

REQUEST FOR SUBMISSION OF PROPOSALS

FOR THE

CONCESSION OF HOSPITAL CANTEEN FOR FY 2020

The Mariveles Mental Hospital, through its Bids and Awards Committee (BAC), invites all interested concessionaires to submit their proposal, subject to the terms and conditions stated in the Terms of Reference (TOR). Bid Proposal shall not be lower than P11,800.00;

NAME OF PROJECT	CONCESSION OF HOSPITAL CANTEEN FOR FY 2020
LOCATION	Mariveles Mental Hospital P. Monroe St., Poblacion, Mariveles, Bataan
PRELIMINARY MEETING WITH PROSPECTIVE CONCESSIONAIRES	December 17, 2019, 9AM
DEADLINE FOR SUBMISSION AND OPENING OF DOCUMENTARY REQUIREMENTS	December 19, 2019
EVALUATION	December 20, 2019
ANNOUNCEMENT AND NOTIFICATION TO THE WINNING CONCESSIONAIRE	December 26, 2019
SIGNING OF CONTRACT	December 27, 2019

Deadline of submission is extended until December 27, 2019. Evaluation will be on January 03, 2020. Announcement and notification to the winning concessionaire will be on January 06, 2020. Signing of contract will be on Januari 07, 2020.

Signed by:



MARIA LOURDES L. EVANGELISTA, MD, DSBPP
Chief of Hospital II

TERMS OF REFERENCE
MARIVELES MENTAL HOSPITAL CANTEEN CONCESSIONAIRES

RATIONALE

The Mariveles Mental Hospital (MMH) requires the services of competent and reliable food concessionaires for the MMH canteen that will provide quality, safe, clean and healthy food at reasonable prices to be served promptly and efficiently to its officials, employees and clients.

OBLIGATIONS OF MARIVELES MENTAL HOSPITAL

- A. The MMH shall collect rental fees and the concessionaires shall be billed for their electric and water consumption for its operations.
- B. Provide a 105.00 square meter space for canteen facility.
- C. Perform major plumbing, electrical and carpentry repairs
- D. Provide sub-meters for electric and water utilities
- E. The MMH shall provide spaces for dining and washing areas as well as the following:
 - 1. Twelve (12) tables
 - 2. Forty-Eight (48) Chairs
 - 3. Six (6) Orbit Fans
 - 4. One (1) Counter Top Table
 - 5. One (1) Emergency Light
 - 6. Seventeen (17) LED Tube Light

OBLIGATIONS OF THE CANTEEN CONCESSIONAIRE

- A. The concessionaire shall use the canteen premises and facilities exclusively for the purposes provided under the Agreement. Transfer or Assignment of the Agreement and/or any space/facilities of the Hospital Canteen to other parties as well as use for catering services for outside clients are not allowed.
- B. The concessionaire (including those canteen staff, crew and food handlers) shall have their Time-In and Time-Out at the Security Log Book.
- C. The concessionaires shall maintain the cleanliness and sanitation of the canteen premises and equipment.
- D. The concessionaire shall strictly comply with the waste segregation management and waste disposal.
- E. The concessionaire shall ensure that utmost cleanliness and proper hygiene in delivering raw, processed and cooked food in the MMH canteen must be always observed and maintained.
- F. The concessionaire shall operate the Hospital Canteen from 6:00 am to 9:00 pm, from Monday to Sunday
- G. The concessionaire shall be responsible in providing one (1) month menu cycle at minimal cost for every meal with service water (purified water).

