



## REQUEST FOR SUBMISSION OF PROPOSALS

For the

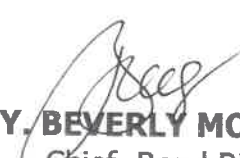
### **Provision of Canteen Concessionaire Services and Operation of Procurement Service (PS) Canteen for Two (2) Years**

The Department of Public Works and Highways (DPWH), Regional Office IX for the hereunder project, invites all interested concessionaires to submit their proposals, subject to the terms and conditions stated in the Terms of Reference (TOR);

<b>NAME OF PROJECT</b>	Provision of Canteen Concessionaire Services and Operation of Department of Public Works and Highways, Regional Office IX (DPWH, R.O. IX) Canteen for Two (2) Years
<b>LOCATION</b>	Department of Public Works and Highways, Regional Office IX, Veterans Avenue Extension, Tetuan, Zamboanga City
<b>PRELIMINARY MEETING WITH PROSPECTIVE CONCESSIONAIRES</b>	May 29, 2025; 10:00AM
<b>DEADLINE FOR SUBMISSION AND OPENING OF PROPOSALS</b>	June 4, 2025; 10:00AM

Concessionaires shall submit their sealed proposals in two separate envelopes in the designated bid box located at BAC Conference, DPWH Regional Office IX, Veterans Avenue Extension, Tetuan, Zamboanga City.

For further information, please refer to:  
Ritchie Malazarte  
Chief SPMS, Administrative Division  
Veterans Avenue Extension,  
Tetuan, Zamboanga City  
062-992-5768

  
**ATTY. BEVERLY MONTEALTO-AUD**  
Chief, Road Right of Way  
Acquisition and Legal Division  
Chairperson, DPWH Staff House,  
Canteen and Conference Rooms



## **TERMS OF REFERENCE**

### **I. SCOPE**

The Department of Public Works and Highways, Regional Office IX (DPWH RO IX) is in need of the services of a canteen concessionaire who will operate and manage the canteen, at the front area of the DPWH ROIX, Veterans Avenue Extension, Tetuan, Zamboanga City. The canteen concessionaire shall cater to the food requirement of the officials and employees, clients and guests of the DPWH ROIX, and shall charge rates within the agreed ceiling to be determined after the conduct of the bidding process.

The period of this Contract shall be for two (2) years subject to periodic assessment, conducted every six (6) months, by the Administrative Division.

### **II. DOCUMENTARY REQUIREMENTS**

Interested concessionaire must submit the following documents on or before the deadline for submission of proposal:

#### **• ENVELOPE 1**

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. 2025 Mayor's Permit;
3. Audited Financial Statement duly "stamped" received by Bureau of Internal Revenue (BIR), which must reflect a positive worth;
4. Valid Tax Certificate
5. List of previous client/s within the last two (2) years as caterer / canteen concessionaire/ canteen operator (Annex A);
6. Technical Compliance Form (Annex B);
7. Sample Menu for breakfast, lunch and snacks from Monday to Friday for at least one (1) month. (Annex C);
8. List of equipment and other materials pledged to the DPWH RO IX Canteen for the duration of the contract with proof of ownership, lease, or purchase agreement. (Annex D);
9. Number of personnel to be assigned to the DPWH ROIX Canteen and their assignments (Annex E).

#### **• ENVELOPE 2**

10. Proposal form (Annex F)



### **Sealing and Marking of Proposals:**

Concessionaire 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 them all in outer envelope marked **"ORIGINAL"**.

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

The original and the number of the Bid shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representatives/s.

All envelopes shall:

- Contain the name of the contract in CAPITAL LETTERS;
- Bear the name and address of the Concessionaires in CAPITAL LETTERS;
- Be addressed to Supply and Property Management Section
- Bear a warning **"DO NOT OPEN BEFORE..."** the date and time for the opening of proposals.

### **III. FOOD TASTING PROCEDURE**

1. A food tasting session shall be conducted among prospective concessionaires.
2. All participating concessionaires shall be notified by the Internal BAC Secretariat for the schedule of food tasting.
3. The presentation shall be conducted at the DPWH, ROIX Office.
4. The following meals/snacks shall be prepared during the food tasting:
  - 4.1 one beef dish
  - 4.2 one chicken dish
  - 4.3 one fish/seafood dish
  - 4.4 one vegetable dish
  - 4.5 one soup dish
  - 4.6 one dessert
  - 4.7 one snack (pasta, sandwich, etc.)

In addition, prospective concessionaire will provide a sample of breakfast set and lunch set for presentation during the food tasting activity.



5. The meals shall be sufficient for Board Members and TWG to taste (20 persons)
6. Food samples shall be presented on chinaware plates and silverware utensils covered with plastic wrap for labeling. The soup shall be in small chinaware.
7. The Internal Secretariat shall keep the identities of the concessionaires in secrecy in order to maintain the objectivity of the test.
8. Each meal shall be evaluated based on the following criteria:
  - 8.1 Taste and Freshness, (Annex G): 60%
  - 8.2 Price/Cost: 40%

Based on the above criteria, concessionaires shall be ranked according to their total equivalent percentage. Passing rate should be eighty (80) percent.



