



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

INVITATION TO APPLY AS DBM CANTEEN CONCESSIONAIRE (EXTENSION OF SUBMISSION)

The Department of Budget and Management (DBM) invites all interested parties to apply for the privilege to operate the **DBM CANTEEN** for a period of **ONE (1) YEAR**.

Interested concessionaires are required to submit the following documents **on or before 5:00PM of 03 March 2025**:

1. Bureau of Internal Revenue (BIR) Certificate of Registration or Form 2303;
2. Valid and updated Tax Clearance Certificate;
3. Registration Certificate from the appropriate Government Agency;
4. Business Permit issued by the city or municipality where the principal place of business of the applicant is located; and
5. Duly accomplished Application Forms (Annexes "A" and "B").

Submissions may be made through physical documentation or via email, with details as follows:

Contact Person: Ms. Jeramie Ardi L. Simbre
Office Address: General Services Division
Department of Budget and Management
General Solano St., Manila City
Email: as-gsd@dbm.gov.ph

ATTY. RAMON VICENTE B. ASUNCION
Assistant Secretary, Internal Management Group and
Concurrent Director IV, Administrative Service

DBM CANTEEN CONCESSIONAIRE

I. Rationale

The Department of Budget and Management (DBM) – Central Office requires the provision of canteen facilities and services to ensure the availability of clean, high-quality, and prompt food delivery to all employees. These services are also necessary to address the food requirements during official meetings or special events organized by the DBM.

II. Term of Privilege

The canteen concessionaire shall operate under a **one - year agreement** with the DBM.

III. Criteria for Selection

A food tasting event will be held on **10 March 2025 at the DBM-Central Office**. Each participating concessionaire must prepare sample packed meals sufficient for fifty (50) individuals for evaluation.

The event will be hosted by DBM, with each concessionaire assigned a designated station. Participants will receive one packed meal per concessionaire and evaluate the meals using an online form prepared by the Administrative Service – General Services Division (AS-GSD).

IV. Instructions to Concessionaires

Interested concessionaires are required to submit the documentary requirements **on or before 05:00PM on 03 March 2025** to be eligible for the food tasting event.

All expenses to be incurred by the concessionaires for the event, including the cost of food to be served, shall be fully shouldered by the respective concessionaires.

Prior to the food tasting event, an orientation meeting shall be conducted on **05 March 2025** at the **DBM – Central Office**.

V. Conduct of Food Tasting

1. Selection Criteria

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

Criteria	Percentage
Taste <i>Food is palatable and properly cooked.</i>	50%
Price <i>Food is fairly priced.</i>	30%
Quality of Ingredients <i>Ingredients used are fresh and do not taste stale.</i>	20%
Total	100%

2. Food Tasting Menu and Portion Sizes

Canteen Concessionaires are required to serve the same type of dishes to ensure a fair and consistent evaluation. Details on portion sizes will be provided during the orientation meeting.

Menu of food to be served shall be as follows:

- AM/PM Snack
- Lunch
- Dessert

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

VI.Contract Implementation

Results of the food tasting event shall be released **on or before 12 March 2025**. The winning concessionaire will be contacted for the contract signing.

For the duration of the contract, the concessionaire shall be responsible for providing food services for the operation of the DBM canteen, as well as the supply and delivery of meals during meetings and events held at the DBM Central Office.

1. Canteen Operations

The concessionaire shall manage the daily operations of the DBM Central Office canteen. Food shall be available for employees and guests from Monday to Friday, 7:00AM to 5:00PM, except for holidays and work suspensions.

- Both dine-in and take out options must be available.
- For dine-in services, the concessionaire must provide its own tables and chairs for use by DBM employees and guests.
- As cooking within DBM premises is prohibited, the concessionaire may bring and set-up its own chafing dish to keep meals warm. A refrigerator, microwave, and rice cooker may also be brought in for meal preparation.
- Water and electricity shall be provided free of charge.

2. Provision of Meals for meetings/events

The concessionaire shall provide meals for meetings and events at DBM Central Office. Requests for meals shall be forwarded to the canteen in advance and must be officially received and stamped by AS-GSD.

Processing of payment shall be made by the DBM on a weekly basis, subject to submission of invoice and complete documentation by the concessionaire. Crediting of payment usually takes about five (5) working days upon submission of complete documents, but may take up to one (1) month depending on the circumstances, such as work suspensions, holiday declarations, etc.

Given the high volume of orders for meetings and events every week, the concessionaire must be capable of operating with a credit line of at least Php2,000,000.00 per month.

The concessionaire must also be able to accommodate urgent meals for meetings or events on short notice.

Payment for meals will be credited to the concessionaire's Landbank account. However, if the concessionaire prefers a different bank, any additional charges/fees to be incurred shall be shouldered by the concessionaire.

3. Payment Terms

Meals purchased by employees directly at the Canteen

Employees shall pay directly for meals purchased at the canteen. Various payment methods are required, including cash, QR codes, and bank transfers.

Meals for events/meetings

For meals ordered by offices for events or meetings, payment shall be processed on a weekly or monthly basis, subject to submission of the following documents:

- Invoice
- Delivery receipts of meals

Moreover, pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the AS-General Services Division, as the End-user Unit, prior to the final payment. Failure to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.

Annex A

INTEREST TO PARTICIPATE

Name of Concessionaire: _____

Address : _____

Contact Information : _____

Business Permit No. : _____

Tax Identification : _____

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.

Meal	Maximum Price Offer
Breakfast	
Snacks (Morning and Afternoon)	
Lunch	
Dessert	
Dinner	
Drinks	

**Please attach a weekly sample menu for each meal type*

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 : _____

SAMPLE MENU PROPOSAL

Please use this form to indicate your **sample menu** for one (1) month. You may state more than one (1) kind of meal/viand per column.

WEEK	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Beverage	Dessert
Example	1. Chicken Arroz Caldo with Egg 2. Bacon 3. Scrambled Egg 4. Garlic Rice	1. Cheeseburger 2. Ham Sandwich 3. Tuna Roll	1. Beef broccoli 2. Breaded porkchop 3. Fish Fillet 4. Plain Rice	1. Turon 2. Lumpiang sariwa 3. Spaghetti 4. Palabok	1. Chicken inasal 2. Liempo 3. Plain Rice 4. Fried bangus	1. Bottled Water 2. Canned softdrinks 3. Bottled juice	1. Fruit cups 2. Muffin 3. Cake slices
Week 1							
Week 2							
Week 3							
Week 4							