



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

**TERMS OF REFERENCE FOR THE  
PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION  
CAMPUS CANTEEN OPERATOR**

**I. Background**

The Philippine Science High School is regarded as a top institution for basic science education in the Philippines. It has a significant impact on the development of the nation's future researchers and inventors. In educational institutions, canteen operation is an important part of the food services industry. As a convenient and accessible source of food for those who spend a lot of time on campus, a canteen enhances the overall campus experience.

**II. Rationale**

The Philippine Science High School - CALABARZON Region Campus (PSHS - CALABARZONRC) requires canteen operation that can provide quality food services to the students, faculty, and staff of the Philippine Science High School while adhering to the highest standards of cleanliness, safety, efficiency, and affordability of food.

**TIMELINE:**

Posting of 'Call for Proposal' at the Official Website of Philippine Science High School CALABARZON Region Campus is **between October 9, 2023 to November 23, 2023.**

Ocular Visit/Ocular Inspection of Facility and Clarification of TOR for Interested Parties is **from October 23, 2023 to November 23, 2023 (Monday to Thursday only from 9:00 AM to 3:00 PM).** Please schedule an appointment by sending an email to Miss Myla Argente ([maargente@cbzrc.pshs.edu.ph](mailto:maargente@cbzrc.pshs.edu.ph)) or call (043) 779-8320 local 826

**Deadline of Submission of Proposal is on November 29, 2023 at 4:00 pm in the afternoon at the Guards Reception Table in the Lobby of the FAD Building**

Evaluation of Proposal is from **November 30 to December 6, 2023.**

Announcement of Winning Proposal is on **December 7, 2023 at 4:00 pm in the afternoon through the Official Website of PSHS-CALABARZON Region Campus**

Appeals Period is from **December 8 to December 13, 2023**

Signing of Contract is on **December 14, 2023**



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**Transition and Preparation for Assumption of Operations is on December 14, 2023 to December 31, 2023**

**Start of Operations is on January 2, 2024**

### III. Specifications

Details on establishing the canteen operations are provided in this section.

1. Food to be offered must be a balanced and nutritious meal (from breakfast to dinner) that includes a variety of food groups and provides a sufficient intake of essential nutrients. It typically consists of a combination of carbohydrates, proteins, healthy fats, vitamins, and minerals, along with an appropriate portion size taking into consideration the Pinggang Pinoy and the Recommended Energy and Nutrient Intake (RENI) of Filipino Children (12-19 years old).
2. Offer customers the flexibility to purchase meals either à la carte or as part of a complete set menu (excluding drinks), catering to individual preferences and dietary requirements.
3. Ensure that both à la carte and complete set menu options (excluding drinks) meet the nutritional guidelines set forth by the Philippine Science High School, promoting a healthy and balanced diet.
4. Clearly indicate the composition of each meal, including the specific food items and their respective portion sizes, to allow customers to make informed choices.
5. Regularly review and update the menu offerings to provide variety and cater to the preferences of the school community while maintaining the standards of a complete and nutritious meal.

#### A. PRE-ELIGIBILITY CRITERIA

##### The canteen operator:

1. Must have a minimum of 2 years of demonstrated experience in successfully operating and managing a school cafeteria or similar food service establishment. (*See Annex A: List of Previous Clients Form*)
2. Demonstrate knowledge and understanding of the specific requirements and considerations involved in providing food services to an educational institution like the Philippine Science High School.
3. Showcase proficiency in menu planning, food preparation, hygiene practices, inventory management, and customer service within a school cafeteria setting.



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4. Have a proven track record of ensuring compliance with relevant health, safety, and sanitation regulations.
5. Provide qualified and trained personnel to handle food preparation, cooking, serving, and cleaning duties. All canteen personnel shall have an updated Medical Certificate/Clearance as Food Handler.
6. Ensure that all staff members are knowledgeable about food safety practices and adhere to proper hygiene standards.
7. Comply with all relevant health and safety regulations, including regular inspection of equipment and facilities.
8. Promptly address customer feedback and complaints to ensure a high level of satisfaction.
9. Establish and maintain fair pricing for all food items, subject to the approval of the school administration.
10. Employ an in-house Nutritionist-Dietitian (or at least a qualified Nutritionist-Dietitian as a consultant) who will be responsible for overseeing the menu planning, food preparation, and ensuring the provision of nutritionally balanced meals.
11. Present the one-month cycle menu to the Philippine Science High School administration for approval before implementation.
12. Provide food tags containing any allergen/s present.

