



BIDS & AWARDS COMMITTEE

INVITATION FOR NEGOTIATED PROCUREMENT FOR TWO-FAILED BIDDINGS SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS, TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025

1. The Leyte Regional Prison (LRP) intends to procure meals and services for various LRP Seminars, Training, Workshops, Events, Programs, & Activities for the Year 2025 with an Approved Budget for the Contract (ABC) amounting to Three Hundred Ten Thousand Pesos Only (₱310,000.00).
2. The LRP Bids and Award Committee (BAC) now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is Negotiated Procurement for Two-Failed Bidding pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. The interested bidders may obtain further information from the BAC Secretariat at the address given below from 04 February 2025 to 11 February 2025, Monday to Friday, at 8:00 am to 5:00 pm.
5. The LRP will hold a Negotiation Meeting on 04 February 2025 at exactly 1:00 pm at Conference Room, Admin Building, LRP, Abuyog, Leyte, which shall be open to prospective bidders.
6. Four (4) copies of the proposals (one original and three copies) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before 5:00 PM of 11 February 2025. Late submission shall not be accepted.
7. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, and the contact details of the bidder, addressed to the BAC.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016





revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Schedule of Requirements (Annex "A") & Technical Specifications (Annex "B"), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

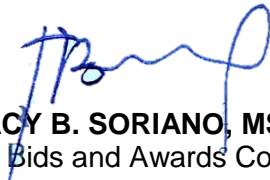
Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
 - (j) Original of duly signed and accomplished Price Schedule(s).
8. The Special Conditions of the Contract (Annex "C") shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 and other related and applicable laws.

Issued this 4th day of February 2025.


MR. TRACY B. SORIANO, MSCA
Chairperson, Bids and Awards Committee





COMPANY LETTERHEAD

Statement of ongoing government & private contracts

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**
 Bid Reference No.: **BID2024-05**

Statement of all its ongoing government and or private contracts including contracts awarded but not yet started, if any whether similar or not similar in nature.

Name of Contract	Date of contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contract
Total Value of Outstanding Contract:						

CERTIFIED CORRECT:

 Name and Signature of Authorized Representative

 Position

 Date





COMPANY LETTERHEAD

Statement of Single Largest Completed Contract

SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS, TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025
 Bid Reference No.: **BID2024-05**

Statement of Single (1) Largest Completed Contract of Similar in nature within the last two (2) years from the date of submission and receipt of bids amounting to at least twenty-five percent (25%) of the Approved Budget of the Contract (ABC)

Name of Contract	Date of contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery	end user's acceptance or official receipt(s) or sales invoice issued for the contract, (Attached Copy)

CERTIFIED CORRECT:

 Name and Signature of Authorized Representative

 Position

 Date





COMPANY LETTERHEAD

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**

Bid Reference No.: **BID2024-05**

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____) S.S.
 X-----X

BID SECURING DECLARATION

Invitation to Bid: *[Insert Reference number]*

To: **Leyte Regional Prison**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of
[month] [year] at [place of execution].

*[Insert NAME OF BIDDER'S AUTHORIZED
 REPRESENTATIVE]*

[Insert Signatory's Legal Capacity]

Affiant





BUREAU OF CORRECTIONS
LEYTE REGIONAL PRISON
 LRP Reservation, Brgy. Cagbolo Abuyog, Leyte, 6510



SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____ *[date issued]*, *[place issued]*
 IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____





Section VI. Schedule of Requirements

Annex A

SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS, TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025
 Bid Reference No.: **BID2024-05**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivery Schedule
1	Meals:		
	Breakfast	620 pax	From the receipt of NTP up to December 31, 2025
	Lunch	620 pax	From the receipt of NTP up to December 31, 2025
	Dinner	620 pax	From the receipt of NTP up to December 31, 2025
2	Snacks:		
	AM Snacks	620 pax	From the receipt of NTP up to December 31, 2025
	PM Snacks	620 pax	From the receipt of NTP up to December 31, 2025

The quantity/units is for bidding purposes only. In the actual implementation of the contract, the quantity/units that may be required may increase/decrease as the need arises.

