

	DE LA SALLE-COLLEGE OF SAINT BENILDE			
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY		DOCUMENT NO:	ACCESS RESTRICTION:
	FILE SOURCE: OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND INNOVATION (OVPAI)	EFFECTIVE DATE: AY 2024-2025	APPROVAL DATE: MARCH 2025	NO. OF PAGES: 31

DOCUMENT CONTROL DETAILS	
Document Applicability	: All eligible Food Concessionaires
File Location	: WeBenilde
Date of Next Review	: One (1) year after effectivity date

DOCUMENT APPROVALS				
Role	Name	Office/Center – Position	Signature	Date
Author/s	Joan C. Colisao	OVPAl-Center for Facilities Management and Campus Development (CFMCD) – Project Management Head		
	Mary Grace B. Abiera	OVPAl-Center for Built Environment and Logistics (CBEL) – Logistics Support Unit Head		
Reviewer/s	Geraldine G. Gabrentina	OVPAl-PODO-Center for Institutional Policy Development (CIPD) – Policy Development Unit Head		
	Alma R. Yango	OVPAl-Center for Built Environment and Logistics (CBEL) – Director		
	Chona R. Rodulfa	OVPAl-People and Organization Development Office (PODO) – Director		

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Approver/s	Mr. Michael Luis Fernando D. Tecson III	Vice President for Administration and Innovation		
	Br. Edmundo L. Fernandez FSC	President		

CONTROL STAMP

FOR CIPD USE ONLY	

This document may be discontinued, altered, supplemented or suspended at any time, at the discretion of the College.

DOCUMENT HISTORY				
	Description of Change	Authored/ Revised by:	Revision Date	Effectivity Date
V01	Original Version			

RELATED INFORMATION

Document Control No.	Document Name	Source

DOCUMENTARY RESTRICTION PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.		DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.		

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

TABLE OF CONTENTS

Section Title	Page Number
Rationale	4
Objective	4
Scope	4
Definition of Terms	4
Policy Statements	5-6
Appendices	8-31
Process Maps	

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

1. RATIONALE

- 1.1 De La Salle-College of Saint Benilde (DLS-CSB) requires the services of food concessionaires (FC) that can provide delicious, hygienic, nutritious, and well-balanced meals while adhering to food safety standards.

2. OBJECTIVES

- 2.1 To establish the rules, procedures, and guidelines for applying as a Food Concessionaire (vendor) to ensure safe, efficient, and effective food services within the College.

3. SCOPE

- 3.1 This policy shall apply to all food concessionaires operating in the cafeterias and other designated food service spaces/areas within **De La Salle-College of Saint Benilde**.

4. DEFINITION OF TERMS

- 4.1 **Food Concessionaire (FC)** – an individual or company that is selected and granted concession by the College to provide food and/or beverage services.
- 4.2 **FC Subcontractor** – food stand subcontracted by the FC, which offers food and beverages.
- 4.3 **Memorandum of Agreement (MOA)** – an agreement between the Food Concessionaire (Lessee) and the College (Lessor) indicating the terms and conditions, penalties, and other important matters that may be indicated in the agreement. (Refer to Appendix A: Memorandum of Agreement template)
- 4.4 **FC Deposit** – is a refundable amount the FC provides to the College upon signing the MOA, equivalent to two (2) months deposit, which will cover any cost of unpaid utilities and damages that occurred during the term of the contract.
- 4.5 **Percentage of Sales** – is the amount the FC pays the College over and above the rental fee, which is equivalent to 10% of their total gross sales per month.
- 4.6 **Utility Charge** – is the amount charged monthly to the FC for their electricity and water consumption for the previous month using sub-meters.
- 4.7 **Advance Rental** – an advance payment equivalent to two (2) months fixed monthly rental. This is consumable in the last two (2) months of the lease term.
- 4.8 **Terms of Reference** – defines the scope of work, deliverables, and timeline for the FC. It also sets out the evaluation criteria that will be used to award the contract. (Refer to Appendix B: Terms of Reference).
- 4.9 **Award Notice** – a form issued by the OVPA-CBEL-LSU after the awarding or approval, a preparatory document that indicates the lease term, awarded

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

5. POLICY STATEMENTS

space, and advance payment. This should be signed and approved by the authorized approving officer. (Refer to Appendix C: Award Notice Form).

4.10 Food Concessionaire Committee (FCC) – a committee composed of Senior High School and College students, Senior High School and College Faculty, and Benilde Associate representatives as voting members. This committee is part of the FC's selection process, complaints discussion and resolutions, and provides suggestions to ensure quality service and compliance. This committee is headed by the Vice President for Administration and Innovation. The conduct of FCC meetings will be governed by the Implementing Rules and Regulations of the same as found in Appendix D.

4.10.1 The following offices shall serve as observers in the FCC:

- 4.10.1.1 Office of the Institutional Effectiveness and Research (OIER) – in charge of the performance evaluation and scoring system during the selection process.
- 4.10.1.2 Risk Management and Compliance Office (RMCO)
- 4.10.1.3 Office of the Vice President for Finance (VPF)
- 4.10.1.4 Office of the Vice President for Administration and Innovation (OVPAI)

5.1 The Food Concessionaire Policy shall allow eligible and competent external parties to hold concessions in DLS-CSB cafeterias that will sell quality foods and/or beverages to the Benildean Community and guests.

5.2 Food Concessionaires shall be selected and endorsed by the Food Concessionaire Committee (FCC) through the Office of the Vice President for Administration and Innovation-Center for Built Environment and Logistics-Logistics Support Unit (OVPAI-CEBL-LSU) to the Operations Council (OC) and/or Benilde Leadership Team (BLT).

5.3 The selected Food Vendors shall receive the Award Notice Form, which shall be recorded by the LSU to reserve the space. The Center for Facilities Maintenance and Campus Development (CFMCD) Engineering Head shall inspect the space and provide power, water and sanitation provisions, and sub-meters for appropriate utilities.

5.3.1 The Food Vendors must settle the Facility Deposit and the two (2) months advance fixed monthly rental seven (7) calendar days upon return of the Award Notice.

5.4 Only the Finance Office (FO) shall be authorized to collect payments for the Food Concessionaire/s spaces.

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

- 5.5 OVPAI-CBEL-LSU shall set a general orientation to the Food Vendors regarding College operations and policies. OVPA-CBEL-LSU shall monitor the Food Vendors' operations and compliance based on the Memorandum of Agreement.
- 5.6 A monthly performance evaluation of the FCC(s) shall be conducted by the Office of the Institutional Effectiveness and Research (OIER).
- 5.6.1 OVPAI-CBEL-LSU shall convene the FCC if necessary to discuss the results of the evaluation.
- 5.7 The monthly concession shall consist of a ten percent (10%) commission on gross sales and a fixed monthly rental based on the total minimum number of subleases:
- 5.7.1 Six (6) for Taft Cafeteria
5.7.2 Six (6) for The Atrium@Benilde Cafeteria
5.7.3 Seven (7) for Design and Arts (D+C) Cafeteria
5.7.4 Three (3) for Benilde Antipolo Cafeteria
- Note: For DLS-CSB food stall vendors, the rates are either a ten percent (10%) commission of gross sales or a fixed monthly rental, whichever is higher.
- 5.8 The standard space of a food stall/kiosk is 2x2 meters or 4sqm. Larger area requirements shall be charged accordingly. Anything that exceeds the standard size shall be considered as another kiosk space.
- 5.9 Penalties shall be levied on violators of the policies and agreement. A list of penalties is found in the Memorandum of Agreement (Refer to Appendix E: Table of Penalties).
- 5.10 Other terms and conditions are detailed in the Terms of Reference and Memorandum of Agreement.
- 5.11 Application Process. The Food Vendors Policy shall follow established standard procedures for the selection process (Refer to Appendix F: Application and Selection Process)
- 5.12 **Review of Policy.** This policy shall be reviewed every year to ensure that it is updated and relevant to the needs of the College and the community.
- 5.13 **Compliance and Enforcement of Policy.** Non-compliance and violation of the requirements of the **Food Concessionaire Policy** may lead to disciplinary action, subject to the observance of due process.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

