

**TECHNICAL SPECIFICATIONS
FOR CATERING SERVICE/MEALS PROVIDER FOR THE
2020 STAFF DEVELOPMENT OF READMO-CBS**

I. PROJECT TITLE

CATERING SERVICE PROVIDER FOR THE 2020 STAFF DEVELOPMENT OF READMO-CBS

II. APPROVED BUDGET FOR THE CONTRACT

The total ABC for the procurement of a Catering Service/Meals Provider is SIXTY FIVE THOUSAND AND SEVEN HUNDRED PESOS ONLY (Php65, 700.00) and will be inclusive of all applicable taxes. A Certificate of Tax Deducted will be provided by GSIS.

III. PROJECT BACKGROUND

The 2020 Staff Development Activity of READMO-CBS aims to build a stronger camaraderie among its personnel. The staff will spend the time to evaluate and discuss the plans and programs for CY2020 including the issues concerning day to day operations, budget, Management/Board directives and projects and strategies.

The event will also be an opportunity to do team building activities.

IV. SCOPE OF SERVICES

The project includes the provision of catering service that will be procured through Small Value Procurement.

V. DETAILED SPECIFICATIONS OF THE ITEMS, MATERIALS, EQUIPMENT/HARDWARE/SOFTWARE, ACCESSORIES AND/OR SERVICES TO BE PROCURED

Catering/Service Meals Provider will be responsible for the provision of the following:

1. Food and Beverage for seventy-three (73) persons

1.1 Plated AM and PM Snacks

1.2 Buffet Lunch

1.3 Others (to be provided during the event)

- ✓ Flowing Coffee and Tea
- ✓ Mineral/Potable Water Station
- ✓ Chips and Nuts
- ✓ Mints and Candies
- ✓ Tables and Chairs with set-up
- ✓ Utensils

2. Dining facilities should provide an atmosphere/ambiance which is conducive for discussions.

VI. MANPOWER REQUIREMENTS

Waiters/Waitresses needed to serve 73 persons during lunch and snack time. The supplier must assign a Counterpart personnel assigned who will coordinate on administrative/billing matters.

VII. SUPPORT SERVICE REQUIREMENTS

Not applicable for this project.

VIII. WARRANTY REQUIREMENTS ON ITEMS, MATERIALS, EQUIPMENT/HARDWARE/SOFTWARE AND ACCESSORIES INCLUDED IN THE PROJECT

Not applicable for this project.

IX. REQUIRED STANDARDS

1. Set-up tables and chairs for meals at least 2 hours prior to the start of the event.
2. Waiters/Waitresses in uniform with ID.

X. BRAND AND SPECIFICATIONS OF EXISTING ITEMS

Not applicable for this project.

XI. DRAWING / PLANS AND OTHER NECESSARY INFORMATION

Not applicable for this project.

XII. SCHEDULE AND PLACE OF DELIVERY

The goods and services must be delivered on **28 February 2020** at the GSIS Home Office, Financial Center, Roxas Boulevard, Pasay City.

XIII. TERMS OF PAYMENT

GSIS will be billed under the Send Bill arrangement. Full payment will be made upon completion of the service and will be settled through a Corporate Check payable to the Name of the Service Provider upon submission of complete and appropriate billing documents in the GSIS Central Office.

Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of GSIS relative to payment of procurement contracts.

XIV. RESPONSIBILITIES OF THE END-USER UNIT DURING PROJECT IMPLEMENTATION

Ensure that meal schedules are properly coordinated with the Catering Service Provider.

XV. PENALTY FOR DELAY

Not applicable for this project.

XVI. DATA PRIVACY

The winning bidder/supplier must comply with all the provisions of Republic Act No. 10173 known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations.

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