I/We hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

CONFORME:

 Name of Company in Print

 Signature Printed Name of Authorized Representative

 Date





Section VII. Technical Specifications

Annex B

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**

Bid Reference No.: **BID2024-05**

Item	Specification	Statement of Compliance
I	The Catering Service Provider shall comply with the government regulations as provided in Presidential Decree No. 856 otherwise known as “The Code on Sanitation of the Philippines”.	
	A. Sanitary Permit	
	B. Health Certificate of Food Handlers	
	C. Quality and Protection of Food	
II	The Catering Service Provider agrees:	
	A. To provide food and services for the number of participants on the basis of the information given by the Procuring Entity thru a notice signed by the Coordinator and Service Chief, ATFS or her authorized representative, at least two (2) days prior to the training schedule.	
	B. during the training, to increase/ decrease the number of meals/ snacks to be served for the remaining days of a specific training schedule, to take effect on the second day, provided that written notice is given by the Procuring Entity signed by the Coordinator and Service Chief, ATFS or her authorized representative, not later than 3:00 PM on the first day of the training.	
	C. during the training, to adjust on any specific food/diet restrictions (religion or health reasons) of participants’ meals to be served for the remaining days of a specific training schedule, to take effect on the second day provided that written notice is given by the Procuring Entity signed by the Coordinator and Service Chief, ATFS or her authorized representative, not later than 3:00 PM on the first day of the training.	
	D. to substitute the menu for a specific training schedule due to justifiable reasons (unavailability in the market, red tide, supply and demand forces, tropical depression, advisory of nonslaughter, etc.) provided that notice is given to the Procuring Entity at least one (1) day prior to the schedule. Provided further that the change in the menu will not change the unit cost.	
	E. to reschedule/cancel the seminar due to fortuitous event/instances beyond the control of Leyte Regional Prison.	
	F. to provide the necessary clean and/or sterile dining utensils during the training as enumerated in but not limited to the following: 1) Glasses; 2) Spoons; 3) Forks; 4) Serving spoons; 5) Cups; 6) Bowls; 7) Knives; 8) Trays; 9) Pitchers; 10) Glass rack; 11) Ice bucket; 12) Food warmers; 13) Toothpicks; and 14) Condiments.	
	G. to provide clean table cloth, seat covers and table napkins in the designated dining area.	
	H. To assign at least two (2) waiters/ waitresses in clean working garments per class/seminar and shall secure an updated Health Certification from the medical health/authorized officer.	





BUREAU OF CORRECTIONS
LEYTE REGIONAL PRISON
 LRP Reservation, Brgy. Cagbolo Abuyog, Leyte,6510



	I. to maintain a high standard of sanitation and cleanliness of the dining area and its immediate surroundings at all times adopting the policy of “Clean as you go”.	
Additional Requirements		
1	The LRP shall inform the Concessionaire of the total number of actual participants at least three (3) days before the conduct of the training.	
2	The Service Provider shall assure the quality of food to be served maintaining high standards of sanitation. In the event that that the food served has indication of spoilage, the caterer shall be allowed to make substitution upon the approval of the course administrator.	
3	The Service Provider shall submit or provide menu including healthy foods such as rice, beef, chicken, pork, seafoods, vegetables, dessert/fruits, fruit juice	
4	The end user can request specific meals or snacks and services they prefer as long as requests remain within the allocated budget per meal, snacks and services	
5	Subject to increase/decrease of participants.	
6	The caterer shall serve consumables of one (1) lunch and two (2) snacks per day which shall be ready for inspection by 11:15AM, snacks by 8:45AM and 2:30PM, respectively.	
7	The Service Provider shall not require advance payment and deposit to guarantee reservation.	
8	The Concessionaire shall assign at least four (4) waiters/waitresses in clean working garments in trainings with 50 or more participants and at least 2-3 waiters/waitresses for trainings with less than or equal to 50 participants.	
9	The LRP reserves the right to cancel/reschedule the delivery of catering services in case of major institutional mandates/changes, calamities, etc. upon formal notice to the caterer at least three (3) days prior to the event.	
10	The LRP shall pay the Concessionaire at least five (5) days after the billing statements have been received by the Office.	
11	The LRP reserves the right to substitute/reschedule trainings.	
12	The Service Provider shall provide at least two (2) buffet tables with centerpiece for trainings with less than or equal to fifty (50) participants and at least four (4) buffet tables inside the function hall for trainings with more than fifty (50) participants.	
13	The LRP reserves the right to substitute/reschedule trainings.	
Rice: a serving must be provided with each meal Viand: each meal should include one main viand Vegetables: a side of vegetables should accompany the meal to ensure balanced nutrition. Desserts or sweets: each meal should include a dessert or any sweet treat. Beverage: participants should be offered bottled water/canned juice/softdrinks.		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post- qualification, the same shall give rise to automatic disqualification of our bid.