6. EFFECTIVITY CLAUSE

6.1 This policy shall take effect upon approval and shall continue to be in full force unless superseded by new policies and guidelines.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX A

Memorandum of Agreement (MOA) Template

MOA Template for Cafeteria Concessionaire

MOA Template for Food Stall Vendors

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX B

Terms of Reference - Cafeteria Concessionaire



De La Salle-College of Saint Benilde
Office of the Vice President for Administration

PROJECT Cafeteria Food Concessionaire for De La Salle-College of Saint Benilde 2024
LOCATION DLS-CSB Taft Campus, 2544 Taft Avenue, Malate, Manila
SUBJECT TERMS OF REFERENCE

	ITEM DESCRIPTION
1. RATIONALE	
	The De La Salle-College of Saint Benilde (DLS-CSB) cafeteria requires the services of a competent and dependable Food Concessionaire (FC) to serve different specialty meals (Filipino, American, Mediterranean, Asian, etc) and operate the DLS-CSB Taft Cafeteria . The FC under such terms and conditions imposed by DLS-CSB shall ensure that HACCP aligned, clean/safe, healthy and reasonably priced food products are made available to all DLS-CSB students, officials, employees and guests. Note: DLS-CSB shall not be precluded from engaging the services of other service contractors for its food requirements.
2. SPECIFICATIONS AND SCOPE OF WORK	
2.1	The projected start date of the Contract is on September 01, 2024 .
2.2	The Food Concessionaire shall be responsible in providing the following:
2.2.1	a specialty four (4) week menu cycle at affordable cost;
2.2.2	food classification and food choices from Filipino (40%), Asian (30%) and other International food (30%);
2.2.3	combo meal (rice, soup, viand), vegetables, and fruits with labels of food allergens;
2.2.4	manage subleased vendors offering Salad Bar, Pasta Corner, Pastry Area and Sandwich Stations or approximately 50% short order, 20% snacks, 20% drinks, 10% desserts.
2.3 FOOD SERVICE DELIVERABLES/GUIDELINES	
2.3.1	Cafeteria operating hours to serve breakfast, lunch, dinner and snacks: Monday to Friday from 7am to 7pm and Saturdays from 7am to 12nn . Operations beyond the regular hours, shall be cleared first with the OVPA.
2.3.2	No operations during specified Philippine holidays and school breaks (e.g Christmas break, Holy Week).
2.4 MENU AND PRICING	
2.4.1	The Food Concessionaire shall promote healthy eating by providing a variety of nutritious and balanced meals and beverages at a reasonable cost.
2.4.2	Menu should indicate the serving portion, size or number of pieces per serving and the nutritional value. It is understood that the standard weight shall exclude the weight of the sauce and trimmings of the dishes.
2.4.3	The Food Concessionaire shall introduce a one (1) month menu cycle of dishes with corresponding price, nutrition information or calorie value per serving.
2.4.4	Non-submission or non-compliance of a menu cycle shall be considered a violation and subject to disqualification
2.4.5	The Food Concessionaire shall provide / display menu board or menu cards indicating the meals with the corresponding price, calorie, and allergens.
2.4.6	Prices of all food items and other commodities shall be in accordance with the bid proposal submitted by the winning bidder. It must be understood that the submitted bid price shall be applicable to the entire duration of the contract
2.4.7	The Food Concessionaire may request for change in price after one year of contract provided that such request is justifiable and shall be with the approval of the DLS-CSB Food Concessionaire Committee.
2.4.8	The Food Concessionaire must maintain sufficient stocks and adequate food supply.
3. ROLE OF DLS-CSB	
3.1	During the duration of the contract, the DLS-CSB shall provide the following:
3.1.1	Kitchen area,
3.1.2	Dining area,
3.1.3	Electric Meter,
3.1.4	Water Meter,
3.1.5	Dining furniture, fixtures and equipment,
3.1.6	Regular servicing and trouble-shooting of DLS CSB supplied equipment,
3.1.7	Regular fumigation / pest control charged to food concessionaires,
3.1.8	Quarterly water testing of drinking fountain,
3.1.9	Performs monthly evaluation of concessionaire services,
3.1.10	Security guard - general supervision.

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

4. ROLE OF FOOD CONCESSIONAIRE	
4.1	The Food Concessionaire shall:
4.1.1	operate and ensure that the quality of food and service offered should be maintained throughout the term of concession;
4.1.2	present a HACCP or FOODSHAP Inspection Certificate and a General Food Safety Manual citing Food Supplies Handling, Food Preparation, Food Service, Waste Disposal, Food Handler Sanitation etc.;
4.1.3	maintain a necessary Cash flow to pay for Employees salaries and benefits when due;
4.1.4	provide training to all concessionaire's employees assigned to DLS CSB and present a Food Safety Training Certificate;
4.1.5	perform regular inspections of all concessionaire owned equipment and fixtures;
4.1.6	perform regular food safety audit;
4.1.7	utilize a BIR-registered cash register/POS for regular transactions, and provide an invoice for all transactions;
4.1.8	provide two (2) payment methods to be used for regular transactions which will include at least one electronic payment modality;
4.1.9	perform daily cleaning before and after use of the kitchen, dining, and dishwashing areas;
4.1.10	make efforts to recognize and support the local raw and processed food products whenever possible;
4.1.11	provide nutritional analysis fact sheets to be given to the DLS CSB community upon request;
4.1.12	comply with all rules and regulations of the LGU (Local Government Unit) and DLS-CSB;
4.1.13	provide Catering Services for school related events;
4.1.14	provide food classification and food choices from Filipino (40%), Asian (30%) and other International food (30%) and will manage subleased vendors offering Salad Bar, Pasta Corner, Pastry Area and Sandwich Stations or approximately 50% short order, 20% snacks, 20% drinks, 10% desserts;
4.1.15	extend discounts to PWD and Senior Citizens as provided by law and 10% discount for all DLS-CSB associates (faculty/staff) and DLS-CSB agency-hired personnel;
4.1.16	engage an allowable number of sublease vendors offering approximately 50% short order, 20% snacks, 20% drinks, 10% desserts within the Food Concessionaire's perimeter and approved by OVPA;
4.1.17	be responsible for the general supervision and monitoring of all the food kiosks/sublease within Taft Cafeteria perimeter ;
4.1.18	be solely responsible for the settlement of all utilities consumed by their food service and the subleased kiosks for the duration of the engagement;
4.1.19	allow DLS-CSB to use the cafeteria dining with approval from the Office of the Vice President for Administration.
5. MODE, DOMICILE AND TENURE	
5.1	The Food Concessionaire shall:
5.1.1	operate the DLS-CSB Taft Campus Cafeteria which is located at Ground Floor, Taft Campus with 200 seating capacity and with at least six (6) food kiosks measuring 2x2 meters or 4 sqm each;
5.1.2	provide a monthly 10% commission on gross sales and fixed rate monthly rental from each sublease;
5.1.3	pay water and electrical consumptions based on sub meter readings;
5.1.4	remit payments to Finance every first week of the month;
5.1.5	operate under a two (2) year food concession contract agreement , with optional one (1) year extension subject to review by DLS-CSB based on the cafeteria performance and to existing rules and regulations;
5.2	DLS-CSB has the right to pre-terminate the contract for breach of any of the provisions of the Contract or for poor performance subject to sixty (60) days prior notice.
6. BASIC QUALIFICATION AND LEGAL / ABANDONMENT WITHOUT NOTICE/ TECHNICAL REQUIREMENTS TO BE SUBMITTED:	
6.1	Letter of Intent addressed to the Office of the Vice President for Administration.
6.2	The Food Concessionaire must have a proven track record in the canteen/food service industry/operation with the following eligibility requirements:
6.2.1	Current Mayor's or Business Permit;
6.2.2	BIR Certificate of Registration;
6.2.3	Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR), with a minimum capitalization of Three Million (P3,000,000.00) Pesos;
6.2.4	Certification that the company is or had been on the canteen/ restaurant/ catering operation business for at least Five (5) years with at least two (2) current clients or food outlets with a minimum combined serving capacity of 250 persons;
6.2.5	organizational structure with registered dietician.
6.3	Upon awarding, the Food Concessionaire shall:
6.3.1	agrees to post a performance bond equivalent to Two Million (P2,000,000.00) Pesos covering Three (3) months of non-service from an insurance company acceptable to the College for the duration of the contract or agreement;
6.1.5	agrees to post a Facility deposit of Two Hundred Thousand (P200,000.00) Pesos and two (2) months advance rental of sublease.
6.1.6	agrees to pay 5% compounded interest per week of delay of payment of monthly rental due, computed seven (7) days from the due date.
6.1.7	agrees to cease the food service, forfeit deposit and all claims after one (1) month abandonment.
6.1.8	agrees to forfeit deposit and termination of contract for failure to pay any dues within two (2) months of receipt of due
6.1.9	agrees to terminate the contract and forfeiture of deposit for food service for any violations such as: health and sanitation, and/or violation of contract, ex. adding kiosks without prior authorization.
6.1.10	agrees to provide 24 Post Dated Checks (PDC's) of fixed monthly rental per subleased vendor/kiosks.
6.1.11	provide at its own expense a One Million (P1,000,000.00) amount coverage Comprehensive General Liability Insurance (CGLI) covering full responsibility for any work-related incidents brought about by accidents, mishandling, negligence, and/or non-compliance with safety standard work procedures, during and/or after work implementation of the project that may occur at the work site, cause damage to existing property and building premises of DLS-CSB and its perimeter.
6.1.12	provide a Company Profile with following details (see Annex A.1)
6.4	Failure to comply with the aforementioned requirements prior to operation shall be grounds for the College to revoke the award.