- H. The Concessionaire shall offer the following: (i) at least three (3) breakfast set, (ii) a budget meal, (iii) at least ala carte servings. Alcoholic beverages and cigarettes are prohibited for sale.
- I. All meals offered by the Concessionaire shall comply with the following serving sizes: (i) serving size of pork, beef, chicken, fish, seafood and vegetables shall be at least one hundred thirty (130) grams, (ii) serving size of rice of at least one (1) cup equivalent to one hundred seventy-five (175) grams.
- J. Reusable dishware (plates, glasses, utensils, etc.) is a must for all concessionaires. The use of Styrofoam or any single-use plastic containers is prohibited. For takeout, biodegradable packaging, such as paper boxes and bags shall be used. Be sure to dispose appropriately any excess food waste before washing dishware.
- K. The concessionaire shall ensure that the quality of food and service shall be maintained throughout the term of concession.
- L. The concessionaire shall provide for its own tableware and utensils and the like, tablecloth, food warmer, utensil steamer, water dispenser and other equipment as needed.
- M. The concessionaire shall ensure that all canteen personnel of the respective concessionaires are in their appropriate attire, composed of the following:
 - i. Hairnet
 - ii. Apron
 - iii. Appropriate Footwear
 - iv. Hand Gloves
 - v. Identification Card
 - vi. Uniform
 - vii. Spit Guard Mask
- N. The concessionaire shall settle their rental and utility bill on time.
- O. The concessionaire shall ensure that there is enough food for MMH personnel and their clients for the day.
- P. No concessionaire staff can stay within the canteen area beyond 10pm.
- Q. Concessionaire staffs are prohibited to smoke or be under influence of drug or alcohol during duty.

ASSUMPTION OF LIABILITIES

- A. The Concessionaire shall take full and sole responsibility, holding MMH free from any responsibility and/or liability, of any and all claims and/or expenses arising from injuries, damages and/or loss from the consumption of food, condiments or drink served, sold or offered for sale by the Concessionaire; and
- B. The Concessionaire shall assume liability for damages/ loss of MMH furniture/ fixtures/ equipment during the effectivity of the Agreement.

AMOUNT OF RENTAL

The amount of monthly rental shall be _____ Pesos (Php. _____) and shall be paid every 10th day of the month to the MMH Cashier.

MODE, DOMICILE AND TENURE

The Concessionaire shall have the right to operate the canteen located within the premises of the Mariveles Mental Hospital, with parameters provided in the Obligations of the Canteen Concessionaire.

The Agreement shall be for a period of one (1) year, unless pre-terminated by MMH on the grounds provided for under Termination of the Agreement, subject to 30-days prior written notice to the Concessionaire.

SELECTION CRITERIA/DETERMINATION OF THE WINNING CONCESSIONAIRES

The concessionaires will be evaluated based on the following criteria of the food served:

1. Nutritional Value	-	30%
2. Taste	-	30%
3. Serving Size	-	20%
4. Price	-	15%
5. Appropriate Utensils	-	5%

The bidder with highest aggregate score percentages shall be considered as winning concessionaires and given the right to operate within the MMH canteen.

CASH DEPOSIT

Upon signing of the Agreement, each concessionaire shall provide MMH with a cash deposit in the amount of Twenty Thousand Pesos (PhP 20,000.00) to defray payment of any unpaid utility bills, damages to canteen premises and equipment.

Upon termination of the Agreement and issuance of a Certificate of Satisfactory Completion by MMH, the remaining amount shall be returned to each concessionaire.

ADVANCE PAYMENT

The concessionaire shall pay one-month advance payment.

TERMINATION OF THE AGREEMENT

Failure to pay rental fee for two months is subject to termination of contract.

DOCUMENTARY REQUIREMENTS

All interested concessionaire must submit the following documentary requirements on or before **December 19, 2019** to the Bldg. 22, Procurement Unit, Mariveles Mental Hospital, Mariveles, Bataan

- A. Certificate of PhilGEPS Registration.
- B. Letter of intent signifying their willingness and readiness to operate and manage the MMH Canteen.
- C. Registration Certificate issued by SEC if corporation or partnership, or DTI Business Name Registration if- single proprietorship.
- D. Business Permit issued by the Mayor's Office
- E. Valid Tax Clearance
- F. BIR Registration (VAT/non-VAT/Certificate of Exemption)
- G. Sanitary Permit and Health Certificate (including those canteen staff, crew and food handlers)
- H. Latest Copy of Annual Income Tax Return stamped, received by BIR
- I. Copy of 2019, 1st to 3rd Quarter SSS Remittance with official receipts