



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Catering Agreement

CA No. 2021-12-003

This Agreement is entered this **10th day of December 2021** by and between;


The CHED Office of Programs and Standard Development (OPSD), herein represented by its Director IV, **DR. CHERRIE MELANIE ANCHETA-DIEGO, CESO III** and hereinafter referred to as the "Client"

And

The R.D. NOCUM CATERING SERVICES, herein represented by its Authorized Representative, **MS. ROWENA CAPANZANA**, and hereinafter referred to as the "Caterer".

WHEREAS, the end-user submitted the Purchase Request with PR No. 2021-10-064 for the procurement of catering services for the Technical Panels/Technical Evaluators Testimonials/Oath-taking and Direction Setting of Various Clusters of Disciplines on December 21-22, 2021 with the requirements as follow;

Date: December 21-22, 2021
Venue: CHED Auditorium
Meals:
December 21-22, 2021
(2) Buffet Breakfast for 75 pax
3 main course, fried rice, hot choco, flowing coffee, bread and butter
(2) AM Snacks for 75 pax
Pasta chicken empanada, hot choco and brewed coffee
(2) Buffet Lunch for 75 pax
Appetizer, 3 main course, 1 vegetable, dessert, rice, assorted fruits, unlimited ice tea/softdrinks
(2) PM Snacks for 75 pax
Pancit Malabon, Chicken Lollipop, Kakanin, Fruit Juices
Other Requirements:
➤ With Standby waiters/waitress (at least 3)
➤ Free pencils and papers
➤ Free flowing coffee
➤ Free candies/cookies
No advance deposit required
Billing statement are to be settled forty-five (45) days after receipt of the statement of account
Mode of Payment: Send Bill


Higher Education Development Center Building C.P Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 392-5296, 441-1220, 441-1228, 988-0002, 441-1254, 441-1235, 441-8910, 441-1171, 352-1871

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WHEREAS, the approved Annual Procurement Plan (APP) included the Project Procurement Management Plan (PPMP) of the Office of Programs and Standard Development (OPSD) for the procurement of catering services for the Technical Panels/Technical Evaluators Testimonials/Oathtaking and Direction Setting of Various Clusters of Disciplines with an Approved Budget for the Contract amounting to **One Hundred Eighty Thousand Pesos (P180,000.00)** and “**Small Value Procurement under Negotiated Procurement**” was approved as the appropriate alternative method of procurement to be adopted under Section 53.9 of the revised IRR of the RA 9184;

WHEREAS, the BAC Secretariat advertised the Request for Quotation at the website of PhilGEPS (www.philgeps.gov.ph) on October 22, 2021 and invited three (3) prospective service providers on October 22, 2021, whereupon, only the Caterer submitted their proposal to the CHED Bids and Awards Committee (BAC) as follows;

ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT	
Procurement of catering services for the Technical Panels/Technical Evaluators Testimonials/Oathtaking and Direction Setting of Various Clusters of Disciplines		Comply		P180,000.00	
Date: December 21-22, 2021		Comply			
CHED Auditorium		Comply			
Technical Specifications					
December 21-22, 2021		Comply			
Meals		Comply			
(2) Buffet Breakfast for 75 pax 3 main course, fried rice, hot choco, flowing coffee, bread and butter	75 pax	Comply			
(2) AM Snacks for 75 pax Pasta chicken empanada, hot choco and brewed coffee		Comply			
(2) Buffet Lunch for 75 pax Appetizer, 3 main course, 1 vegetable, dessert, rice, assorted fruits, unlimited ice tea/softdrinks		Comply			
(2) PM Snacks for 75 pax Pancit Malabon, Chicken Lollipop, Kakanin, Fruit Juices		Comply			
Other Requirements:					
With standby waiters/waitress (at least 3)		Comply			
Free pencils and papers		Comply			
Free flowing coffee		Comply			
Free candies/cookies	Comply				

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BAC Resolution No. 2021-108 dated November 10, 2021
 NOA No. 2021-11-089 dated November 10, 2021



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No advance deposit required		Comply		
Billing Statement are to be settled forty-five (45) days after receipt of the Statement of Account		Comply		
Mode of Payment: Send Bill		Comply		

WHEREAS, the Caterer accepted the Notice of Award No. 2021-11-089 dated November 10, 2021 issued by the CHED Bids and Awards Committee (BAC);

NOW THEREFORE both parties bind themselves and agree as follows:

1. Terms of Payment. Send bill arrangement. Payment shall be made within 45 days upon receipt of Statement of Account (SOA).

Send Bill to:

Name: **CHED Office of Programs and Standard Development (OPSD)**

Address: HEDC Building, C.P. Garcia Ave., UP Diliman, Quezon City

2. Notice of the event cancellation or postponement shall be made at least one (1 week) before the scheduled date, except in case of force majeure, labor disputes, strikes or other cause beyond its control
3. The Client shall advise the Caterer in writing the guaranteed number of guests at least one (1) week before the date and time on the reverse side hereof. In case no such notice is received by the Caterer it shall be understood and agreed that the guaranteed number of guests shall be that already indicated in the contract.
4. Only for the reason of non-availability of raw materials, the Caterer shall be allowed to change the menu as indicated in this Agreement subject to prior notice and consent of the Client; Provided that the replacement dish/es will be chosen by the Client from among the options listed in the Menu Package effective at the time of the execution of this Contract.
5. The Caterer hereby warrants that the food and beverages are all in good quality and complies with the requirements specified in the Purchase Request.
6. Client shall be held liable only for the damage/s and or loss to the Caterer's property and equipment caused by the fault of Client or Client's guests and when no contributory fault or negligence is attributable to the Caterer, its employees, agents or representatives.
7. The Caterer is required to follow minimum health protocols issued by the Inter Agency Task Force (IATF) for the Management of Emerging Infectious Diseases.
8. **FORMS OF PAYMENT.** Payments will be in check name to **R.D NOCUM CATERING SERVICES.**



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IN WITNESS THEREOF the parties hereto have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the date first set forth above.

CONFORME

Client:

Caterer:

DR. CHERRIE MELANIE ANCHETA-DIEGO, CESO III
Director IV 

Signature over Printed Name


MS. ROWENA CAPANZANA
R.D Nocum Catering Services

Signature over Printed Name



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