



SUPPLEMENTAL/BID BULLETIN NO. 3

Date: February 04, 2026
Title: IB-2026-01-05 PROCUREMENT OF CATERING SERVICES FOR OFFICIAL UNIVERSITY ACTIVITIES OF THE FIRST HALF OF 2026 – EVSU MAIN CAMPUS
Reference No.: 12734153

This bulletin is being issued to revise/clarify certain portions of the bidding documents. This shall form an integral part of the bidding document for the above-mentioned procurement project.

TERMS AND CONDITIONS

The Supplier shall carry out the following scope of work as part of its services:

a) MEAL PROVISION AND SERVICE

The Supplier shall provide meals and refreshments suitable for trainings, seminars, and conferences, consisting of the following, as applicable:

- i. Lunch/Dinner (buffet-style, plated, or packed)
 - Two (2) or three (3) main courses, depending on the approved menu
 - Unlimited rice
 - Dessert
 - Choice of iced tea, juice, soda, and drinking water
- ii. AM/PM Snacks
 - Nutritious and savory snacks
 - Choice of iced tea, juice, soda, and drinking water
- iii. Other Services
 - Free-flowing coffee service with sugar and creamer or 3-in-1 coffee available throughout the training/conference duration.

a) DELIVERY SCHEDULE AND PUNCTUALITY

The Supplier shall strictly observe punctuality in the delivery and service of food, following the schedule below, unless otherwise adjusted by the End-User:

- AM Snacks : 09:30 AM – 10:00 AM
- Lunch : 11:30 AM – 12:00 PM
- PM Snacks : 02:30 PM – 03:00 PM
- Dinner : 06:30 PM – 07:00 PM

b) COORDINATION, INSPECTION, AND CALL-OFF PROCEDURES

The End-User shall furnish the Supplier with a duly accomplished Call-Off Form for each activity, subject to verification by BAC personnel prior to furnishing the Supplier and the Property Management Office (PMO). The Call-Off Form shall be submitted at least one (1) week before the scheduled event. No catering services shall be prepared, delivered, or provided by the Supplier for any activity or event without an approved and duly accomplished Call-Off Form. Upon delivery of meals and prior to distribution, the designated inspectorate, together with PMO personnel and other concerned offices, shall inspect the meals as to quantity, quality, and conformity with the approved menu and number of participants.



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c) EQUIPMENT, UTENSILS, AND SUSTAINABILITY COMPLIANCE

The Supplier shall provide all necessary equipment and service ware, including but not limited to tables for food setup, tablecloths, skirting, food warmers, coffee makers, purified water with dispenser, drinking glasses, plates, cups, saucers, utensils, and table napkins. In compliance with Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000) and the EVSU Memorandum on the Adoption of Sustainable Materials and Prohibition of Single-Use Plastics, the Supplier shall strictly refrain from the use of single-use plastics within the University premises. Environmentally sustainable and reusable alternatives shall be used at all times, and proper waste segregation, disposal, and strict observance of the Clean-As-You-Go (CLAYGO) policy shall be ensured.

d) FOOD QUALITY, SAFETY, AND HYGIENE STANDARDS

The Supplier shall prepare nutritious, fairly priced, and ethnically diverse meals in proper serving portions in accordance with the approved menu. Food shall be served warm; cooking inside the training hall is prohibited except for reheating purposes. All food handlers shall observe the highest standards of personal hygiene, including the use of clean uniforms, hairnets, clear mouth covers, and well-trimmed nails, and shall demonstrate proper manners and skills in food service at all times. Liability for sickness, injury, or death resulting from improper food handling shall be borne by the Supplier and shall be limited to participants, resource persons, training staff, and other support staff, including all related medical expenses.

e) CLEANLINESS, WASTE MANAGEMENT, AND POST-EVENT RESPONSIBILITIES

The Supplier shall maintain cleanliness in the venue at all times, particularly in food service areas, and shall practice CLAYGO. Proper waste disposal shall be ensured through the provision of garbage bags. Any excess or leftover food shall be turned over to the Procuring Entity at the end of each day. After each training or conference, the Supplier shall submit a billing statement with complete supporting documents to the concerned End-User.

f) LOGISTICS, TRANSPORT, AND STAFFING REQUIREMENTS

The Supplier shall have an appropriate service vehicle to hygienically transport food from its kitchen to the training venue. The Supplier shall provide an adequate number of food service staff, commensurate to the number of participants and the type of food service (buffet, plated, or packed), as follows:

- Three (3) staff for 20–30 participants
- Four (4) staff for 31–50 participants
- Six (6) staff for 51–60 participants
- Eight (8) staff for 61–80 participants
- Ten (10) staff for 81–100 participants
- For events exceeding one hundred (100) participants, one (1) additional staff shall be deployed for every additional twenty (20) participants or fraction thereof.

g) PRICING, QUANTITY ADJUSTMENTS, AND ADDITIONAL SERVICES

The allowable ceiling or quotation price for one (1) meal and two (2) snacks shall be in accordance with the approved detailed budget estimate of the End-User. To anticipate shortages, the Procuring Entity may require a buffer equivalent to at least five (5) additional servings. At the option of the Procuring Entity, the Supplier shall provide catering services under the same terms and conditions for additional seminars, trainings, or conferences within the first half of FY 2026, subject to written notice at least five (5) calendar days prior to the activity.





h) CHANGES, CANCELLATION, SUBSTITUTION, AND DELIVERY CONDITIONS

The Procuring Entity reserves the right to cancel, reschedule, or substitute trainings and catering services due to institutional mandate, calamities, force majeure, or similar causes, upon formal notice to the Supplier at least three (3) days prior to the scheduled activity. Delivery of goods of specifications different from those approved shall not be allowed unless equivalent or superior items are justified in writing, favorably evaluated by the End-User or implementing unit, and approved by the authorized signatory, without additional cost to EVSU. Goods shall be delivered exclusively to the designated delivery site (EVSU Main Campus); unauthorized deliveries may be rejected and may constitute grounds for contract termination.

All statements and formats referring to this clause should be amended/corrected accordingly.

For guidance and information of all concerned.

For further information, please refer to:

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