

**SUPPLEMENTAL / BID BULLETIN NO. 01**

**TITLE :** Catering Services for Various DSWD-CAR Institutional Development and Capacity Building Activities in Baguio City for Calendar Year 2024 through Framework Agreement

**ITB NO. :** ITB 2024-DSWD-CAR-02

**DATE :** 15 February 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
<p><b>Technical Specifications</b></p>	<p>Instructions as to the Statement of Compliance was not indicated</p>	<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</p>

Description	From	To				
	Instructions as to the Statement of Compliance was not indicated	<p><b>NOTES:</b> For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications. <b><u>Attachment of photo is mandatory for the offered item.</u></b></p> <p>Example:</p> <table border="1" data-bbox="874 734 1369 981"> <thead> <tr> <th>Specification</th> <th>Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td>AM / PM Snacks for Meetings Price offer shall not exceed PhP 100.00</td> <td>Comply, brand x, photo or brochure of the offered item</td> </tr> </tbody> </table>	Specification	Statement of Compliance	AM / PM Snacks for Meetings Price offer shall not exceed PhP 100.00	Comply, brand x, photo or brochure of the offered item
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<p><b>Technical Specifications (Terms and Conditions)</b></p>	Instructions as to the Statement of Compliance was not indicated	<p><b>Notes:</b> The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.</p> <p>Example:</p> <table border="1" data-bbox="858 1664 1374 1910"> <thead> <tr> <th>Terms and Conditions:</th> <th>Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td>The bidder can comply with the Schedule of Requirements</td> <td><b>Comply</b></td> </tr> </tbody> </table>	Terms and Conditions:	Statement of Compliance	The bidder can comply with the Schedule of Requirements	<b>Comply</b>
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Please refer to the attached revised forms:

1. **Technical Specifications**
2. **Terms and Conditions**

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**RINA CLAIRE L. REYES**  
BAC Chairperson  
*for el*

## *Technical Specifications*

<b>TECHNICAL SPECIFICATIONS</b>			
<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>			
Item	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
1	4, 996 pax	AM / PM Snacks for Meetings - Price offer shall not exceed PhP 100.00	
2	2, 024 pax	Lunch for Meetings - Price offer shall not exceed PhP 300.00	
3	440 pax	AM / PM Snacks for Trainings /Workshops - Price offer shall not exceed PhP 100.00	
4	220 pax	Lunch for Trainings / Workshop - Price offer shall not exceed PhP 300.00	

**NOTES:**

For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications. **Attachment of photo is mandatory for the offered item.**

Example:

<b>Specification</b>	<b>Statement of Compliance</b>
AM / PM Snacks for Meetings Price offer shall not exceed PhP 100.00	Comply, brand x, photo or brochure of the offered item

## *Terms and Conditions*

Item / Service	Description	Statement of Compliance
1	Can comply with the <b><u>attached Schedule of Requirements.</u></b>	
2	Food stations must be managed by restaurant crew or personnel for Buffet Lunch and AM and PM snacks should be plated.	
3	In case the end user opts for packed Lunch and AM/PM Snacks, meals should be packed in properly sealed Paper Food Box / Paper Bowl and should be accompanied by disposable wooden cutleries/utensils and tissue.	
4	<p>Buffet lunch with three viands (2) meat /fish and one vegetable), soup, dessert, and bottled water / mineral water.</p> <p>AM and PM snacks are preferably healthy or indigenous with a glass of coconut water or natural fruit infused drinks.</p> <p><b>Portioning of meals are as follows:</b></p> <p>a. For meals: 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish</p> <p>b. For snacks: (per piece: e.g.1 bowl of ginataan, 2pcs of suman with a slice of mango)</p> <p>Note: creamer, sugar and the like are preferred to be in a canister rather than in a sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.</p>	

Item / Service	Description	Statement of Compliance
5	Meals should be served and available on time (Lunch: 11:30AM-12:00PM and AM/PM snacks:10AM/3:00PM).	
6	For every call off, meals should be inclusive of free flowing coffee/lemon grass tea and mineral water. Coffee/tea must be served on an earlier time as set/scheduled by the end user.	
7	Service Provider shall be in charge of the collection of plates/containers/ utensils.	
8	The place of delivery of the goods / services is within BAGUIO CITY.	
9	Service Provider shall ensure to maintain a <b>“Very Satisfactory”</b> rating from the end user for at least five (5) consecutive issued Call Off, to proceed with the succeeding Call Off. Failure to maintain such rating shall be a ground for the cancellation of contract.	
10	<p>In case that the number of pax for the issued Call off is 10 pax and below, the terms are as follows:</p> <ol style="list-style-type: none"> <li>1. The meals to be delivered should be packed and drinks will either be bottled water, coconut juice or fruit infused drinks;</li> <li>2. Free flowing coffee can be waived for an issued Call Off with 10 pax and below. However, for DSWD CAR Field Office based meetings, the end user may request the winning bidder to provide creamer, ground coffee, sugar and/or paper cups commensurate with the number of participants for the activity indicated in the Call Off. Specific number of grams for the coffee, sugar and creamer will be coordinated by the end user.</li> </ol>	

Item / Service	Description	Statement of Compliance
	<p>While, for outside DSWD CAR Office meetings where the venue does not have a percolator and/or water dispenser, the end user may request the service provider for the provision of percolator or mineral water and hot and cold dispenser or hot water in a vacuum flask/thermos with ground coffee, creamer and sugar.; and</p> <p>3. Garbage collection for issued Call off with 10 pax and below, will be the responsibility of the end user.</p>	
11	The bidder shall be notified by the end user at least three (3) calendar days prior to the conduct of activities.	
12	The procurement at hand is a Single-Year Framework Agreement commencing from the receipt of Notice to Execute Framework Agreement until 31 December 2024 or upon consumption of the total quantity for each item, whichever comes first.	
13	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).	
14	Payment Term: Payment shall be processed after complete delivery subject to the submission and/or completion of the required documents for payments.	

**Notes:**

The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement



of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

Example:

<b>Terms and Conditions:</b>	<b>Statement of Compliance</b>
The bidder can comply with the Schedule of Requirements	<b>Comply</b>