



Republic of the Philippines
Court of Appeals
Manila

**INVITATION TO PARTICIPATE IN THE SELECTION OF CANTEEN
CONCESSIONAIRE OF THE COURT OF APPEALS**

The Court of Appeals (Court), through its *Employees' Welfare and Benefits Committee (Committee)*, invites prospective concessionaire to apply for eligibility for the operation and maintenance of:

Name of the Project : **CANTEEN CONCESSIONAIRE**
Place of Services : **Court of Appeals Canteen Building**
Contract : **One (1) year renewable for another
year maximum of two (2) years**

SCHEDULE OF ACTIVITIES:

ACTIVITIES	SCHEDULE
1. Advertisement/Posting at the Court of Appeals website and conspicuous places at the CA premises and Issuance of Documents	October 2, 2017 (9:00 a.m. – 4:00 p.m.) c/o the Office of the Assistant Clerk of Court
2. Pre-selection Conference	October 10, 2017, 2:00 p.m., CA Auditorium, Centennial Building, Court of Appeals, Ma. Orosa Street, Ermita, Manila
3. Submission of Food Proposal and Prices	October 23, 2017, 8:00 a.m. to 12:00 noon (c/o the Office of the Assistant Clerk of Court)
4. Food Tasting	October 27, 2017, 11:00 a.m. to 2:00 p. m. Alex Reyes Conference Room, 4th Floor, Main Building, Court of Appeals, Ma. Orosa Street, Ermita, Manila
5. Proposal Evaluation	October 30, 2017, 2:00 p.m. Alex Reyes Conference Room, 4th Floor, Main Building, Court of Appeals, Ma. Orosa Street, Ermita, Manila
6. Post Qualification	November 3, 2017 2:00 p.m. Alex Reyes Conference Room, 4th Floor, Main Building, Court of Appeals, Ma. Orosa Street, Ermita, Manila
7. Approval of Resolution/Notice of Award	November 6-10, 2017
8. Contract Signing	November 17, 2017 2:00 p.m. Alex Reyes Conference Room, 4th Floor, Main Building, Court of Appeals, Ma. Orosa Street, Ermita, Manila

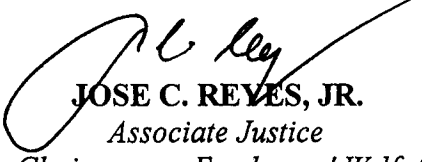
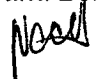


Prospective concessionaires must not be related to the head of the Court or any member of Committee or its Secretariat either by consanguinity or affinity up to the third civil degree.

The Committee reserves the right to: 1) reject any and all applications at any time prior to the award of the contract; 2) waive any minor formal documentary requirements; 3) accept such applications as it may consider to be advantageous and beneficial to the Court; 4) declare a failure of selection process; 5) not award the contract; and 6) make no assurance that a contract shall be entered into as a result of this invitation.

In all the above instances, the Court/Committee incurs no liability to the affected applicant/s.

Date: September 29, 2017


JOSE C. REYES, JR.
Associate Justice
Chairperson, Employees' Welfare
and Benefits Committee




INSTRUCTIONS TO THE CONCESSIONAIRES

1. This invitation is open to all canteen concessionaires.
2. The Concessionaire shall be responsible for the sanitation and cleanliness of the canteen premises, including pest control and maintain in good condition the equipment/facilities therein. The Concessionaire shall, likewise, be responsible for the personal hygiene and proper attire of its employees.
3. Canteen operation shall be from 6:00 a.m. to 5:00 p.m. Cleaning time shall be from 5:00 p.m. to 6:00 p.m.
4. No beer or alcohol beverages/drinks shall be served in the canteen.
5. Only the forms provided by the Committee shall be used in this selection.

6. DOCUMENTS

These documents cover the provision of canteen concession for the year 2017.

7. CLARIFICATION OF SELECTION PROCESS

A Pre-selection Conference to clarify and address the concessionaire's questions on the selection process shall be held on October 10, 2017, 2:00 p.m. at the Alex Reyes Conference Room, Fourth Floor, Main Building, Court of Appeals, Ma. Orosa St., Ermita, Manila.

8. AMENDMENTS TO THE DOCUMENTS

- 8.1. Amendments to the selection process may be made by the Committee not later than seven (7) calendar days prior to the deadline for the submission of food proposals and prices.
- 8.2. The Committee shall notify all interested concessionaires of said amendments thru Supplemental Notice/Bulletin.

9. GENERAL CONDITIONS

- 9.1. The Proposal and all its supporting documents shall be written in the English language.
- 9.2. Prices shall be quoted in Philippine Pesos.