**ANNEX A**

**List of Previous Clients**

Name of Concessionaire: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Client Name	Contract Duration	Contact Person	Address	Telephone no./s	Role (Concessionaire/Operator/Caterer)	Capacity (in pax)

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_

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

Instruction: *State all clients for the last two (2) years together with the requirements stated above.*



**ANNEX B**

**I- TECHNICAL COMPLIANCE**

<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
<p>1. THE SAMPLE MENU (Annex B) shall cover breakfast, lunch and snacks from Mondays to Fridays for at least one (1) month.</p> <p><b>1.1 BREAKFAST</b></p> <p>The breakfast set shall consist of the following:</p> <ul style="list-style-type: none"><li>- One (1) cup of rice/fried rice;</li><li>- One (1) main dish;</li><li>- One (1) egg (boiled/sunny side up/scrambled); and</li><li>- One (1) cup of coffee/milk/ chocolate/ tea,</li></ul> <ul style="list-style-type: none"><li>• Each set shall have a maximum price of fifty-five pesos (Php 55.00)</li><li>• The price of extra rice should be maximum of (Php 18.00)</li></ul> <p><b>1.2 LUNCH</b></p> <ul style="list-style-type: none"><li>• The budget meal shall consist of:<ul style="list-style-type: none"><li>- Free soup;</li><li>- One (1) cup of rice; and</li><li>- One (1) main dish (beef, chicken, seafood or fish);</li></ul></li><li>• The meal shall be priced at a maximum of Ninety-Five Pesos (Php 95.00)</li><li>• The price of extra rice should be maximum of (Php 18.00)</li><li>• Ala carte serving of beef or seafood shall have a maximum price of sixty-five pesos (Php 65.00)</li><li>• Ala carte serving of chicken shall have a maximum price of fifty-five pesos (Php 55.00)</li><li>• Ala carte serving of fish or vegetable shall have a maximum price of Thirty pesos (Php 30.00)</li></ul> <p><b>1.3 SNACKS</b></p> <ul style="list-style-type: none"><li>• The snacks shall be:<ul style="list-style-type: none"><li>- Pasta dishes with a maximum price of thirty-five pesos (Php 35.00)</li><li>- Sandwiches and other snacks shall be priced at a maximum of forty pesos (Php40.00)</li><li>- Fruits shall be priced at a maximum of fifteen pesos (Php 15.00)</li></ul></li></ul>	





<p><i>Prices of meals and beverages are subject to periodic review by the Administrative Division or sooner but not earlier than six (6) months from last adjustment, upon the request of the concessionaire.</i></p>	
<p>2. The above meals shall comply with the following serving sizes:</p> <ul style="list-style-type: none"><li>a. Serving size of beef, chicken, fish, seafood, vegetable shall be at least one hundred thirty (130) grams;</li><li>b. Serving size or shall be at least one (1) cup equivalent to one hundred seventy-five (175) grams;</li></ul>	
<p>3. The concessionaire shall operate from Monday to Friday, between 7:00am to 5:00pm (or Saturdays upon request. Dinner may also be served upon request of the Administrative Division.</p>	
<p>4. The winning concessionaire shall comply with the following meals sets:</p> <ul style="list-style-type: none"><li>• Breakfast shall be served from 7:00 am to 9:00am</li><li>• One (1) main dish,</li><li>• One (1) cup of rice/fried rice</li><li>• One (1) serving of egg</li><li>• One (1) cup of coffee/milk/chocolate/tea.</li></ul> <p><i>There must be at least three (3) different types of main dish to choose from, It shall include, but not limited to any of the following: One (1) piece of big longganisa, hotdog, tapa, meat loaf, and the like, or</i></p> <p>a. Lunch shall be served from 11:30am to 1:00pm, the budget meal shall be composed of the following:</p> <ul style="list-style-type: none"><li>• One (1) serving of beef, chicken, fish, seafood</li><li>• One (1) cup of rice, and</li><li>• One (1) cup of soup.</li></ul> <p><i>Provided, that there shall be two (2) other available options for the main dish of the budget meal, in addition, there shall be a least six (6) ala carte servings of any of the following: beef, chicken, fish, seafood and vegetable dishes.</i></p> <p>b. For the morning and afternoon snacks, the choices should be at least three (3) different types of food.</p>	
<p>5. The concessionaire shall be responsible for the physical arrangement of the canteen as well as provision of minimum equipment and other materials:</p>	



