

TERMS OF REFERENCE
*Procurement of Food Vouchers/Certificates for the
PDIC's 62nd Anniversary Program and PRAISE Awards*

I. BACKGROUND

The PDIC's 62nd Anniversary Program and PRAISE Awards will be held sometime between the second and third week of June 2025 (**June 18-23, 2025**). A provider is required for the provision of food vouchers/certificates for ancillary personnel who will provide assistance during said event.

II. REQUIREMENTS AND QUALIFICATIONS

The provider:

1. Has PHILGEPS registration.
2. Has proven capability; and track record and experience in the food and/or restaurant business for the last 20 years.
3. Has the capability to issue non-encashable, controlled food vouchers/certificates for **at least 158 pax at ₱800.00 per head**, with denomination of P200 or P100 each, and a validity of at least one (1) year from date of issuance.
4. Has an extensive branch network specifically in Metro Manila, Rizal, Laguna, Cavite, and Bulacan.
5. Offers a variety of menu, including but not limited to beef, pork, chicken, fish/seafood, vegetables, noodles/pasta, dessert and drinks.
6. Shall allow redemption of food vouchers/certificates either through dine-in or physical take-out in all its branch network.
7. Electronic food vouchers/certificates (e-vouchers or e-certificates) are welcomed but not preferred.
8. Bidders are required to submit the following in addition to the general requirements:
 - 8.1. Document showing that the service provider has been in the food or restaurant business for the last 20 years (Refer to Item II.2 of this TOR) and provides dine-in and take-out services (Item II.6 of TOR)
 - 8.2. Sample of non-encashable, controlled food voucher/certificate being issued by provider (Item II.3 of TOR)
 - 8.3. List of Restaurants and/or Branch Networks (Item II.4 of TOR)
 - 8.4. Complete Menu (Item II.5 of TOR)

III. DURATION

The required number of food vouchers/certificates should be delivered to the PDIC Corporate Communications Department, 6F PDIC Chino Bldg., 2228 Chino Roces Avenue, Makati City, on or before **6 June 2025 (Friday)**.

IV. PAYMENT TERMS

One-time full payment through cheque, no earlier than seven (7) working days from receipt of Billing/Invoice from the service provider.

V. DELIVERABLES

Prepare and deliver non-encashable, controlled food vouchers/certificates to PDIC (compiled and arranged per list to be provided by the PDIC).

VI. BUDGET

Budget allocation for food vouchers/certificates: **₱126,400.00**

NO. OF PAX	UNIT COST	APPROVED BUDGET FOR CONTRACT (ABC) <i>Cost inclusive of all taxes and all other charges</i>
158	₱800.00	₱126,400.00