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

7. EVALUATION, SELECTION CRITERIA AND RATING	
7.1	Completeness of documentary requirements, accreditation c/o Center for Procurement.
7.2	Food Evaluation 60% (50% Taste Test, 10% Food Concept)
7.2.1	The food taste test shall be conducted by the DLS-CSB Food Concessionaire Committee and invited 10 guests.
7.2.2	The DLS-CSB Food Concessionaire Committee members shall choose a specific set menu from the sample menus prepared by the Bidder. The chosen set menu will be the same set menu to be served by all the bidders.
7.2.3	The bidders shall be notified as to the schedule of the taste test.
7.2.4	During the food taste test, the bidder is expected to render table service in accordance with professional standards.
7.3	Ocular Inspection of Commissary and /or Food Outlets (15%)
7.4	Financial Bid (25%)
8. EQUIPMENT AND FACILITIES	
8.1	The Food Concessionaire with a written consent issued by the DLS-CSB shall provide at its own expense the necessary equipment / supplies for use in the foodservice operation in the DLS-CSB, including but not limited to the following:
8.1.1	All kitchen equipment and utensils (see Annex A.2)
8.2	DLS-CSB has right to evaluate and approve any proposals by the Food Concessionaire as regard the implementation of renovation and any other succeeding improvements and other related works. A written request with design plans must be submitted before alterations, renovations, improvements to the premises or change the electrical, plumbing, lighting or sanitary systems.
8.3	DLS-CSB hereby agrees that any fixtures, equipment as well as shelving and the like provided by the Food Concessionaire shall remain the property of the latter and maybe removed by the Food Concessionaire upon termination of the contract, provided however, that the removal shall require consent from DLS-CSB as well as the needed restoration of the area.
8.4	The Food Concessionaire shall maintain the premises in a clean and sanitary condition, free from obnoxious odors, disturbing noises, or other nuisances.
9. PERSONNEL / MANPOWER REQUIREMENT	
9.1	There is no employer – employee relations between the Food Concessionaire employees and the DLS-CSB. The Food Concessionaire hereby holds the DLS-CSB free and harmless from any claims interposed by its employees under existing labor laws and social legislation.
9.2	The Food Concessionaire shall be solely responsible for the salaries and wages, allowances, overtime compensation and such other benefits as maybe required by law of all its personnel and staff subject to the provision of the Labor Code of the Philippines and its implementing Rules and Regulations. The winning bidder shall strictly comply with the requirements of Social Security System (SSS), Philhealth, Pag-ibig and all provisions under the Employee Compensation Commission.
9.3	The Food Concessionaire shall employ and hire on a full time basis adequate number of personnel not lower than the herein prescribed manpower requirement. Health certificates, HEPA Vaccine, Food Safety Guidelines, Sanitary Permit and other necessary permits must be submitted to DLS-CSB two (2) weeks after the awarding of the contract and be renewed every year as required by the City ordinance to renew health certificates required by the City of Manila
9.4	Food handlers which include both kitchen and dining personnel must wear the proper / standard work attire or uniform and observe good personal hygiene practices as prescribed in section 3b, item 5 of the Implementing Rules and Regulation of Chapter III on Food Establishments of the Code on Sanitation of the Philippines (PD856). They must also follow applicable laws.
9.5	The DLS-CSB Temporary ID shall be issued to all employees of the Food Concessionaire upon verification and approval of DLS-CSB. The Food Concessionaire employees must wear the Generic ID while confined within DLS-CSB premises. In case of any replacement of the winning bidder's employee, the DLS-CSB shall be advised/notified in writing accordingly for ID card replacement. It is the obligation of the Food Concessionaire to surrender to DLS-CSB the Generic ID's issued to their employees upon separation from service. Or OVPA will provide a list of verified Food Concessionaires employees for Security's reference upon entry.
10. FOOD SAFETY, SANITATION AND ENVIRONMENTAL COMPLIANCE	
The Food Concessionaire shall ensure utmost cleanliness and proper hygiene in the preparation, handling and service of food. It shall strictly comply with all existing laws and applicable ordinances governing procurement, food safety and sanitation standards, Sanitation Code of the Philippines or PD 856, RA 3720 amended by EO 175, environmental laws such as RA 8749, RA 9003, RA 9275, among others including DLS-CSB policies and others.	
10.1 Environmental Compliance	
10.1.1	The Food Concessionaire shall abide by the requirements of Ecological Solid Waste Management Act (R.A. 9003) and other requirements set by CFM-ECO, such as but not limited to proper segregation of waste in accordance to the College's waste segregation scheme; ban of single-use plastic, collection within and from the cafeteria premises and disposal through proper contractor.
10.1.2	The Food Concessionaire shall abide by the requirements of Clean Water Act (R.A. 9275) and requirements set by CFM-ECO, such as but not limited to all wastewater from the concessionaire's operations shall pass through the grease trap system and regular and proper maintenance of grease trap.
10.1.3	The Cafeteria Concessionaire shall abide by the requirements of Hazardous Waste Management Act (R.A. 6969) and requirements set by CFM-ECO, such as but not limited to:
	a. Proper collection, storage, treatment and disposal of hazardous wastes such as grease waster from grease trap and used oil
	b. Provide durable and proper containers for storage and/or accumulation of wastes.
	c. Provide a DENR-accredited waste transporter and treatment facility to transport, treat and dispose grease wastes and used oil.
	d. Provide copy of documentations to CFM-ECO as reference of compliance such as Uniform Hazardous Waste Manifest Form and Certificate of Treatment of hazardous wastes
10.1.4	All wastes generated by the concessionaire should be hauled on a daily basis to prevent accumulation of wastes within DLS-CSB premises.
10.1.5	The Cafeteria Concessionaire must provide plans for Waste Management, Cleaning Programs and Sanitation Standard Operating Procedures, and Environmental Management Program and Initiatives.
10.2	The Food Concessionaire shall provide a list of reputable and established suppliers from where it procures its food supplies. The list must be submitted to the DLS CSB.
10.3	For food safety and sanitary purposes, cashier shall not be allowed to handle food.
10.4	The Food Concessionaire shall ensure strict compliance with the 'Clay Go' policy of DLS-CSB.
10.5	The food concessionaire will comply with the zero waste policy of DLS-CSB and refrain from using styrofoam and single use plastics in its service and packaging. The complete policy will be provided to the winning bidder upon award.