<p>A. Minimum equipment:</p> <ul style="list-style-type: none"><li>i. Refrigerator/freezer;</li><li>ii. Microwave;</li><li>iii. Oven toaster (big);</li><li>iv. Hot food display unit</li><li>v. Ater dispenser with hot and cold options;</li><li>vi. Utensils sterilizer;</li><li>vii. Condiments counter;</li><li>viii. Tray Holder; and</li><li>ix. Dining tables and chairs.</li></ul> <p>B. Minimum Kitchen Utensils:</p> <ul style="list-style-type: none"><li>i. 150 sets of stainless spoons and forks;</li><li>ii. 150 pcs of dining plates;</li><li>iii. 150 pcs of medium-sized plates;</li><li>iv. 150 pcs of soup bowls;</li><li>v. 150 pcs of condiments plates;</li><li>vi. 150 pcs of drinking glasses;</li><li>vii. 150 sets of cup and saucers;</li><li>viii. 150 pcs f teaspoons;</li><li>ix. 150 pcs of steak knives; and</li><li>x. 50 pcs of trays.</li></ul> <p>C. The foregoing is without the prejudice to other equipment and kitchen utensils that may be required from the Concessionaire during the implementation of the contract.</p> <p>However, no additional electrical equipment may be provided by the winning concessionaire without prior approval from the Administrative Division.</p>	
<p>6. Cooking shall be allowed at the premises of DPWH, ROIX Canteen. Any food preparation and cooking must be done in the designated area. The food shall be available fifteen (15) minutes before the set time.</p>	
<p>7. All personnel of the Concessionaire to be assigned at the DPWH ROIX Canteen shall have a Health Certificate issued by the Sanitation Division of the following:</p> <ul style="list-style-type: none"><li>a. Identification Card issued by the DPW ROIX,</li><li>b. Proper attire</li><li>c. Hairnet</li><li>d. Apron</li><li>e. Appropriate footwear (closed shoes)</li></ul>	





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE IX**  
Veterans Ave. Ext., Tetuan, Zamboanga City



8. The DPWH ROIX shall provide the concessionaire the following for free	
9. The concessionaire shall use the property with diligence of a good father of a family. Damage to any property of DPWH, ROIX due to the fault of the concessionaire or any of his personnel shall be repaired within a reasonable time at his own expense. In case the same is not repaired within fifteen (15) calendar days, the same may be repaired by the DPWH ROIX at the expense of the concessionaire.	
10. The concessionaire is not allowed to subcontract his right to operate and manage the DPWH ROIX Canteen.	
11. The winning concessionaire must post the price of their menu.	
12. The winning concessionaire must post all necessary valid permits are required.	
13. In case the concessionaire decides to unilaterally terminate the contract within the minimum six (6) months without any valid reason, the DPWH ROIX will impose appropriate legal sanction against him.	
14. Provision of equipment, such as additional electrical appliances other than those contemplated above, shall be subject to prior approval of the Administrative Division.	

Name of Canteen Concessionaire:

\_\_\_\_\_

Signature over Printed Name of  
Authorized Representative:

\_\_\_\_\_

Date:

\_\_\_\_\_



**SAMPLE MENU**

**ANNEX C**

Week 1	Breakfast	Lunch	Morning and Afternoon Snacks
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Week 2	Breakfast	Lunch	Morning and Afternoon Snacks
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Week 3	Breakfast	Lunch	Morning and Afternoon Snacks
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Week 4	Breakfast	Lunch	Morning and Afternoon Snacks
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

*\*Concessionaires are encouraged to use this form for the sample menu.*



**ANNEX D**

**PROSPECTIVE BIDDER'S LIST OF EQUIPMENT AND MATERIALS PLEDGE  
FOR THE DPWH REGIONAL OFFICE IX CANTEEN**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.



**ANNEX E**

**LIST OF PERSONNEL AND DESIGNATION**

NAME OF PERSONNEL	DESIGNATION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____



**Annex F**

**PROPOSAL FORM**

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

DPWH Regional Office IX  
Veterans Avenue Extension, Tetuan,  
Zamboanga City

Sir/Madam:

Having examined the Terms of Reference including Supplemental Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Provide Canteen Concessionaire Services and Operate DPWH Regional Office IX Canteen for two (2) years* in conformity with the said Terms of Reference for the prices stated hereunder.

Meals	Serving	Bid Offer
Breakfast Meal	One (1) Serving	
Price in Words:		
Budget Meal	One (1) Serving	
Price in Words:		
Ala Carte Serving (Beef and Seafood)	One (1) Serving	
Price in Words:		
Ala Carte Serving (Chicken)	One (1) Serving	
Price in Words:		
Ala Carte Serving (Vegetable and Fish)	One (1) Serving	
Price in Words:		
Pasta Dishes	One (1) Serving	
Price in Words:		
Sandwich	One (1) Serving	



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE IX**  
Veterans Ave. Ext., Tetuan, Zamboanga City



Price in Words:		
<hr/>		
Dessert (Fruits)	One (1) Serving	
Price in Words:		
<hr/>		

We undertake, if our Proposals is accepted, to render the required services.

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

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

We certify/confirm that we comply with the eligibility requirements and technical requirements of the Request for Proposals.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_





**Annex G**

**FOOD EVALUATION**

Name of Concessionaire: \_\_\_\_\_

Food/Dishes	Food Taste & Freshness Rating				
	Undesirable	Mildly Undesirable	Desirable	Above Ave. Desirable	Off the Chart
Beef Dish	1	2	3	4	5
Chicken Dish	1	2	3	4	5
Fish Dish	1	2	3	4	5
Vegetable Dish	1	2	3	4	5
Snacks	1	2	3	4	5
Desert	1	2	3	4	5
Total Rating					

Evaluated by:

\_\_\_\_\_  
Signature over Printed Name