; label should be displayed.
- e. Maintain the cleanliness and sanitation of the canteen premises and equipment.
- f. Use Styrofoam, plastic and similar materials shall not be allowed.
- g. Operate the canteen from Monday to Friday, 6:30AM to 4:00PM, except non-working holidays.
- h. Secure all applicable licenses and business permits as may be required by government agencies and/or the local government unit in the operation and management of the canteen.
- i. Provide the manpower complement and equipment/facilities necessary for the operations of the GPPB-TSO canteen.
- j. The canteen manpower must ensure that its respective personnel wear appropriate attire, composed of the following:
  - Identification card issued by GPPB-TSO
  - Hairnet
  - Facemask
  - Apron
  - Appropriate uniform and footwear (close shoes for servers) and
  - Plastic hand gloves in serving food.
- k. The canteen concessionaire personnel involved in the preparation and serving of food and beverages shall be required to secure individual health/Medical Certificate, including drug-test copies of which shall be submitted to the GPPB-TSO – Building Administrator.



- l. Provide the following equipment/ facilities as applicable and necessary for the GPPB-TSO Canteen, such as but not limited to:
  - Utensils
  - Serving tray
  - Steam Gas Food warmer
  - One (1) Refrigerator, and
  - Other equipment as needed
- m. Use the canteen premises and facilities exclusively for purposes provided under the agreement. Transfer or assignment of the agreement and/or any space/utilities of the canteen or the other parties are not allowed.

## V. MODE, DOMICILE, TENURE

- a. The canteen concessionaire shall operate the GPPB-TSO canteen located at the Ground floor, GPPB-TSO Building, Commonwealth Ave. Diliman, Quezon City.
- b. The GPPB-TSO canteen shall serve all GPPB-TSO personnel and their clients and guests.
- c. The canteen concessionaire shall enter and operate under a two (2) year canteen concession contract and be subject to a satisfactory survey, based on the semestral client satisfactory survey to be conducted by the Administrative Division.
- d. A one-year extension may be allowed at the option of the GPPB-TSO management, subject to satisfactory performance at the end of the concession contract.
- e. Upon expiration of the contract, the concessionaire shall orderly turnover the premises and all the fixtures provided by the GPPB-TSO in its usable and good condition. GPPB-TSO shall then issue clearance, freeing the concessionaire from any accountability in GPPB-TSO

## VI. ASSUMPTION OF LIABILITIES

The concessionaire shall:

- a. Take full and sole liability, holding GPPB-TSO free from any responsibility and/or liability, of any claim's expenses arising from injuries, damages, and/or loss from the consumption of food, condiments or drinks served, sold, or offered for sale by the concessionaire.
- b. Assume liability for damages/loss of GPPB-TSO furniture/fixture /equipment during the effectiveness of the agreement in case the concessionaire is not able to immediately repair of the damages to the detriment of the operations of the GPPB-TSO canteen. The GPPB-TSO may undertake the repair, subject to reimbursement of costs by the canteen concessionaire.
- b. Any claim of employees, agents, workers, and representatives of the concessionaire for wages, salaries, employees benefits or other claims in



accordance with labor law and regulation shall be for the exclusive account of the canteen concessionaire.

- d. In court cases arising from any provision of the concession agreement, the parties shall agree that the venue for litigation shall be a court within Quezon City.

**VII. BASIC QUALIFICATION AND REQUIREMENTS**

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. Four (4) weeks menu cycle
- b. Business permit
- c. BIR Registration (VAT/Non-VAT / Certificate of exemption)
- d. Sanitary and health permits for staff and food handler

**VIII. SELECTION CRITERIA**

- a. For food testing, 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. Prospective pre-qualified concessionaire shall be informed of the schedule of food tastings.
- b. The canteen concessionaire shall be evaluated based on the following criteria:
  - Taste - 30%
  - Serving size - 25%
  - Presentation - 20%
  - Kitchen / Commissary Sanitation - 25%

*Passing rate should be eighty (80) percent.*

**CONFORME:**

\_\_\_\_\_  
Canteen Concessionaire's Company Name

\_\_\_\_\_  
Printed Name and Signature of the Authorized Representative

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Contact Number

**ANNEX “A”**

**EXPRESSION OF INTEREST TO PARTICIPATE**

Name of Supplier : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Information : \_\_\_\_\_

Business Permit no. : \_\_\_\_\_

Tax identification : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the GPPB-TSO Canteen Concessionaire. I/We signify our interest to participate in the food tasting event. It is understood that all meals to be served shall be shouldered by our company at no additional cost to the GPPB-TSO.

MEALS	CEILING PRICE	PRICE QUOTATION
<b>Breakfast set;</b> <i>Inclusions; at least three (3) choices of the following:</i>  1 main Dish, 1 cup of rice, 1 serving of egg and coffee.	50.00	
<b>Lunch/ Budget meal;</b> <i>Inclusions; at least three (3) choices of the following:</i>  1 serving of pork/chicken/ fish or seafood; 1 cup of rice ½ cup serving of side dish/veggie	60.00	
<b>Ala carte:</b>		
Beef	45.00	
Chicken		
Pork		
Fish		



Vegetable		
Rice		
Coffee		
<b>Snacks (morning and Afternoon)</b>	25.00	

\_\_\_\_\_  
Signature Over Printed Name of the  
Concessionaire/ Authorized Representative

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

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

