

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Catering Services
Reference No.: PB-GS-03-2017
ABC : PhP 1,100,000.00
Date : 28 March 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX I** of this Supplemental/Bid Bulletin No. 1.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

Sgd.
MARIA TERESA C. LEPATAN
BAC Chairperson

ANNEX I

TERMS OF REFERENCE

I.	<p>Background/Scope:</p> <p>In celebration of the 119th Foundation Anniversary of the Department of Foreign Affairs on 23 June 2017, HRMO shall engage a caterer that will provide a <i>merienda cena</i> for the 1,500 personnel detailed in the Main Office and the Office of Consular Affairs (OCA)-Aseana. The Approved Budget for the Contract (ABC) is One Million One Hundred Thousand Pesos (Php 1,100,000).</p>	
II.	<p>Qualifications:</p> <p>The caterer should have the following minimum qualifications:</p> <ol style="list-style-type: none"> 1. Must have at least seven (7) years continuous business operations; and 	Statement of Compliance
	<ol style="list-style-type: none"> 2. Must have proven its capability to cater food to at least 1,000 persons. 	
III.	<p>Requirements:</p> <p>The catering services provider should provide the following minimum requirements:</p> <ol style="list-style-type: none"> 1. Shall ensure the quality of food and drinks to be served for the event; 	
	<ol style="list-style-type: none"> 2. Shall be at the DFA premises at least four (4) hours before the event; 	
	<ol style="list-style-type: none"> 3. Shall have at least four (4) buffet stations at the DFA main building (Bulwagang Apolinario Mabini) with two (2) waiters at each station to assist in the distribution of food for 1,150 people 	

	4. Shall have at least two (2) coordinators for pre-event preparations and coordination with the PRAISE Secretariat and during the event itself – one shall be in-charge of the services at the Main Office and the other shall oversee the distribution of 350 food packs at the OCA-Aseana;	
	5. Shall provide all utensils such as, but not limited to, forks, plates, glasses. However, the catering service provider shall <u>not</u> hold the Department accountable for any loss or breakage thereof;	
	6. Shall conduct a food and wine tasting session for between twelve to fifteen (12-15) persons (free of charge) during the post-qualification stage;	
	7. Shall take corrective measures based on the comments from the participants during the food tasting;	
	8. Shall provide elegant cocktail tables with floral/candle center pieces and table cloths;	
	9. Shall label all the food; and	
	10. Shall clean up the venue after the event.	

IV.	Details					
	1. Items and particulars of the menus are as follows:					
	<table border="1"> <thead> <tr> <th>ITEMS</th> <th>PARTICULARS</th> </tr> </thead> <tbody> <tr> <td>Buffet (1,150 pax)</td> <td> 1. 3 main courses/dishes (beef, chicken and seafood), skewered or bite-sized pieces 2. 4 canapés/finger foods (2 vegetables, 1 seafood and 1 meat) </td> </tr> </tbody> </table>	ITEMS	PARTICULARS	Buffet (1,150 pax)	1. 3 main courses/dishes (beef, chicken and seafood), skewered or bite-sized pieces 2. 4 canapés/finger foods (2 vegetables, 1 seafood and 1 meat)	
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		<ol style="list-style-type: none"> 3. 2 Pasta (penne or fusilli), 1 tomato-based and 1 olive oil-based sauces 4. Desserts: 4 kinds of petit fours 5. Beverages: overflowing assorted fruit juice and purified drinking water 6. Thirty (30) bottles of red wines (Merlot, Pinot Noir or Gamay) and twelve (12) bottles of white wines (Chardonnay or Chablis) 	
	Packed Food (350 pax)	<ol style="list-style-type: none"> 1. 2 main courses/dishes (beef, chicken) 2. Pasta (penne or fusilli) 3. Dessert 4. Assorted soda in can 	
	<ol style="list-style-type: none"> 2. The catering services provider shall provide menu proposals, and submit a catalogue/photos of previous catered events during the Post-Qualification Conference. 		
V.	Terms of Payment		
	<ol style="list-style-type: none"> 1. The catering services provider shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing of the contract. 		
	<ol style="list-style-type: none"> 2. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges. 		
VI.	Penalty Clause		
	<p>If food items were found to be inferior or to have posed hazards such as food poisoning or spoilage, the DFA reserves the right to file a complaint against the catering services provider with the concerned</p>		

	government agency.	
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Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]