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

11. PROHIBITED ACTS	
11.1	DLS-CSB employees, and their relatives up to the third degree of consanguinity/affinity (see below items L1.1 to L1.3) of any currently employed personnel, regardless of his/her status (Temporary, Project-Based, Probationary, Part Time and Regular) in the College are prohibited to join the bidding.
11.1.1	First Degree (Parents, Siblings, Children, Spouse)
11.1.2	Second Degree (Grandparents, Grandchildren, Aunts/Uncles, Nieces/Nephews)
11.1.3	Third Degree (First cousins, Great grandparents, Great grandchildren, Great aunts/uncles, Grandnieces/nephews)
11.2	The Food Concessionaire is prohibited from engaging in any of the following acts:
11.2.1	To use the DLS-CSB premises for any unlawful acts or immoral purposes or acts contrary to the provision of this instrument or such other purpose that will cause damage to the DLS-CSB.
11.2.2	To store any flammable materials which will constitute fire hazard, toxic, harmful, poisonous, or noxious substance in the premises EXCEPT those which are necessary for cleaning, sanitation purposes and foodservice operation.
11.2.3	To store any items or contraband wherein the possession, use, distribution or sale of which is prohibited by law, including but not limited to prohibited drugs, firearms, ammunition, explosives, pornographic materials, and such other analogous items / objects.
11.2.4	To use the DLS-CSB Cafeteria beyond the specified foodservice operating hours. In case of general cleaning or special events that will require the use of these premises, a prior written consent must be secured from the OVPA
11.2.5	To use the DLS-CSB Cafeteria facilities to provide catering services to non- DLS-CSB related functions or outside clients.
11.2.6	To use DLS-CSB premises for dwelling or sleeping purposes.
12. MONITORING AND CLEARANCE	
12.1	A regular inspection to ensure Cafeteria operations compliance with the foregoing provision, shall be conducted by DLS-CSB. The Cafeteria Concessionaire assumes full and exclusive responsibility for the quality, safety and fitness for human consumption all food items to be served at the DLS-CSB Cafeteria.
12.2	The Cafeteria Concessionaire shall permit inspection by appropriate government agencies such as the City Municipal Health Office, Bureau of Fire Protection or BIR as maybe required.
12.3	Upon expiration of the contract the Cafeteria Concessionaire shall orderly turnover the premises and all fixtures provided by DLS-CSB in its usable and good condition. DLS-CSB shall then issue clearance freeing the winning bidder from any accountability in DLS-CSB.
13. DISCLAIMER, DATA PRIVACY AND NON-DISCLOSURE	
DLS CSB and All Bidders shall not at any time communicate to any person or entity any confidential information acquired in the course of the Bidding. For purposes of this clause, "secret" or "confidential information" means any information or knowledge acquired by DLS CSB and the Bidders and/or its Personnel arising out of, or in connection with the Cafeteria bidding process under this TOR that is not otherwise available to the public.	
The Both parties agrees to protect and safeguard all secret and confidential information disclosed in the bidding. Cafeteria Concessionaire shall permit inspection by appropriate government agencies such as the City Municipal Health Office, Bureau of Fire Protection or BIR as maybe required.	
The content of this document and pertinent attachments, are intended solely for the bid participants and other individuals or entities who are authorized to receive these. Please be advised that disclosure, distribution or copying of the information herein is strictly prohibited and may be unlawful. If you get hold of these in error or unintentionally, please notify the Office of the Vice President for Administration (OVPA) and/or return the documents immediately.	

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Cafeteria/Food Concessionaire for De La Salle-College of Saint Benilde TOR 2024

Annex A

1. Company Profile with following details as part of accreditation requirements and/or as stated by Center for Procurement

1.1	Company Information/Background
1.2	Product Lines and Brochures
1.3	Current List of Clients (with address, contact person and contact numbers)
1.4	Personnel Development Program
1.5	Letter of Good Standing from Concessionaire's current banks (or certificate from the bank); at least two (2)
1.6	Department of Trade and Industry (DTI) Registration for single proprietorship; or SEC Registration for Corporations
1.7	Tax Clearance Certificate,
1.8	SSS/Philhealth Certificate of Registration,
1.9	SSS clearance from the previous quarter that there is no pending case,
1.10	DOLE Permits – OSH program,
1.11	List of Memberships in industry related associations
1.12	Photocopy of Sales Invoice (previously Official Receipt/OR)
1.13	List of existing clients (active only)
1.14	HACCP or FOODSHAP Inspection Certificate and Food Safety Training Certificate

2. All kitchen equipment and utensils (subject for final approval/clearance by DLS-CSB OVPA) such as

2.1	Refrigerator,
2.2	Freezer,
2.3	Chiller,
2.4	Industrial stove / range,
2.5	Oven,
2.6	Griller,
2.7	Food warmers
2.8	Cold pan & Display case,
2.9	Silver caddy,
2.10	Color coded chopping board,
2.11	Measuring cups & spoon,
2.12	Dietetic scale,
2.13	Service /Utility carts
2.14	LPG (fuel)
2.15	Cash Register / POS (duly registered with the BIR)
2.16	Menu boards
2.17	Dinnerware of chinaware (plates, cups, saucers & bowls)
2.18	Stainless Flatware or Silverware (knives, forks, spoons)
2.19	Glassware
2.20	Hollowware (service trays, cruet sets)
2.21	Table ornaments
2.22	Microwave ovens (1 for common use)
2.23	Oven toaster
2.24	Institutional type Dishwashing machine
2.25	Food preparation tables
2.26	Beverage dispensing equipment
2.27	Other necessary equipment/appliances for cafeteria operations

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Terms of Reference - Food Stall Vendors



De La Salle-College of Saint Benilde
Office of the Vice President for Administration

PROJECT Food Stalls for De La Salle-College of Saint Benilde 2023
LOCATION 2544 Taft Avenue, Malate, Manila (Taft Campus, DAC, Atrium)
SUBJECT **TERMS OF REFERENCE**

OFFICIAL BID
TEMPLATE
REFERENCE NO.

		ITEM DESCRIPTION	
A. RATIONALE			
		The De La Salle-College of Saint Benilde (DLS-CSB) requires the services of a competent and dependable Food Concessionaire (FC) to serve their product in identified locations in TAFT, D+A, The Atrium Campus. The Food Stalls/Concessionaire under such terms and conditions imposed by DLS-CSB shall ensure that HACCP aligned, clean/safe, healthy and reasonably priced food products are made available to all DLS-CSB students, officials, employees and guests.	
		Note: DLS-CSB shall not be precluded from engaging the services of other service contractors for its food requirements.	
B. SPECIFICATIONS AND SCOPE OF WORK			
1	The projected start date of the Contract		Start Date
2	The Food Concessionaire shall be responsible in providing a food and beverage at affordable cost. Food classification and food choices from short orders, snacks, drinks, and dessert.		
3	FOOD SERVICE DELIVERABLES/GUIDELINES		
3.1	Food stall operating hours: Operations beyond the regular hours, shall be cleared first with the OVPA.		Operating Hours
3.2	No operations during specified Philippine holidays and school breaks (e.g Christmas break , Holy Week)		
4	MENU AND PRICING		
4.1	The Food Concessionaire shall promote healthy eating by providing a variety of nutritious and balanced meals and beverages at a reasonable cost.		
4.2	The Food Concessionaire shall provide / display menu board or menu cards indicating the meals with the corresponding price		
4.3	Prices of all food items and other commodities shall be in accordance with the submitted proposal and approved by DLS-CSB. It must be understood that the submitted price shall be applicable to the entire duration of the contract		
4.4	The Food Concessionaire may request for change in price after one year of contract provided that such request is justifiable and shall be with the approval of the DLS-CSB OVPA.		
4.5	The Food Concessionaire must maintain sufficient stocks and adequate food supply		
C. ROLE OF DLS-CSB			
1	During the duration of the contract, the DLS-CSB shall provide the following FREE of charge:		
1.1	•Electric Meter		
1.2	•Water Meter		
1.3	•Regular servicing and trouble-shooting of DLS CSB supplied equipment		
1.4	•Regular fumigation / pest control in the common dining area		
1.5	•Performs semistral evaluation of concessionaire services		
1.6	•Security guard - general supervision		
D. ROLE OF FOOD CONCESSIONAIRE			
1	The Food Concessionaire shall:		
1.1	Operate and ensure that the quality of food and service offered should be maintained throughout the term of concession.		
1.2	Present a HACCP aligned General Food Safety Program citing Food Supplies Handling, Food Preparation, Food Service, Waste Disposal, Food Handler Sanitation etc.		
1.3	Maintain a necessary Cash flow to pay for Employees salaries and benefits when due		
1.4	Provide regular training to all concessionaire's employees assigned to DLS-CSB.		
1.5	Perform regular inspections of all concessionaire owned equipment and fixtures.		
1.6	Perform daily cleaning of assigned area		
1.7	Make efforts to recognize and support the local raw and processed food products whenever possible.		
1.8	Provide nutritional analysis fact sheets to be given to the DLS-CSB community upon request.		
1.9	Comply with all rules and regulations of the LGU and DLS-CSB.		
1.10	Extend discounts to PWD and Senior Citizens as provided by law.		