### **B. DOCUMENTARY REQUIREMENTS FOR ELIGIBILITY**

Interested canteen operators must submit the following documentary requirements on or before the deadline for submission of the Proposals to pre-qualify:

1. Valid Registration Certificate issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), or the Cooperative Development Authority (CDA), as the case may be
2. Valid and current Mayor's Permit specifically indicating for "Canteen Operations"
3. Audited Financial Statement duly stamped and received by the Bureau of Internal Revenue (BIR)
4. PhilGEPS Registration
5. Revised Omnibus Sworn Statement (ROSS)



### **C. EVALUATION OF PROPOSALS**

All proposals that meet all the pre-qualification requirements stated under section A and section B above shall be subjected by the PSHS - CALABARZONRC Food Service Committee (PCFSC) to the following evaluation procedure.

1. The proposed meals shall be prepared by the pre-qualified Campus Canteen operator during the food tasting.
2. All pre-qualified participants shall be notified by the PCFSC of the schedule of food tasting.
3. The presentation shall be conducted at the PSHS-CALABARZON Region Campus Cafeteria.
4. The following dishes shall be prepared during the food tasting:
  - a. One (1) pork dish
  - b. One (1) chicken dish
  - c. One (1) fish dish
  - d. One (1) vegetable dish
  - e. Sample of breakfast, lunch with soup, and dinner from the sample menu submitted by the food operator (Annex B)
5. The meals shall be sufficient for the members of the PCFSC and the Technical Working Group (TWG) members to taste.
6. Food samples shall be presented on chinaware plates with silverware utensils covered with plastic wrap for labelling. The soup shall be in a small chinaware container.
7. The PCFSC shall keep the identities of the food operator in secrecy to maintain the objectivity of the test.
8. Each meal/dish shall be evaluated based on the following criteria (See Annex C)
  - a. Taste and Freshness 40%)
    - Palatability and savor of the dishes (20%)
    - Freshness of the ingredients and flavor (20%)
  - b. Quality of Serving Including Presentation (20%)
    - Application of the right cooking time, temperature and texture of dishes (10%)
    - Appearance or presentation of the dishes (10%)



c. Price/Cost (40%)

- Reasonable and affordable price (40%); maximum price for a Complete Breakfast Rice Meal should be Forty-five pesos only (Php45.00) or lower; maximum price for a Complete Lunch Rice Meal with free soup should be Seventy pesos only (Php70.00); maximum price for a complete Dinner Rice Meal should be Seventy pesos only (Php70.00) or lower.

**Please take note that the Canteen Operator shall not sell drinks and snacks. The Canteen Operator shall sell Rice meals for Breakfast, Lunch, and Dinner.**

9. The highest score food operator in the evaluation (item #8) shall be declared as the winning food operator and be recommended for award of contract. In addition, the winning bidder must ensure that they obtain and process the Sanitary Permit to Operate and Health Certificates of all their food servers prior to commencing the operation.
10. If there is a tie, the PSHS - CALABARZONRC Food Service Committee (PCFSC) shall break the tie through a majority vote.
11. If the recommended food operator refuses to accept the award of contract, the said food operator will be blacklisted and shall not be allowed in the future proposal submissions or bidding. The second highest score food operator shall be recommended for award of contract.

#### **D. SIZE AND LAYOUT**

The Philippine Science High School - CALABARZON Region Campus Cafeteria is 32.67 meters x 17.3 meters in dimension (See Annex D for layout reference).

#### **E. TENURE OF CONTRACT**

The winning bidder shall be granted a 1-year contract upon execution thereof and is renewable for another year subject to the evaluation of the Food Service Committee.

