

Conforme:



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**TERMS OF REFERENCE**

<b>Event/Purpose</b>	Procurement of <b>Catering Services</b> for the conduct of Internal Training Programs for the period of August – October 2022 in the DBP Head Office, Makati City.					
<b>Dates</b>	<b>Training Program</b>	<b>Tentative Dates</b>				
	Account Officers Development Program (AODP)	<b>August 31, 2022</b> (9:00 AM – 12:00 NN) <b>September 1, 2022</b> (9:00 AM – 12:00 NN) <b>September 5, 2022</b> (9:00 AM – 12:00 NN) <b>September 7, 2022</b> (9:00 AM – 12:00 NN) <b>September 8, 2022</b> (9:00 AM – 12:00 NN) <b>September 12, 2022 (AM)</b> (9:00 AM – 12:00 NN) <b>September 12, 2022 (PM)</b> (1:30 PM – 3:30 PM) <b>September 14, 2022</b> (9:00 AM – 12:00 NN) <b>September 15, 2022</b> (9:00 AM – 12:00 NN) <b>September 19, 2022</b> (9:00 AM – 12:00 NN) <b>September 21, 2022</b> (9:00 AM – 12:00 NN) <b>September 22, 2022</b> (9:00 AM – 12:00 NN) <b>September 26, 2022</b> (9:00 AM – 12:00 NN)				
	Client Interaction JCP	<b>September 30, 2022</b> (9:00 AM – 5:00 PM)				
	DBP Orientation of New Employees (ONE)	<b>September – October 2022</b> ( Exact dates to be announced ) (1:00 PM – 4:00 PM)				
	DDI Embracing Change	<b>September 2022</b> ( Exact dates to be announced ) (9:00 AM – 12:00 NN)				
	DDI Communicating with Impact	<b>September 2022</b> ( Exact dates to be announced ) (9:00 AM – 12:00 NN)				
<b>Venue/s</b>	4 <sup>th</sup> Floor Training Room B, DBP Head Office, Makati City 12 <sup>th</sup> Floor, Bulwagan ng Diwang Pilipino					
<b>Approved Budget for Contract</b>	<b>P 133,500.00</b>					
	<b>Training Program</b>	<b>Meal Type</b>	<b>No. of Pax</b>	<b>No. of Days</b>	<b>Unit Cost</b>	<b>Total Cost</b>
	Account Officers Development Program Part 2 (AODP)	AM Snack	30	12	Php 150.00	Php 54,000.00
		PM Snack	30	1	Php 150.00	Php 4,500.00
	Client Interaction JCP	Lunch, AM and PM Snack	35	1	Php 600.00	Php 21,000.00
	DBP Orientation of New Employees (ONE)	PM Snack	36	6	Php 150.00	Php 32,400.00
	DDI Embracing Change	AM Snack	18	2	Php 150.00	Php 10,800.00
			18			
	DDI Communicating with Impact	AM Snack	18	2	Php 150.00	Php 10,800.00
			18			
	<b>Total</b>					<b>133,500.00</b>
<b>Contact Person</b>	ANGELA MAE C. SALAZAR (02) 818-9511 local 6630   email address: ldd-tu@dbp.ph					
<b>CRITERIA</b>	<b>DESCRIPTION</b>					
<b>1. LOCATION</b>	<b>1.1. Accessibility</b> – with kitchen within <b>5.0 km.</b> radius from DBP Head Office, Makati City					
<b>2. PRICE</b>	<b>2.1.</b> Must be within or lower than the approved budget					
	<b>2.2.</b> Comparative with prevailing market rates					
<b>3. FOOD AND SERVICES</b>	<b>3.1 Availability</b> Provision of snacks with inclusion as follows:					
	<ul style="list-style-type: none"> <li>• AM/PM snack (sandwich with chips [i.e. pastries/ finger sandwiches, etc.] with drinks/ bottled juice)</li> <li>• Lunch should include at least two viands: fish and pork/chicken, 1-vegetable dish, rice, dessert)</li> </ul>					



*[Handwritten signature]*

	<ul style="list-style-type: none"> <li>• With free-flowing coffee; and water.</li> </ul> <b>3.2 Food Handling and Presentation</b> <ul style="list-style-type: none"> <li>• Meals must be packed individually with cutlery</li> <li>• Provide at least 2 stand-by waiters in uniform and fully-vaccinated against COVID-19.</li> <li>• Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning.</li> </ul>
<b>4. OTHER CONDITIONS</b>	<p><b>4.1.</b> Proposal to include cost/head based on a <b>guaranteed minimum order for the indicated number of participants.</b></p> <p><b>4.2.</b> Actual head count for catering shall be subject to change provided that it is not less than the minimum guaranteed number and is within the approved budget for contract.</p> <p><b>4.3.</b> The date of the program may be subject to change provided that actual date/s are confirmed at least five (5) days prior to the start of the program.</p> <p><b>4.4.</b> Billing shall be based on minimum guaranteed number or actual number as arranged a day before but not to exceed the total ABC.</p> <p><b>4.5.</b> Must be in the business for at least 5 years</p> <p><b>4.6.</b> Payment shall be processed upon satisfactory completion of catering services and submission of complete docs.</p> <p><b>4.7.</b> In case of work suspension due to force majeure (i.e. typhoon, earthquake, flooding), DBP can cancel the services of the caterer without cancellation or penalty fee a day before the program or before 8:00 a.m. on the day of the program</p> <p><b>4.8.</b> As part of the implementation of the Environmental Management System, to avoid unnecessary hazardous waste and to prevent damage to environment:</p> <ul style="list-style-type: none"> <li>• The caterer cannot use "styrofoam/plastic" for food packaging</li> <li>• In terms of disposal, the caterer is required to segregate/dispose of food leftover and other wastes generated (decorations, packaging materials, etc.) after the event</li> </ul>
<b>5. PAYMENT ARRANGEMENT</b>	<p><b>5.1.</b> Payment shall be processed after each event.</p> <p><b>5.2.</b> The following shall be submitted for payment facilitation:</p> <ul style="list-style-type: none"> <li>• Training Attendance Certification prepared by Learning and Development Department</li> <li>• Memorandum Order</li> <li>• Billing Statement</li> <li>• PhilGEPS Registration Number of the provider</li> <li>• Omnibus Sworn Statement (for the winning bidder)</li> </ul>
Recommending Approval:  <b>VP MARIA VIRGINIA M. TIPACE</b> Head Learning and Development Dept.	Approved by:  <b>FVP ROMEO B. CARANDANG</b> Officer-in-Charge, Human Resource Management Group Per Sector Order No. 342 dated July 6, 2022

Procurement of **Catering Services** for the conduct of Internal Training Programs for the period of August – October 2022 in the DBP Head Office, Makati City.

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