 Name of Company in Print

 Signature over Printed Name of Authorized Representative





COMPANY LETTERHEAD

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**

Bid Reference No.: **BID2024-05**

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **supply & delivery of meals & services for various LRP seminars, training, workshops, events, programs, & activities for the year 2025** of the **Leyte Regional Prison** as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **supply & delivery of meals & services for various LRP seminars, training, workshops, events, programs, & activities for the year 2025** of the **Leyte Regional Prison**, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;





4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **supply & delivery of meals & services for various LRP seminars, training, workshops, events, programs, & activities for the year 2025**
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.





 Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____ *[date issued]*, *[place issued]*
 IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____





COMPANY LETTERHEAD

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**
 Bid Reference No.: **BID2024-05**

Certificate of Net Financial Contracting Capacity

(Please show figures at how you arrived at the NFCC)

This is to certify that our Net Financial Contracting Capacity (NFCC) is _____ (P _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows: (Please show computation of NFCC)

$$\text{NFCC} = (\text{CA} - \text{CL}) (15) - \text{C}$$

Where:

- CA = Current Assets
- CL = Current Liabilities
- C = value of all outstanding or uncompleted portions of the Projects under going contracts, including awarded contracts Yet to be started coinciding with the contract for this Project

NOTE:

The values of the bidder's current assets and current liabilities shall be based on the Audited Financial Statement submitted to the BIR.

Issued this _____ day of _____ 2025.

 Name & Signature of Authorized Representative

 Position

 Date





COMPANY LETTERHEAD

**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**
 Bid Reference No.: **BID2024-05**

Bid Form

Date: _____

Invitation to Bid N°: BID 2024-05

To: **MR. TRACY B. SORIANO, MSCA**
 BAC Chairperson
 Leyte Regional Prison
 Abuyog, Leyte

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers **BID2024-05**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply & delivery of meals & services for various LRP seminars, training, workshops, events, programs, & activities for the year 2025** in conformity with the said Bidding Documents for the sum of _____ ₱ _____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements of the Bidding Documents.

I/We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert]*: as the owner and sole proprietor or authorized representative of *[Name of Bidder]*, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **supply & delivery of meals & services for various LRP seminars, training, workshops, events, programs, & activities for the year 2025**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____





**SUPPLY & DELIVERY OF MEALS & SERVICES FOR VARIOUS LRP SEMINARS,
 TRAINING, WORKSHOPS, EVENTS, PROGRAMS, & ACTIVITIES FOR THE YEAR 2025**
 Bid Reference No.: **BID2024-05**

SCHEDULE OF PRICES

Qty.	Unit of Issue	Agency Specification	ABC	Unit Price	Total Bid Price Inclusive of VAT
Meals					
620	pax	Breakfast	₱62,000.00		
620	pax	Lunch	₱93,000.00		
620	pax	Dinner	₱93,000.00		
Snacks					
620	pax	AM Snacks	₱31,000.00		
620	pax	PM Snacks	₱31,000.00		
Total Bid Price Inclusive of VAT in words					

 [signature]