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

E. MODE, DOMICILE AND TENURE

1	The Food Concessionaire shall:		
1.1	The Food Concessionaire shall operate its food stalls in the identified locations of DLS-CSB.	Proposed location:	
1.2	There will be a fixed monthly rental. Water and electrical consumptions will be paid by the Food Concessionaire based on sub meter readings.	Proposed monthly rental:	
1.3	The Food Concessionaire shall operate ___ years food concession contract agreement, with optional ___ year extension subject to review by DLS-CSB based on the performance and to existing rules and regulations.	Contract duration	
1.4	The parties have the right to pre-terminate the contract for breach of any of the provisions of the Contract or for poor performance subject to sixty (60) days prior notice.		
1.5	It is recommended that two (2) payment methods be used preferably cashless e.g GCash, but not limited to electronic payment.		

F. BASIC QUALIFICATION AND LEGAL / ABANDONMENT WITHOUT NOTICE/ TECHNICAL REQUIREMENTS TO BE SUBMITTED:

1	The Food Concessionaire must have a proven track record in the food service industry/operation with the following eligibility requirements;		
1.1	Letter of Intent addressed to the Office of the Vice President for Administration specifying the proposed location with area, monthly rental, and tenure.		
1.2	Certification that the company is or had been on the food business for at least One (1) year with at least two (2) current clients or food outlets.		
1.3	Company Profile with following details (see Annex A.1)		
1.4	Company profile of partner entrepreneur/organization/company stating the number of food stalls and location and years in food service;		
1.5	Recent photo of food stall/s;		
1.6	Detailed food concept and menu with price proposals;		
1.7	Bank certificate of deposit with at least Php 2,000,000 (For vendors with tenures more than one (1) year).		
1.8	Agrees to post a Facility deposit of Fifty Thousand (P50,000.00) Pesos and 2 (two) months advance rental.		
1.9	Agrees to have 5% compounded interest of monthly rate after 2 (two) weeks abandonment and cease the food service, forfeit deposit and all claims after 2 (two) months abandonment.		
2.0	Agrees to provide ___ Post Dated Checks (PDC's)		

G. EQUIPMENT AND FACILITIES

1	The Food Concessionaire with a written consent issued by the DLS-CSB shall provide at its own expense the necessary equipment / supplies for use in the foodservice operation in the DLS-CSB, including but not limited to the following:		
1.1	All food stalls equipment and utensils (see Annex A.2)		
2	DLS-CSB has right to evaluate and approve any proposals by the Food Concessionaire/Food Stalls as regard the implementation of renovation and any other succeeding improvements and other related works. A written request with design plans must be submitted before alterations, renovations, improvements to the premises or change the electrical, plumbing, lighting or sanitary systems.		
3	DLS-CSB hereby agrees that any fixtures, equipment as well as shelving and the like provided by the Food Concessionaire/Food Stalls shall remain the property of the latter and maybe removed by the Food Concessionaire/Food Stalls upon termination of the contract, provided however, that the removal shall require consent from DLS-CSB as well as the needed restoration of the area.		
4	The Food Concessionaire shall maintain the premises in a clean and sanitary condition, free from obnoxious odors, disturbing noises, or other nuisances.		

H. PERSONNEL / MANPOWER REQUIREMENT

1	There is no employer – employee relations between the Food Concessionaire/Food Stalls employees and the DLS-CSB. The Food Concessionaire hereby holds the DLS-CSB free and harmless from any claims interposed by its employees under existing labor laws and social legislation.		
2	The Food Concessionaire shall be solely responsible for the salaries and wages, allowances, overtime compensation and such other benefits as maybe required by law of all its personnel and staff subject to the provision of the Labor Code of the Philippines and its implementing Rules and Regulations. The winning bidder shall strictly comply with the requirements of Social Security System (SSS), Philhealth, Pag-ibig and all provisions under the Employee Compensation Commission.		
3	The Food Concessionaire shall employ and hire on a full time basis adequate number of personnel not lower than the herein prescribed manpower requirement. Health certificates, HEPA Vaccine, Food Safety Guidelines, Sanitary Permit and other necessary permits must be submitted to DLS-CSB two (2) weeks after the awarding of the contract and be renewed every year as required by the City ordinance to renew health certificates required by the City of Manila		
4	Food handlers which include both kitchen and dining personnel must wear the proper / standard work attire or uniform and observe good personal hygiene practices as prescribed in section 3b, item 5 of the Implementing Rules and Regulation of Chapter III on Food Establishments of the Code on Sanitation of the Philippines (PD856). They must also follow applicable laws.		
5	The DLS-CSB Temporary ID shall be issued to all employees of the Food Concessionaire upon verification and approval of DLS-CSB. The Food Concessionaire employees must wear the Generic ID while confined within DLS-CSB premises. In case of any replacement of the winning bidder's employee, the DLS-CSB shall be advised/notified in writing accordingly for ID card replacement. It is the obligation of the Food Concessionaire to surrender to DLS-CSB the Generic ID's issued to their employees upon separation from service.		

I. FOOD SAFETY, SANITATION AND ENVIRONMENTAL COMPLIANCE

The Food Concessionaire shall ensure utmost cleanliness and proper hygiene in the preparation, handling and service of food. It shall strictly comply with all existing laws and applicable ordinances governing procurement, food safety and sanitation standards, Sanitation Code of the Philippines or PD 856, RA 3720 amended by EO 175, environmental laws such as RA 8749, RA 9003, RA 9275, among others including DLS-CSB policies and others.

1	Environmental Compliance		
1.1	The Food Concessionaire shall abide by the requirements of Ecological Solid Waste Management Act (R.A. 9003) and other requirements set by CFM-ECO, such as but not limited to proper segregation of waste in accordance to the College's waste segregation scheme; ban of single-use plastic; collection within and from the cafeteria premises and disposal through proper contractor.		
1.2	The Food Concessionaire shall abide by the requirements of Clean Water Act (R.A. 9275) and requirements set by CFM-ECO, such as but not limited to all wastewater from the concessionaire's operations shall pass through the grease trap system and regular and proper maintenance of grease trap.		
1.3	The Cafeteria Concessionaire shall abide by the requirements of Hazardous Waste Management Act (R.A. 6969) and requirements set by CFM-ECO, such as but not limited to:		
	a. Proper collection, storage, treatment and disposal of hazardous wastes such as grease waste from grease trap and used oil		
	b. Provide durable and proper containers for storage and/or accumulation of wastes.		
	c. Provide a DENR-accredited waste transporter and treatment facility to transport, treat and dispose grease wastes and used oil.		
	d. Provide copy of documentations to CFM-ECO as reference of compliance such		
1.4	All wastes generated by the concessionaire should be hauled on a daily basis to prevent accumulation of wastes within DLS-CSB premises.		
2	For food safety and sanitary purposes, cashier shall sanitize his/her hand before handling the food.		
3	The Food Concessionaire shall ensure strict compliance with the "CLAYGO" policy of DLS-CSB. All Styrofoam packages / containers are NOT permitted in DLS-CSB. Single use plastics should also be avoided.		

