



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

BID SUPPLEMENT

Date: September 29, 2023

Title: IB-2023-09-11 SUPPLY & DELIVERY OF CATERING SERVICES FOR VARIOUS ACTIVITIES OF THE EASTERN VISAYAS STATE UNIVERSITY -MAIN CAMPUS (ASD, CAS, COBE, LIBRARY, ORDEXS, SPO, UQAAC)

Reference No.: 10139080

SUPPLEMENTAL/BID BULLETIN No. 2

Please be advised of the following Clarifications/Amendments to the Technical Specifications. This shall form an integral part of the Bid Documents.

Section VII. Technical Specifications

REFERENCE	AMENDMENT/CHANGE/CLARIFICATION
<p>The Caterer shall carry out the following scope of work as part of its services:</p> <p>a) Activities shall be served with at least of the following:</p> <p>i. LUNCH/DINNER</p> <ul style="list-style-type: none"> • Buffet style • Three (3) main courses • Choice of iced tea, juice, soda (must be a PEPSI product), and/or purified bottled/service drinking water • Dessert • Unlimited rice <p>ii. AM/PM SNACK</p> <ul style="list-style-type: none"> • Nutritious and savory snacks • Choice of iced tea, juice, soda (must be a PEPSI product), and/or purified bottled/service drinking water <p>iii. OTHER/S:</p> <ul style="list-style-type: none"> • Free-flowing coffee services with sugar and creamer or 3-in-1 type available throughout the training/conference duration <p>b) Observe punctuality in food delivery. The following schedule should be:</p> <p>i. AM snacks : 09:30 AM - 10:00 AM</p> <p>ii. Lunch : 11:30 AM - 12:00 PM</p> <p>iii. PM Snacks : 02:30 PM - 03:00 PM</p> <p>iv. Dinner : 6:30 PM - 7:00 PM</p>	<p>The Caterer shall carry out the following scope of work as part of its services:</p> <p>a) Activities shall be served with at least of the following:</p> <p>i. LUNCH/DINNER</p> <ul style="list-style-type: none"> • Buffet style • Three (3) main courses • Choice of iced tea, juice, soda (must be a PEPSI) and/or purified bottled/service drinking water. • Dessert • Unlimited rice <p>ii. AM/PM SNACK</p> <ul style="list-style-type: none"> • Nutritious and savory snacks • Choice of iced tea, juice, soda (must be a PEPSI product), and/or purified bottled/service drinking water <p>iii. OTHER/S:</p> <ul style="list-style-type: none"> • Free-flowing coffee services with sugar and creamer or 3-in-1 type available throughout the training/conference duration <p>b) Observe punctuality in food delivery. The following schedule should be:</p> <p>i. AM snacks : 09:30 AM - 10:00 AM</p> <p>ii. Lunch : 11:30 AM - 12:00 PM</p> <p>iii. PM Snacks : 02:30 PM - 03:00 PM</p> <p>iv. Dinner : 6:30 PM - 7:00 PM</p>

- c) Upon delivery of meals and prior to distribution of the same, the designated inspectorate, together with personnel from the Property Management Office (PMO) and other concerned offices will inspect the meals as to the quantity and in accordance with the specification of the menu and number of participants;
- d) Provide tables for food setting up, tablecloth, skirting, food warmer, coffee maker, purified water with dispenser, bottled water for the speakers, drinking glasses, plates, cups and saucers, and other utensils including table napkins;
- e) Prepared nutritious, fairly priced, and ethnically diverse meals in the proper amount of serving in accordance with the prepared menu by the respective end users and confirmed by the Caterer;
- f) Serve warm food. No cooking is allowed in the training hall, only for re-heating purposes;
- g) Food for participants and lecturers must maintain personal hygiene in every aspect (well-groomed food handlers with hairnets, plastic clear mouth cover, clean uniform, and well-trimmed nails);
- h) Show proper manner and skills in food serving throughout the training course;
- i) Maintain cleanliness in the venue especially where food is located at all times. Practice CLAYGO (Clean-As-You-Go);
- j) Dispose of waste properly by providing garbage bags;
- k) After each training/conference completed, the Caterer is responsible for sending a billing statement complete with supporting documents to the Procuring Entity for processing of payment;
- l) The caterer must have an appropriate service vehicle to hygienically transport from the Caterer's kitchen to the training venue;
- m) Buffet/Plate/Pack in Meals will be served properly according to suitability; Liability of the caterer in case of death and injuries caused by improper food handling. It is limited only to the victims who are participants, resource persons, training staff, and other support staff. All medical expenses arising from that sickness will be borne by the Caterer;
- n) To anticipate a shortage of food especially when there is an increase in the number of speakers/observers/guests, the Procurement Unit/Office has the option to request from the Supplier that all meals served must have a buffer (extra) equivalent to five (5) heads
- o) The allowable ceiling/quotation price for one meal and two snacks must be according to the approved detailed budget estimate of the end user.

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<p>p) Any excess/leftover food of the catering services shall be turned over to the Procuring Entity at the end of each day.</p> <p>q) The Procuring Entity reserves the right to cancel or reschedule the delivery of catering services in cases of major institutional mandate/change, calamities, and force majeure upon formal notice to the Supplier at least three (3) days prior to the scheduled training/conference.</p> <p>r) The Procuring Entity reserves the right to substitute/reschedule trainings, and give a formal notice to the Supplier at least three (3) days prior to the schedule indicated in the Call-off.</p> <p>s) The Caterer shall provide the number of food staff as needed to carry out the services.</p> <ul style="list-style-type: none"> • Two (2) food staff for 20 – 30 number of participants • Three (3) food staff for 31 – 50 number of participants • Four (4) food staff for 51 – 60 number of participants • Five (5) food staff for 61 – 80 number of participants 	<p>p) Any excess/leftover food of the catering services shall be turned over to the Procuring Entity at the end of each day.</p> <p>q) The Procuring Entity reserves the right to cancel or reschedule the delivery of catering services in cases of major institutional mandate/change, calamities, and force majeure upon formal notice to the Supplier at least three (3) days prior to the scheduled training/conference.</p> <p>r) The Procuring Entity reserves the right to substitute/reschedule trainings, and give a formal notice to the Supplier at least three (3) days prior to the schedule indicated in the Call-off.</p> <p>s) The Caterer shall provide the number of food staff as needed to carry out the services.</p> <ul style="list-style-type: none"> • Two (2) food staff for 20 – 30 number of participants • Three (3) food staff for 31 – 50 number of participants • Four (4) food staff for 51 – 60 number of participants • Five (5) food staff for 61 – 80 number of participants
<p>Note: All statements and formats referring to this clause should be amended/corrected accordingly.</p>	

For guidance and information of all concerned.

For further information, please refer to:

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Noted:

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