 [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____





Special Conditions of Contract

Annex C

GCC Clause	
	<p>Delivery and Documents –</p> <p>Delivery of the Catering Services shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. Delivery time of the food to be served as follows: AM Snacks – not later than 9:30 AM Lunch – not later than 11:30 AM PM Snacks – not later than 2:30 PM</p> <p>Upon delivery of the Catering Services to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity: (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount; (ii) Delivery receipt detailing number and description of items received signed by the Procuring Entity’s representative at the Project Site; (iii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site;</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is the end-user, or his duly authorized representative.</p> <p>When a seminar has been rescheduled or cancelled, Leyte Regional Prison, reserves the right to cancel the catering service upon formal notice to the caterer two (2) days prior to the start of the occasions. In such case, Leyte Regional Prison, has no obligation to pay the supplier the amount corresponding to the cancelled catering service.</p> <p>Where there is an increase or decrease of participants, the End-User shall inform the supplier of the same three (3) days prior the occasion date.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Transportation –</p> <p>The transport of the food to a specified place of destination within the Philippines, defined as the Project Site, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p>





BUREAU OF CORRECTIONS
LEYTE REGIONAL PRISON
 LRP Reservation, Brgy. Cagbolo Abuyog, Leyte,6510



	<p>The Procuring Entity accepts no liability for the damage/spoilage of food during transit.</p> <p>The Contract price for the Catering Service shall include the prices charged by the Supplier for incidental services and shall not exceed the amount stipulated in the Purchase Request (PR).</p> <p>After each occasion, the Supplier is responsible for sending to the Leyte Regional Prison, a billing or final invoice for the costs of the catering service for every occasion completed. It shall also turn over to the Bureau any remains/left over of the catering services every end of the day for its use.</p>
2.2	<p>Partial Payment is not allowed</p> <p>Cost for E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the computation of the bid price</p>
4	<p>The inspections and tests that will be conducted are: The evaluation activities that will be conducted at the Leyte Regional Prison, upon delivery are as follows:</p> <ol style="list-style-type: none"> (1) Food tasting on a sampling basis to determine the quality of food served. (2) Ocular inspection to determine the quantity and completeness of the food delivered in accordance to the menu set in the Schedule of Requirements. (3) Observation before, during and after the training schedule to determine the quality of service given by the Supplier. (4) Surveys among the participants to determine the level of satisfaction of the participants to the service rendered by the Supplier
6	<p>Liability of the Supplier:</p> <ol style="list-style-type: none"> a. To provide food and services for the number of participants on the basis of the information given by the Procuring Entity thru DF of PR signed by the End-user or authorized representative, at least two (2) days prior to the training schedule. b. during the training, to increase/ decrease the number of meals/snacks to be served for the remaining days of a specific training schedule, to take effect on the second day, provided that written notice is given by the Procuring Entity signed by the End-user or authorized representative, not later than 3:00 PM on the first day of the training. c. during the training, to adjust on any specific food/diet restrictions (religion or health reasons) of participants' meals to be served for the remaining days of a specific training schedule, to take effect on the second day provided that written notice is given by the Procuring Entity signed by the End-user or authorized representative, not later than 3:00 PM on the first day of the training d. to substitute the menu for a specific training schedule due to justifiable reasons (unavailability in the market, red tide, supply and demand forces, tropical depression, advisory of nonslaughter, etc.) provided that notice is given to the Procuring Entity at least one (1) day prior to the schedule. Provided further that the change in the menu will not change the unit cost. e. to reschedule/cancel the seminar due to fortuitous event/instances beyond the control of Leyte Regional Prison f. to provide the necessary clean and/or sterile dining utensils during the training as enumerated in but not limited to the following: 1) Glasses; 2)





BUREAU OF CORRECTIONS
LEYTE REGIONAL PRISON

LRP Reservation, Brgy. Cagbolo Abuyog, Leyte, 6510



	<p>Spoons; 3) Forks; 4) Serving spoons; 5) Cups; 6) Bowls; 7) Knives; 8) Trays; 9) Pitchers; 10) Glass rack; 11) Ice bucket; 12) Food warmers; 13) Toothpicks; and 14) Condiments.</p> <ul style="list-style-type: none">g. to provide clean table cloth, seat covers and table napkins in the designated dining area.h. To assign at least two (2) waiters/ waitresses in clean working garments per class/seminar and shall secure an updated Health Certification from the medical health/authorized officer.i. to maintain a high standard of sanitation and cleanliness of the dining area and its immediate surroundings at all times adopting the policy of "Clean as you go".
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