

## ANNEX F

### TERMS OF REFERENCE

#### Procurement of Provider for Food Vouchers/Certificates for the PDIC's 59th Anniversary Program and PRAISE Awards

##### I. BACKGROUND

The PDIC's 59th Anniversary Program and PRAISE Awards will be held on **24 June 2022**. A provider with extensive branch network, either a restaurant, a food company/provider, or a group/chain of restaurants, is required for the provision of food vouchers/certificates for regular employees, outsourced personnel and ancillary service personnel for 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 1,000 pax with a validity of six (6) months to 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 take-out in all its branch network.
7. Electronic food certificates (e-vouchers) are welcomed but not preferred.

##### III. DURATION

The required number of food vouchers/certificates should be delivered to PDIC on or before **17 June 2022**.

##### 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 provided by the PDIC).

**VI. DETAILS**Budget allocation for food vouchers/certificates: **₱500,000.00**

<b>FOOD VOUCHERS/ CERTIFICATES No. of pax</b>	<b>UNIT COST</b>	<b>APPROVED BUDGET FOR CONTRACT (ABC) Cost inclusive of all taxes and all other charges</b>
1,000	₱500.00	₱500,000.00

**Bidder is required to submit the following in addition to general requirements:**

1. Document to show that service provider has been in the food or restaurant business for the last 20 years (Refer to Item II.2 of this TOR) and is able to provide dine-in and take-out services (Item II.6 of TOR)
2. Sample of non-encashable, controlled food voucher/certificate being issued by provider (Item II.3 of TOR)
3. List of Restaurants and/or Branch Networks (Item II.4 of TOR)
4. Complete Menu (Item II.5 of TOR)