



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

Catering Agreement

CA No. 2022-04-001

This Agreement is entered this **22th day of April 2022** by and between;

The CHED Bids and Awards Committee (BAC), herein represented by its Chairperson, **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. 2022-03-024 for the procurement of service provider for food of the Bids and Awards Committee for the conduct Workshop/FGD on the Development of PSGs on Creative Industry on April 25-26, 2022 with the requirements as follow;

Date: April 25-26, 2022
Venue: CHED Auditorium HEDC Building, C.P. Garcia Ave., UP Diliman, QC
Meals:
April 25-26, 2022
Buffet Breakfast – Good for 72 pax (3 main course, Fried/plain rice, Salad, Hot Choco, Flowing Coffee, Bread and Butter)
Buffet Lunch – good for 72 pax (Appetizer, 3 main course, 1 vegetable, dessert, rice, assorted fruits, unlimited ice tea/ softdrinks)
PM Snack – Good for 24 pax (Pansit Malabon/Bihon Guisado, Empanada/Kakanin, Chicken Lollipop/ Barbecue, Fruit Juices)
With stand-by waiters/waitress (at least 2)
Free flowing Coffee
Free Cookies / Candies
No advance deposit required
Billing statement to be settled forty-five (45) days after receipt of the statement of account
Mode of Payment: Send Bill

WHEREAS, the approved Annual Procurement Plan (APP) included the Project Procurement Management Plan (PPMP) of the Bids and Awards Committee (BAC) for the **Procurement of service provider for the catering services for the conduct Workshop/FGD on the Development of PSGs on Creative Industry on April 25-26, 2022** with an Approved Budget for the Contract amounting to **One Hundred Seventy-Two Thousand Eight Hundred Pesos (P172,800.00)** 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;

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

Catering Agreement

CA No. 2022-04-001

WHEREAS, the BAC Secretariat advertised the Request for Quotation at the Website of PhilGEPS (www.philgeps.gov.ph) on March 30, 2022 and invited three (3) prospective service providers on March 30, 2022, whereupon, two (2) prospective service providers submitted their sealed quotations, however, they did not comply with the eligibility and technical requirements of the bid.

WHEREAS, the BAC declared failure of bidding and for reposting;

WHEREAS, the BAC Secretariat advertised the Request for Quotation at the website of PhilGEPS (www.philgeps.gov.ph) on April 7, 2022 and invited three (3) prospective service providers on April 11, 2022, 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 service provider for food for the catering services for the conduct Workshop/FGD on the Development of PSGs on Creative Industry on April 25-26, 2022		Comply		
Date: April 25-26, 2022		Comply		
CHED Auditorium HEDC Building, C.P. Garcia Ave., UP Diliman, QC		Comply		
Technical Specifications				
Buffet Breakfast – Good for 72 pax		Comply		
(3 main course, Fried/plain rice, Salad, Hot Choco, Flowing Coffee, Bread and Butter)		Comply		
Buffet Lunch – good for 72 pax		Comply		
(Appetizer, 3 main course, 1 vegetable, dessert, rice, assorted fruits, unlimited ice tea/ softdrinks)	72 pax	Comply		P143,280.00
PM Snack – Good for 24 pax		Comply		
(Pansit Malabon/Bihon Guisado, Empanada/Kakanin, Chicken Lollipop/ Barbecue, Fruit Juices)		Comply		
With stand-by waiters/waitress (at least 2)		Comply		
Free flowing Coffee		Comply		
Free Cookies / Candies		Comply		
No advance deposit required		Comply		
Billing statement to be settled forty-five (45) days after receipt of the statement of account		Comply		
Mode of Payment: Send Bill		Comply		

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

Catering Agreement

CA No. 2022-04-001

WHEREAS, the Caterer complied with the eligibility, technical and financial requirements of the bid and upon conducted of virtual ocular inspection and validation of documents on April 18 & 21, 2022 respectively, found the Caterer responsive with the eligibility, technical and financial requirements of the bid. As a result, thereof, upon deliberation of the CHED Bid and Awards Committee (BAC) with the assistance of the Technical Working Group for Other Goods and Services resolved to declare the bid of the Caterer as the Single Calculated and Responsive Quotation and further resolved to award the contract in the amount of One Hundred Forty-Three Thousand Two Hundred Eighty Pesos (P143,280.00) through BAC Resolution No. 2022-R050 dated April 21, 2022

WHEREAS, the Caterer accepted the Notice of Award No. 2022-04-044 dated April 21, 2022 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: **Office of Programs and Standards 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**.

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

Catering Agreement


CA No. 2022-04-001

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, Office of Programs and Standards Development

Signature over Printed Name




MS. ROWENA CAPANZANA
R.D. Nocum Catering Services

Signature over Printed Name