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

J. PROHIBITED ACTS										
1	DLS-CSB employees, and their relatives up to the third degree of consanguinity/affinity (see below items L1.1 to L1.3) of any currently employed personnel, regardless of his/her status (Temporary, Project Based, Probationary, Part Time and Regular) in the College are prohibited to join the bidding.									
1.1	First Degree (Parents, Siblings, Children, Spouse)									
1.2	Second Degree (Grandparents, Grandchildren, Aunts/Uncles, Nieces/Nephews)									
1.3	Third Degree (First cousins, Great grandparents, Great grandchildren, Great aunts/uncles, Grandnieces/nephews)									
2	The Food Concessionaire is prohibited from engaging in any of the following acts:									
2.1	To use the DLS-CSB premises for any unlawful acts or immoral purposes or acts contrary to the provision of this instrument or such other purpose that will cause damage to the DLS-CSB.									
2.2	To store any flammable materials which will constitute fire hazard, toxic, harmful, poisonous, or noxious substance in the premises EXCEPT those which are necessary for cleaning, sanitation purposes and foodservice operation.									
2.3	To store any items or contraband wherein the possession, use, distribution or sale of which is prohibited by law including but not limited to prohibited drugs, firearms, ammunition, explosives, pornographic materials, and such other analogous items / objects.									
2.4	To use the DLS-CSB food stalls location beyond the specified foodservice operating hours. In case of general cleaning or special events that will require the use of these premises, a prior written consent must be secured from the OVPA.									
2.5	To use the DLS-CSB indoor facilities to provide catering services to non-DLS-CSB related functions or outside clients.									
2.6	To use DLS-CSB premises for dwelling or sleeping purposes.									
K. MONITORING AND CLEARANCE										
1	A regular inspection to ensure food stalls operations compliance with the foregoing provision, shall be conducted by DLS-CSB. The Food Concessionaire assumes full and exclusive responsibility for the quality, safety and fitness for human consumption all food items to be served at the DLS-CSB.									
2	The Food Concessionaire shall permit inspection by appropriate government agencies such as the City Municipal Health Office, Bureau of Fire Protection or BIR as maybe required.									
3	Upon expiration of the contract the Food Concessionaire shall orderly turnover the premises and all fixtures provided by DLS-CSB in its usable and good condition. DLS-CSB shall then issue clearance freeing the winning bidder from any accountability in DLS-CSB.									
L. DISCLAIMER, DATA PRIVACY AND NON-DISCLOSURE										
DLS CSB and All Bidders shall not at any time communicate to any person or entity any confidential information acquired in the course of the Bidding. For purposes of this clause, "secret" or "confidential information" means any information or knowledge acquired by DLS CSB and the Bidders and/or its Personnel arising out of, or in connection with the Food Stalls bidding process under this TOR that is not otherwise available to the public.										
The Both parties agrees to protect and safeguard all secret and confidential information disclosed in the bidding. Food Concessionaire shall permit inspection by appropriate government agencies such as the City Municipal Health Office, Bureau of Fire Protection or BIR as maybe required.										
The content of this document and pertinent attachments, are intended solely for the bid participants and other individuals or entities who are authorized to receive these. Please be advised that disclosure, distribution or copying of the information herein is strictly prohibited and may be unlawful. If you get hold of these in error or unintentionally, please notify the Office of the Vice President for Administration (OVPA) and/or return the documents immediately.										
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Prepared by:</td> <td style="width: 33%;">Noted by:</td> <td style="width: 33%;">Approved by:</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">FCC Leader</td> <td style="text-align: center;">CBEL-LSU</td> <td style="text-align: center;">Vice President for Administration</td> </tr> </table>		Prepared by:	Noted by:	Approved by:	_____	_____	_____	FCC Leader	CBEL-LSU	Vice President for Administration
Prepared by:	Noted by:	Approved by:								
_____	_____	_____								
FCC Leader	CBEL-LSU	Vice President for Administration								

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Food Stalls for De La Salle-College of Saint Benilde TOR

Annex A

1. Company Profile with following details:

- Company Information/Background
- Product Lines and Brochures
- Current List of Clients (with address, contact person and contact numbers)
- Organizational Structure
- Letter of Good Standing from Concessionaire's current banks; at least two (2)
- Department of Trade and Industry (DTI) Registration for single proprietorship; or SEC Registration for Corporations
- Current Mayor's or Business Permit;
- BIR Certificate of Registration,
- Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) for the last two (2) years,
- Tax Clearance Certificate,
- SSS/Philhealth Certificate of Registration,
- SSS clearance from the previous quarter that there is no pending case,
- DOLE Permits – OSH program,
- List of Memberships in industry related associations
- Photocopy Original Receipt
- Photocopy of Sales Invoice
- List of existing clients (active only)

2. All kitchen equipment and utensils (subject for final approval/clearance by DLS-CSB OVPA) such as

- Refrigerator,
- Freezer,
- Chiller,
- Industrial stove / range,
- Oven,
- Griller,
- Food warmers
- Cold pan & Display case,
- Silver caddy,
- Color coded chopping board,
- Measuring cups & spoon,
- Dietetic scale,
- Service /Utility carts
- Cash Register / POS (duly registered with the BIR)
- Menu boards
- Dinnerware of chinaware (plates, cups, saucers & bowls)
- Stainless Flatware or Silverware (knives, forks, spoons)
- Glassware
- Hollowware (service trays, cruet sets)
- Table ornaments
- Microwave ovens
- Oven toaster
- Food preparation tables
- Beverage dispensing equipment
- Other necessary equipment/appliances for food stalls/kiosks operations

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX C

Award Notice Form

De La Salle-College of Saint Benilde			
Office of the Vice President for Administration and Innovation			
AWARD NOTICE			
Ref. No.			
Date:			
We are pleased to submit below for your review, the identified location of ____ Cafeteria, as indicated in the attached floor layout plan (portion). Should you wish to conduct a site inspection, please coordinate with us.			
GENERAL INFORMATION			
Trade Name			
Company/Lessee Name			
Franchisee		Authorized Dealer	
Nature of Business			
Authorized Representative			
Designation			
Address			
Contact Number			
Email Address			
SPACE ALLOCATION AND TERM			
Campus/Building			
Floor/Room/Loc Code			
Seating Capacity		Total Area (sqm)	
Lease Term:		Lease Start Date:	
CHARGES (exclusive of VAT) AND DEPOSITS			
Monthly Rental			
Electricity cost per kWhr		Water cost per cu.m	
Facility Deposit			
Advance Rent (2 months)			
Performance Bond			
Other			
Please sign in the space provided below and return to us within 5 working days from the receipt of this form. By signing in this form, you acknowledge that usage of this space is governed by the College's internal rules and regulations, and may be revoked or altered as the College deems for its own purpose. You agree that by signing this Award Notice you accept and agree to comply with the terms and conditions stated in the Lease Contract. The Facility Deposit, Advance Rent, and Bonds must be paid one week (7 days) after return of this notice. Please facilitate payment to our Finance Office. Kindly provide us with a copy of OR as proof of payment. The Facility Deposit and Advance Rent shall be automatically forfeited should you not proceed with the lease on the date indicated in this notice. Upon its execution, the provisions of the Lease Contract shall prevail. By filling up this form, you are consenting to the collection, processing and use of your company or personal data related to this transaction. THIS AWARD NOTICE FORM IS SUBJECT TO OVPA FINAL APPROVAL.			
Prepared by:	Checked by:	Approved by:	Conforme:
	Engineering Head	VP for Administration and Innovation	Lessee (Name/Position)
CBEL-LSU	Date:	Date:	Date:

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX D

Food Concessionaire Policy Implementing Rules and Regulations (IRR)

ARTICLE I

PURPOSE

The Food Concessionaire Committee (FCC) is tasked with evaluating and recommending food vendors to service the requirements of the College. This committee will also be the recommendatory body to discuss and deal with complaints, discussion and resolutions, and provide suggestions to ensure quality service and compliance.

The recommendation is submitted to the Vice President for Administration for review and for subsequent presentation to the Operations Council and Benilde Leadership Team for final approval.

ARTICLE II

TITLE

Section 1. This shall be known as the Implementing Rules and Regulations (IRR) of the Food Concessionaire Committee (FCC) of De La Salle-College of Saint Benilde (DLS-CSB).

Section 2. This IRR shall apply to all FCC meetings.