10. CONTENTS AND SUBMISSION OF PROPOSAL:

10.1. Interested concessionaires shall submit their proposal in the prescribed form in two separate sealed envelopes not later than October 23, 2017, 12:00 noon, Office of the Assistant Clerk of Court, Court of Appeals, Ma. Orosa St., Ermita, Manila. Proposals submitted after the date and time for submission, as prescribed above, shall be considered late and shall be returned unopened.

10.2. Each of two (2) envelopes containing the proposals shall bear the following markings in bold letters:

<p>Basic/Legal/Technical Proposal Envelope</p> <p>FOR</p> <p>CANTEEN CONCESSIONAIRE</p> <p>Company Name Company Address</p>

<p>Financial Proposal Envelope</p> <p>FOR</p> <p>CANTEEN CONCESSIONAIRE</p> <p>Company Name Company Address</p>

**10.3. Technical Proposal Envelope** shall contain the following:**10.3.1. ELIGIBILITY REQUIREMENTS** [In two (2) copies each]

ELIGIBILITY REQUIREMENTS [in two (2) copies each]	TAB
A. COMPANY PROFILE	
1. Company's profile which shall include number of years in business (at least 2 years) and the list of its officers.	A-1
2. Names, addresses and location sketches of main office and branch office/s, if any, and warehouse and service facilities with their respective telephone numbers including photo showing the company's name.	A-2
3. Names of Chefs/Cooks, Waiters/Waitresses and list of service facilities (vans, equipment, etc.).	A-3
B. BASIC QUALIFICATIONS NOTE: <i>Original copies must be presented for authentication.</i>	
1. Current Certificate of Registration to operate as canteen concessionaire issued by the BIR.	B-1
2. Sworn Affidavit that it is or had been in the canteen/restaurant/catering operation business for at least two (2) years; and	B-2
3. One (1) Certification or recognition of Satisfactory Service from previous client/s except from the Court.	B-3
C. LEGAL/TECHNICAL REQUIREMENTS	C-1
1. Letter of Intent/Proposal. 2. Registration Certificate from the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA). 3. Current Mayor's Permit. 4. Current Sanitary Permit. 5. Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the last two (2) years; 6. 2016 Tax Clearance issued by the BIR.	

10.3.2. MANPOWER REQUIREMENTS

Minimum of ten (10) personnel.



10.4. FOOD PROPOSAL AND PRICES

10.4.1. The Food Proposal and Prices shall be in the prescribed Form (see Form marked Annex "A"). Food proposals written on a reproduced copy of the original Form issued by the Committee are automatically disqualified.

11. OPENING OF THE PROPOSAL

The Committee shall open the Food Proposal and Prices beginning with the Basic Qualifications and Legal/Technical Requirements Envelope. In case one or more of the required documents of a particular concessionaire is missing, incomplete or patently insufficient, the Committee shall rate the concessionaire concerned as "FAILED." Otherwise, it shall be rated as "PASSED."

The Committee shall immediately open the Food Proposal and Prices Envelope of the concessionaire whose 1st envelope was rated "PASSED." In case one or more of the requirements of a particular concessionaire is missing, incomplete or partially insufficient, the Committee shall rate the bid concerned as "FAILED." Otherwise, it shall be rated as "PASSED."

12. PROPOSAL EVALUATION/FOOD TASTING

The Committee shall immediately conduct a detailed evaluation of all the food proposal.

13. POST-QUALIFICATION

- a. The Lowest Calculated Proposal shall undergo post qualification in order to determine whether the concessionaire concerned complies with and is responsive to all the requirements and conditions as specified in the Documents.
- b. Within three (3) calendar days from receipt by the concessionaire of the notice from the Committee that the concessionaire has the Lowest Calculated Proposal, the concessionaire shall submit the following documentary requirements to the said Committee:
 1. Latest income and business tax returns; and
 2. Other appropriate licenses and permits required by law.



14. NOTICE OF AWARD

- a. The contract shall be awarded to the concessionaire who has submitted the Lowest Calculated Proposal.
- b. All awards are subject to the approval of the Acting Presiding Justice.
- c. The Concessionaire shall pay three (3) months deposit in the amount of Eighteen Thousand Pesos (Php18,000.00) within five (5) calendar days from receipt of the Notice of Award. The corresponding contract will be released upon receipt of the said deposit.
- d. Upon the notice of award, the concessionaire shall ensure that its personnel, especially its food handlers, have submitted their respective health certificate issued by the City Health Officer which shall be displayed in the course of their work. Specific clearances from chest x-ray and negative results for drug test shall be included in the health certificate. To this end, the concessionaire shall submit the names of its personnel to the Office of the Assistant Clerk of Court and the Court's Medical Officer for physical examination.
- e. The concessionaire shall pay a concession fee in the amount of **Six Thousand Pesos (P6,000.00)** per month to be paid every 5th day of the month. Upon signing of the Contract, the concessionaire shall issue twelve (12) post-dated checks representing the concession fee for each month and payable to the Court of Appeals.