



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## **INVITATION TO APPLY AS CANTEEN CONCESSIONAIRE**

The Department of Budget and Management (DBM) invites all interested concessionaires to apply for the operation of the **DBM CANTEEN FOR A PERIOD OF ONE (1) YEAR.**

Interested concessionaires are requested to submit their Expression of Interest to Participate (Annex "A") on or before **5 March 2024, 12:00 P.M.**, through manual submission and/or email, with details as follows:

**Contact Person:** Ms. Jeramie Ardi L. Simbre  
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General Solano St., Manila City  
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**ATTY. RAMON VICENTE B. ASUNCION**  
Director  
Administrative Service

## **DBM CANTEEN CONCESSIONAIRE**

### **I. Rationale**

Canteen facilities and services must be made available to the DBM-Central Office to ensure provision of clean, quality, and prompt delivery of food requirements. The availability of canteen facilities and services is also necessary in addressing the food requirements during meetings and special events organized by the DBM.

The canteen concessionaire shall operate under a one (1) year agreement with the DBM.

### **II. Instructions to Concessionaires**

Interested concessionaires shall submit the accomplished form (Annex "A"), together with the documentary requirements, on or before **5 March 2024, 12:00 p.m.**, to signify their interest in joining the food tasting event.

Upon submission of the foregoing requirements, interested concessionaires are required to join the food tasting event to be organized by the DBM on **11 March 2024 at 10:00AM, 4<sup>th</sup> Floor, Multi-Purpose Hall, Building 2, DBM-Central Office**. The concessionaires shall prepare packed meals good for fifty (50) pax. Evaluation of food samples shall be conducted in the presence of the concessionaires.

The expenses to be incurred by the concessionaires for the food tasting event shall be solely shouldered by the respective concessionaires.

Prior to this event, an orientation meeting shall be conducted on **7 March 2024** at the DBM. All interested concessionaires are encouraged to attend.

### **III. Conduct of Food Tasting**

#### **1. Selection Criteria**

The Canteen Concessionaire shall be evaluated based on the following criteria:

<b>Criteria</b>	<b>Percentage</b>
Taste	40%
Price	30%
Quality of Ingredients	20%
Variety of Offerings	10%
<b>Total</b>	<b>100%</b>

## **2. Food Tasting Menu Options**

Canteen Concessionaires should serve the same type of dishes for the food tasting event. This will allow the evaluators to properly compare and evaluate the food served by all the concessionaires.

Menu of food to be served at the food tasting event shall be as follows:

- AM Snack
- Lunch
- Dessert

The specific dishes to be served shall be announced during the orientation meeting.

**EXPRESSION OF INTEREST TO PARTICIPATE**

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

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

**Name of Representative** : \_\_\_\_\_

**Phone Number** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Documentary Requirements**

The following documents must be attached to your submission:

1. Bureau of Internal Revenue Certificate of Registration or Form 2303;
2. Registration Certificate from the appropriate Government Agency<sup>1</sup>;
3. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
4. Menu proposal providing all the dishes the concessionaire intends to offer for each meal type (Breakfast, Snacks (AM/PM), Lunch/Dinner, Dessert, Drinks) for the entire duration of the contract.

**Price Quotation<sup>2</sup>**

<b>Meal</b>	<b>Price Offer</b>
<b>Breakfast</b> (One dish + plain rice)	
<b>Snacks</b> (Morning and Afternoon)	
<b>Lunch/Dinner</b> (One dish + plain rice)	
<b>Dessert</b>	
<b>Drinks</b> (Canned soda)	

<sup>1</sup> Registration Certificate from the Security and Exchange Commission for corporations, Department and Trade and Industry for sole proprietorships/partnerships or Cooperative Development Authority for cooperatives.

<sup>2</sup> The prices to be indicated below shall be the reference of the participants on how the day-to-day menu items in the canteen will be priced.

I/We hereby 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 DBM.

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

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