ARTICLE III

MEMBERS

Section 1. De La Salle - College of Saint Benilde respects the opinions and views of every sector. Thus, voting members of the FCC shall refer to the following:

- 1.1 Tertiary Student Sector Representative
- 1.2 Secondary Student Sector Representative
- 1.3 Tertiary Faculty Representative
- 1.4 Secondary Faculty Representative
- 1.5 Employee/Associates Representative

Section 2. The following offices will join the FCC as resource / support members, and will not be voting members:

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

- 2.1 Risk Management and Compliance Office
- 2.2 Office of the VP for Finance
- 2.3 Center for Procurement
- 2.4 Center for Medical and Health Services
- 2.5 Center for Built Environment and Logistics
- 2.6 Office of the Vice President for Administration and Innovation

Section 3. The official Student Sector Representatives shall come from the respective Supreme Student Government (SSG) of the tertiary and secondary levels, respectively.

Section 4. The official Faculty Sector Representatives shall come from the DLS-CSB Faculty Association (FA) for the tertiary level and from the SHS faculty pool, as assigned by the DLS-CSB SHS Principal

Section 5. The official Employee Sector Representatives shall come from the Benilde Administrative and Support Personnel Association (BASPA).

Section 6. Every Sector shall have two (2) representatives.

Section 7. In the event that the parties attending the first meeting are not the official representatives, then they shall become the official representatives, provided they belong to the respective sector and commit themselves to the tasks of a sector representative. The official representatives shall submit a formal communication regarding the change(s) to the FCC Chairperson. The original representative forfeits his/her membership in the committee.

Section 8. Every Sector shall have one vote regarding all decisions made by the FCC. In the event that the representatives of each sector are unable to come up with a consensus vote, their vote is not counted.

Section 9. In the event that a specific sector has no official functioning association, the following guidelines shall be followed in the selection of the sector representatives:

- 9.1 Student representatives: Shall be chosen by the student organizations from among the officers.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

9.2. Faculty representatives: Shall be full time faculty members selected from among the faculty present in a Faculty General Assembly to be called by the Vice-Chancellor for Academics.

9.3. Employee Association representatives: Shall be regular personnel selected from among those present in a General Assembly to be called by the Human Resource Department.

ARTICLE IV FCC CHAIRPERSON

Section 1. The Vice President for Administration and Innovation shall be the FCC Chairperson unless the College President appoints another person.

Section 2. The FCC, as presided by the Chairperson shall have the following powers and responsibilities to:

1. Set date, time, and venue for FCC meetings.
2. Inform the sector representatives regarding the FCC meetings.
3. Determine the process to be followed in arriving at a consensus.

ARTICLE V MEETINGS

Section 1. By the end of the second trimester of every academic year, the FCC Chairperson shall secure the names of official sector representatives. The representatives will serve as the FCC members for the duration of three consecutive trimesters.

Section 2. Notices must be sent to the sector representatives at least fifteen (15) days before the meetings. The FCC meeting shall commence within the first three weeks of the third trimester of the Academic Year.

Section 3. Only official Sector Representatives are allowed to participate in the FCC meetings. Substitutes are allowed only if the Sector Representative is no longer engaged with the College as either a student or employee. Substitutes must come from the original Sector of the representative.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Section 4. At least one representative from each sector must be present at every meeting.

Section 5. In consultation with the Sector representatives, the FCC Chairperson prepares the agenda for the meeting.

Section 6. The Chairperson can appoint an employee who will serve as the official secretary who will take down and prepare the Minutes of all FCC meetings.

Section 7. The secretary shall abide by the following restrictions and responsibilities:

1. He/she is not allowed to participate in the discussions of FCC meetings.
2. He/she is not an official representative of any sector.
3. He/she shall furnish each representative a copy of the Minutes, three (3) working days after each FCC meeting.
4. He/she can't vote in the meetings.
5. In the absence of the official secretary, the FCC Chairperson can appoint an alternate.

ARTICLE VI VOTING

Where a consensus cannot be reached, a majority vote of three (3) shall bind the decision of the FCC.

ARTICLE VII AMENDMENTS

Amendments to this IRR may be proposed by any Sector Representative and shall be approved through consensus of the Sectors present.

SIGNED:

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX E

Table of Penalties

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

APPENDIX F

Application and Selection Process

The following Procedures for Application and Selection of Food Vendors shall be adopted:

1. Identification of Concession/Kiosk Areas

- 1.1 The OVPAI-CBEL-LSU shall determine candidate/prospective sites for the installation of food service concessions/kiosks.
- 1.2 The selection of designated areas shall be based on consultation with members of the Operations Council (OC) and/or Benilde Leadership Team (BLT) and upon the recommendation of the Vice President for Administration and Innovation (VPAI).

2. Schedule of Selection of Concessionaires

- 2.1 The OVPA-CProc shall maintain an open application/accreditation window for vendors.
- 2.2 The selection of concessionaires/vendors shall be conducted only when there are approved and available sites for food service/kiosks

3. Application and Accreditation

The Food Vendors shall coordinate with the Office of the Vice President for Administration through the Center for Procurement (Proc) for accreditation and qualification. CProc shall verify and accredit the vendors/concessionaires subject to the prevailing accreditation standards of the College. The Food Vendor shall submit the following requirements to qualify:

3.1 Cafeteria Main Concessionaire

- Current Mayor's or Business Permit;
- BIR Certificate of Registration;
- Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR), with a minimum capitalization of Three Million Pesos (PHP 3,000,000.00);
- Certification that the company is or has been in the canteen/ restaurant/ catering operation business for at least five (5) years with at least two (2) current clients or food outlets with a minimum combined serving capacity of 250 persons;
- Organizational structure with a Registered Dietician.

3.2 Food stall/kiosk:

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

- Letter of intent, addressed to the Vice President for Administration and Innovation;
- Company profile of partner entrepreneur/organization/company, stating the number of food stall locations and years in food service;
- Recent photo of food stall/s;
- Detailed food concept and menu with price proposals;
- Bank certificate of deposit with at least PHP 2,000,000 (For vendors with tenures of more than one (1) year).

Upon the requirement for food service/s, CProc shall invite qualified food concessionaire/s for pre-bid, ocular inspection, and bidding. Food Vendors shall undergo the bidding and selection process stated below, which shall be conducted by the Food Concessionaire Committee FCC).

4. Guidelines for the Selection of Food Vendors

The following documents and processes shall be required for the selection of vendors in the respective categories, with corresponding weights/values for assessment. OIER shall provide the scoring system:

Requirement	Cafeteria / Main	Food Kiosks
Documentary Requirements	☒ - Required for Accreditation	
Financial Bids (Fixed Monthly Rental)	☒ - 25%	☒ - 50%
Food Evaluation (50% Tasting, 10% Food Concept)- Cafeteria (40% Tasting, 10% Food Concept)-Kiosks	☒ - 60%	☒ - 50%
Ocular Inspection of Commissary/Existing Outlets	☒ - 15%	optional

4.1 Documentary Requirements for Accreditation

- Filled-out Vendor Information Form
- Company Information / Background
- Current List of Clients, with addresses, contact persons, and contact numbers
- Organizational Structure
- Main Concessionaires preferably have a dietician in their roster of employees
- Letter of good standing or certificate of deposit from the vendors' bank.
- SEC / DTI Registration
- Current Mayor's / Business Permit

DOCUMENTARY RESTRICTION PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	
DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.	
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

- BIR Certificate of Registration
- Audited Financial Statements stamped “received” by the Bureau of Internal Revenue
- SSS / Pag-IBIG clearances

4.2 Financial Bids

Rent		
Interval	Scale	25%
1000 to 4428.57	1	0.250
4428.58 to 7857.14	2	0.500
7857.15 to 11285.71	3	0.750
11285.72 to 14714.28	4	1.000
14714.29 to 18142.85	5	1.250
18142.86 to 21571.42	6	1.500
21571.43 to 25000	7	1.750

4.3 Food Evaluation

4.3.1 The food taste test shall verify and check on the following elements of the food and service of the vendor. Evaluation form - care of OIER (refer to Appendix D-1)

- Flavor
- Texture
- Appearance
- Cleanliness of Food and Utensils
- Portion size
- Nutrition Information label
- Price

Procedure and Set-up:

- Venue will be held at a suitable dining area.
- Cafeteria bidders are anonymous during the food taste test.
- OVPA-CBEL-LSU will provide a code for each bidder.
- All the food will be placed all at once on the table, 1 platter (32x22x4cm) good for 15 bite-sized food with 1 serving each for each menu to check the portion size, price, and nutrition label.
- The 10 participants will rate the bidder per menu.

