

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : **Catering Services for Various Institutional Development and Capacity Building Activities for Calendar Year 2024 through Framework Agreement-Second Posting**

ITB NO. : **ITB 2024-DSWD-CAR-08**

DATE : **18 March 2024**

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

| Description | From | To |
|--|--|---|
| Terms and Conditions (Item No. 14) | Payment Term: Payment shall be processed after complete delivery subject to the submission and/or completion of the required documents for payments. | Payment Term: Payment shall be processed after complete delivery of Call Off , subject to the submission and/or completion of the required documents for payments. |

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

Please be guided accordingly.

RINA CLAIRE L. REYES
Chairperson, Bids and Awards Committee

Terms and Conditions

| Item / Service | Description | Statement of Compliance |
|----------------|--|-------------------------|
| 1 | Can comply with the <u>attached Schedule of Requirements.</u> | |
| 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 cutlery/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>Portioning of meals are as follows:</p> <p>a. For meals: 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish 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> | |
| 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 | |

| Item / Service | Description | Statement of Compliance |
|----------------|--|-------------------------|
| | 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 “Very Satisfactory” 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"> 1. The meals to be delivered should be packed and drinks will either be bottled water, coconut juice or fruit infused drinks; 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. <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> | |

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|----------------|--|-------------------------|
| | 3. Garbage collection for issued Call off with 10 pax and below, will be the responsibility of the end user. | |
| 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 <u>complete delivery of Call Off</u> 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:

| Terms and Conditions: | Statement of Compliance |
|---|-------------------------|
| The bidder can comply with the Schedule of Requirements | Comply |