



TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT

I. **DATE** : April 1, 2024 to December 31, 2024

II. **BACKGROUND/RATIONALE**

The Human Resource Merit Promotion and Selection Board (HRMPSB) has been reconstituted pursuant to Department Order No 2024-0009 dated February 5, 2024. Its creation is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 24 s. 2017, as amended otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Pursuant to the aforementioned provisions, the HRMPSB is responsible for providing assistance to the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP) and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position, hence, the conduct of meetings is scheduled.

On the other hand, the HRD-Recruitment, Selection and Placement Section shall act as Secretariat to provide the administrative and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates.

III. **MINIMUM REQUIREMENTS**

- PhilGEPS Registered;
- With at least three (3) years of experience in providing catering services/meals to government agencies and private sectors; and
- Must be willing to provide services on a send-bill arrangement.

IV. **SCOPE OF WORK/DELIVERABLES**

The Human Resource Division is looking for a service provider who can provide meals for the Board during the conduct of the HRMPSB Meetings with the following details:

Particulars	Unit Cost	No. of Pax	Estimated No. of Meetings (per month)
A. Individually Packed Lunch - 1 viand - with vegetable dish, dessert and rice - Soft drink or Juice - Bottled drinking water	P400.00	9	8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024 (for 9 months)
(P400.00 x 630 meals) Sub-total			P252,000.00



B. Snacks (AM) - Choices of sandwich, pasta, or delicacies/cake - Bottled drinking water and - Coffee or Soft Drink or Juice	P200.00	9	8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024 (for 9 months)
(P200.00 x 630 AM Snacks) Sub-total			P126,000.00
B. Snacks (PM) - Choices of sandwich or delicacies/cake - Bottled drinking water and - Coffee or Soft Drink or Juice	P180.00	9	8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024 (for 9 months)
(P180.00 x 630 PM Snacks) Sub-total			P113,400.00
TOTAL			<u>P491,400.00</u>

*Must be flexible with food options (i.e. Halal food)

*Must be willing to offer food tasting

Note: The services of the awarded bidder shall be coordinated at least two (2) days before the scheduled activity. In case of cancellation of order, service provider will be notified one (1) day before the meeting/activity.

V. APPROVED BUDGET FOR CONTRACT

Four Hundred Ninety-One Thousand and Four Hundred Pesos () inclusive of applicable taxes.

VI. TERMS OF PAYMENT

Procedure – Send Bill Arrangement

*The winning service provider shall be paid the amount of actual services rendered after each month.

VII. CONTACT DETAILS

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