

Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Procurement of Catering Services for the Creative Management Trainings of the Presidential Communications Office FY 2024 (Procurement/Contract No. 2024-PCO-054A)		
<i>Description</i>	<i>Quantity</i>	<i>Statement of Compliance</i>
Catering Services inclusions: AM Snacks, Lunch and PM Snacks	Fifty (50) pax	
Event Date:		
<ul style="list-style-type: none"> • July 19-20, 2024 • August 22-23, 2024 • September 20-21, 2024 • October 18-19, 2024 • November 15-17, 2024 		
Inclusions: Buffet Set-Up with free-flowing mineral water, coffee and tea area.		
Venue: Social Hall Annex, New Executive Building (NEB), Malacañang, San Miguel, Manila		
<ul style="list-style-type: none"> • AM Snacks: to be serve at 10:00AM • Lunch Menu: to be serve at 12:00NN Consist of Rice, Pasta, Salad and Soup <ul style="list-style-type: none"> • One (1) viand of vegetable • One (1) viand of pork • One (1) viand of beef • One (1) viand of chicken; and • One (1) viand of dessert • PM Snacks: to be serve at 03:00PM 		
Menu will be subject for final approval of the Office of the Undersecretary for Content Production (OUCP).		
Includes single serving of drinks as included in the serving of meals (Iced Tea, Fruit Juice or Soft drinks).		
Inclusions:		
<ul style="list-style-type: none"> • The supplier must ensure delivery of all meals on the set schedule at the final venue of the event; • Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included; and • All utensils and equipment must be sanitized. 		

<p>General Conditions:</p> <ul style="list-style-type: none"> A. Supplier shall submit signed proposal/quotation and submit details of the company; B. The date may change two (2) weeks prior or eight (8) weeks after the indicated dates herein; C. Prospective bidders must be PhilGEPS registered; D. Must comply with Food Safety Laws; E. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; F. No down payment; G. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; H. Price quotations shall be inclusive of all costs and applicable taxes (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.) I. Payment processing is after service/product have all been delivered; and J. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s. 		

Conforme:

Lot 1

Full Name and Signature of Bidder/Authorized Rep

:

Designation

:

Name of Company

:

Procurement of Catering Services for the SONA Media Coverage of the Presidential Communications Office FY 2024 (Procurement/Contract No. 2024-PCO-054B)		
<i>Description</i>	<i>Quantity</i>	<i>Statement of Compliance</i>
Date: 22 July 2024		
Venue: Batasan Pambansa, Quezon City, Metro Manila		
Buffet Setup Lunch for 200 pax: <ul style="list-style-type: none"> • Two (2) Main Dishes – Pork/Beef/Chicken/Fish • One (1) Side Dish – Vegetables • Unlimited Rice • Soup • Dessert – Fruits/Pastries/Frozen • 1 round of Soda/Juice • Unlimited purified drinking water 		
PM Snack for 200 pax: <ul style="list-style-type: none"> • Pasta • Bread • 1 round of Soda/Juice 		
Coffee break for 200 pax: <ul style="list-style-type: none"> • Free flowing coffee with sachets of creamer and sugar • Note: Paper cups and stirrer should be included 		
Inclusions: <ul style="list-style-type: none"> • Full catering setup with uniformed food servers, tables, and chairs; • All utensils and equipment must be sanitized and food. With the option of take-away to be placed individually in a clean styro/paper box/bento box; • Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included; • The supplier must provide at least 30 pcs. Chairs with cloth cover and 3 tables for 200 pax for the buffet setup; • The supplier must provide at least uniformed waiters (must be fully vaccinated and present the vaccination every day upon entrance to the Venue); and • The supplier must ensure to deliver all meals on 22 July 2024 on the set time schedule at the final venue of the event. 	Two Hundred (200) pax	

<p>Packed (in bento box) Lunch for 100 pax:</p> <ul style="list-style-type: none"> • Two (2) Main Dishes – Pork/Beef/Chicken/Fish • One (1) Side Dish – Vegetables • Soup • Rice • Dessert – Fruits/Pastries/Frozen • Bottled soda/juice 		
<p>PM Snack for 100 pax:</p> <ul style="list-style-type: none"> • Pasta • Bread 	<p>One Hundred (100) pax</p>	
<p>Inclusions:</p> <ul style="list-style-type: none"> • Packed disposable spoon, fork, knife, and tissue; and • To be delivered at the Press Working Area, New Executive Building (NEB), Malacañang, San Miguel, Manila on the same day (22 July 2024) 		
<p>General Conditions:</p> <ul style="list-style-type: none"> A. Supplier shall submit signed proposal/quotation and submit details of the company; B. The date may change two (2) weeks prior or eight (8) weeks after the indicated dates herein; C. Menu is subject to final approval of PCO; D. Prospective bidders must be PhilGEPS registered; E. Must comply with Food Safety Laws; F. Agreement may be subject to rescheduling and cancellation subject to protocol and guidelines established by the IATF/LGU; G. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; H. No down payment; I. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; J. Price quotations shall be inclusive of all costs and applicable taxes (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.) K. Payment processing is after service/product have all been delivered; and L. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s. 		

Conforme:

Lot 2

Full Name and Signature of Bidder/Authorized Rep :

Designation :

Name of Company :