Suggested Menu:

- Pork Adobo

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

- Grilled Fish (Salmon)
- Pinakbet
- Beef Ramen with Siopao
- Clubhouse sandwich
- Specialty food

4.3.2 Food Concepts (10%)

The food concept from the bidder will be presented to FCC and rated accordingly by each voting member, 7 being the highest point and 1 being the lowest point.

Concept	
Scale	10%
1	0.100
2	0.200
3	0.300
4	0.400
5	0.500
6	0.600
7	0.700

4.3.3 Inspection of Commissary or Food Outlets (15%)

This shall be attended by 5 to 10 participants. The 15 elements/parameters below will be observed and checked during the site visit:

Parameters	Observation Metric / Checklist
COUNTER STAFF	1. Courteous
	2. Grooming: Uniform, hairnet, shoes, socks, Healthcard, ID
BUSSING AREA	3. Segregation of the biodegradable and the non-biodegradable trash/left-over
	4. Well-arranged utensils, table, and chairs
COUNTER	5. Bain Marie is clean, functioning, and in good condition
	6. Standard dish and grocery price tags are complete and readable

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

STOCKROOM	7. Freezers and chillers organized, not overstocked, with temperature monitor
PREPARATION AREA	8. Preparation area clean and not slippery
COOKING AREA	9. Cooking area and cookware are clean
	10. Organized and neat
	11. Check wirings and no defective sockets
DINING AREA	12. Tables and chairs, organized and clean.
	13. Clean ceiling, walls, well-lit
	14. Menu board updated and presentable
COMPLIANCE	15. Business and Sanitary Permits displayed in visible area

- The scale from 1 to 7 points will be granted for each observed element, 7 will be the highest point. Comments from the evaluating members will also be considered in the deliberation. If the Commissary or Food Outlet is located outside Mega Manila or with weather disturbance during the set schedule, a video conference will be conducted.

Commissary	
Scale	15%
1	0.150
2	0.300
3	0.450
4	0.600
5	0.750
6	0.900
7	1.050

- The OVPAI-CBEL-LSU and OIER will tabulate the overall results of the evaluations and present them to the FCC. The FCC will review the tabulated results and recommend the winning bidder.
- The OVPAI will present the recommendation of the FCC to the Operations Council (OC) and/or Benilde Leadership Team for final ratification and approval. The OC and/or BLT may veto and override the selection or recommendation of the FCC.
- The selected Food Concessionaire will be given an Award Notice, Memorandum of Agreement (MOA), and allocated space layout with area.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

5. **Payment**

The selected Food Concessionaire will pay the Facility Deposit amounting to Two Hundred Thousand Pesos and 00/100 or PHP 200,000.00 for Cafeteria Concessionaire and Fifty Thousand Pesos and 00/100 or PHP 50,000.00 for Food Stall Vendors per location and advance rental equivalent to two (2) months fixed monthly rental to Finance Office seven (7) days upon the return of signed Award Notice.

6. **Ingress or Set-Up**

The Food Vendor will secure a Work Permit for the ingress. The Food Vendor must provide a detailed list of equipment and personnel for the access permit.

7. **Deadlines**

Submission of signed MOA must be done two (2) weeks prior to the start of the operation. The Food Vendor must set up the cafeteria/kiosk and submit the required permits, health clearance, insurance, performance bond, and other required documents stated in the Memorandum of Agreement prior to the start of the operation. The OVPA-CBEL-LSU reserves the right to cancel the Award Notice for non-compliance to these requirements within the specified period.

DOCUMENTARY RESTRICTION	
PROPRIETARY AND CONFIDENTIALITY NOTICE: This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.	DOCUMENT CONTROL NOTICE: The controlled version of this document is maintained by CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD) in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.
ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.	



DE LA SALLE-COLLEGE OF SAINT BENILDE

DOCUMENT TITLE:

FOOD CONCESSIONAIRE POLICY

DOCUMENT NO:

Effective Date:

OTHER FORMS

Food Tasting Evaluation

CENTER FOR LEARNING AND PERFORMANCE ASSESSMENT
Food Acceptability Scale

Name of Dish: _____ Date: _____
Concessionaire: _____

Direction: Taste test the given sample and indicate how much you like or dislike the dish using the given scale (write only the number). For each attribute of the dish, shade the circle that corresponds to your rating. Please indicate also what you like and dislike about the dish on the space provided. Additionally, please assess the dish in terms of size, nutrition information label, and price. Use the appropriate response options.

Attributes	Mark Reference	A	B	C	D
1. Flavor (Taste & Odor)	7 = Like Very Much 6 = Like Moderately 5 = Like Slightly 4 = Neither Like nor Dislike 3 = Dislike Slightly 2 = Dislike Moderately 1 = Dislike Very Much				
2. Texture (How the food feels in your mouth, e.g., soft, firm, hard, crunchy, tender)					
3. Appearance (Food is visually appealing, e.g., color, shape)					
What do you like the dish?					
What do you dislike about the dish?					
4. Cleanliness of Food and Utensils	7 = Very Clean 6 = Moderately Clean 5 = Slightly Clean 4 = Neither Clean nor Unclean 3 = Slightly Unclean 2 = Moderately Unclean 1 = Very Much Unclean				
5. Portion size	7 = Very Big 6 = Moderately Big 5 = Slightly Big 4 = Just Right 3 = Slightly small 2 = Moderately small 1 = Very small				
6. Nutrition information label (Completeness of nutritional information, e.g., amount of calories, macronutrients, micronutrients)	7 = Very complete 6 = Moderately complete 5 = Slightly complete 4 = Neither Complete nor Incomplete 3 = Slightly Incomplete 2 = Incomplete 1 = Very incomplete				
7. Price	7 = Very Low 6 = Low 5 = Slightly Low 4 = Fair 3 = Slightly High 2 = High 1 = Very High				

Respondent:
☐ Faculty (PTF, PTF, ABP)
☐ Non-Teaching Associate
☐ Student

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: FOOD CONCESSIONAIRE POLICY	DOCUMENT NO:	Effective Date:

Commissary Visit Evaluation

De La Salle-College of Saint Benilde
Food Cafeteria Concessionaire 2023

Inspection of Commissary or Food Outlets

PARAMETERS	CHECKLIST	MARK (1 if okay)	REMARKS
Counter Staff	1. Courteous		
	2. Grooming: Uniform, hairnet, shoes, socks, Healthcard, ID		
Bussing Area	3. Segregate the biodegradable and the non-biodegradable trash/left-over		
	4. Arrange utensils, table, and chairs well		
Counter	5. Bain Marie is clean functioning and in good condition		
	6. Standard dish and grocery price tags are complete and readable		
Stockroom	7. Freezers and chillers organized, not overstocked, with temperature monitor		
Preparation Area	8. Preparation area clean and not slippery		
Cooking Area	9. Cooking area and cookware are clean		
	10. Organized and neat		
	11. Check wirings and no defective sockets		
Dining Area	12. Tables and chairs, organized and clean		
	13. Clean ceiling, walls, well-lit		
	14. Menu board updated and presentable		
Others	15. Business and Sanitary Permits displayed in visible area		
TOTAL			

Checked by:

Date

DOCUMENTARY RESTRICTION

PROPRIETARY AND CONFIDENTIALITY NOTICE:

This document contains information confidential and proprietary to the undersigned approving individual(s) / group(s) and may not be used, disclosed, or reproduced by external parties without prior written authorization by the College and those so authorized may only use the information for the purpose consistent with the authorization.

DOCUMENT CONTROL NOTICE:

The controlled version of this document is maintained by **CENTER FOR INSTITUTIONAL POLICY DEVELOPMENT (CIPD)** in both electronic and printed copy formats. All other copies are to be considered uncontrolled unless authenticated and stamped with appropriate control markings.

ONLY SIGNED AND UPDATED DOCUMENTS ARE TO BE USED AND CIRCULATED WITHIN THE COLLEGE AND BY THE AUTHORIZED PERSONNEL.