#### **F. OBLIGATIONS OF PSHS - CALABARZONRC**

The PSHS - CALABARZONRC shall, at its one expense:

1. Provide an area of 500 square meters (approximate) space for the canteen operator.



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2. Set reasonable price ceilings for food to be served by the canteen operator. Upon request of the operator, the PSHS - CALABARZONRC Management Committee shall evaluate requests for food price adjustments based on price increases of commodities and give its recommendation.
3. Shall have the right to, at any time, require replacement of deployed operator employees if they are found to have committed infractions against, or may pose danger to PSHS - CALABARZONRC, its property, its personnel, and especially its students.
4. Conduct regular monitoring of the operations and services provided by the canteen concessionaire. PSHS - CALABARZONRC Food Service Committee shall have complete access to the canteen facilities and premises at any given time.
5. Conduct client satisfaction surveys twice a year, or once every semester. The concessionaire must receive at least a satisfactory grade. After giving at least thirty (30) days' notice, the concessionaire's services may be terminated if they receive two (2) survey periods' worth of lower-than-satisfactory ratings. The following factors will be used to assess the concessionaire (See Annex E):
  1. Service (20%)
  2. Food Quality (40%)
  3. Price (40%)

### G. OBLIGATION OF THE CANTEEN OPERATOR

The Canteen Operator shall carry out the services specified in this TOR. The general welfare and well-being of the Philippine Science High School-CALABARZON Region Campus community shall be the utmost consideration in the performance of the said services, which include but are not limited to the following:

#### 1. On the facilities

The Canteen Operator shall:

- a. **Install a 3-phase sub meter for the Canteen's Monthly electric consumption; a basic CCTV System in the serving/counter/food warmer area and in the dining areas; the said installations (submeter and CCTV 0 system) eventually becomes the property of the Campus after the termination of the contract;**



- b. Provide for all cooking equipment, tables and chairs, plates, utensils, and glasses, sufficient number of hot and cold-water dispensers with free drinking water, sufficient number of electric fans and UV anti-insect machines, sufficient number of washing areas with available soap dispensers; sufficient drinking water; such equipment remains as property of the operator after the termination of the contract;**
- c. Provide for a Rebate System to all customers amounting to 3% of a customer's total expenses for the school year, which should be released within the last week of the school year; (this necessitates the need for an expenses/expenditure tracking system for all customers) The existing PrePaid System and Online Balance Checker may be used.**
- d. Pay the Philippine government a monthly rental of PhP15,000.00 and pay the monthly electric consumption as measured by the sub-meter; water for washing through the faucets is provided for free by the campus;**
- e. Provide for other payment options/electronic payment options like GCash for all its transaction with customers aside from cash payments and the existing Prepaid System.**
- f. Use the canteen premises and facilities exclusively for the purposes provided under the Agreement. Transfer or assignment of the Agreement and/or any space/facilities of the Campus canteen to other parties, as well as use for catering services for outside clients, are not allowed;**
- g. Maintain the cleanliness and sanitation of the canteen premises and equipment. The operator shall conduct a general and thorough cleaning of the premises and equipment at least once a month;**
- h. Exercise utmost diligence in the stewardship of the Campus Canteen premises, equipment, and facilities by turning off and unplugging all electric appliances and lights at the end of each operation hour;**
- i. Perform maintenance duties which include cleaning, servicing, repairing, replacing, and interior painting that may be required for the proper upkeep and maintenance of the Campus canteen in a safe, clean, operable, and attractive condition. This includes electrical, mechanical, and plumbing maintenance on the premises;**
- j. Strictly comply with waste segregation management and waste disposal policies of the Campus and the City;**



- k. **If all or a portion of the Campus canteen and/or be damaged by fire, explosion, flooding, and other similar causes due to the fault or negligence of the Operator or its employees, the same will be repaired by the Canteen Operator at its own expense and cost. Provided, however, that if the Canteen Operator is not able to immediately repair said damage to the detriment of the operations of the PSHS - CALABARZONRC, PSHS - CALABARZONRC may undertake the repair thereof subject to payment by or reimbursement of cost by the Canteen Operator.**
- l. **Be responsible for pest control in the Campus Canteen, including but not limited to abatement of insects, rodents, vermin, and other nuisance pests. The canteen operator shall take all reasonable measures to prevent the proliferation of pests, including maintaining the premises clean and orderly.**
- m. **At the end of the daily operation, the Canteen Operator shall turn off all unused electrical equipment or appliances before leaving the area. Implementing a daily checklist that includes their equipment and appliances and whether or not each of them was unplugged. This checklist should be submitted weekly to the Food Service Committee for monitoring.**

## 2. On the food requirement

a. **Food Quality and Sanitation.** The Canteen Operator shall always strictly maintain high standards of food quality and sanitation. It shall likewise strictly maintain the cleanliness of its premises. Training on food safety will be required of the canteen prior to the start of the operation.

b. **Health Qualification and Sanitation.** The Canteen Operator shall ensure that workers are always in good health. In this regard, the submission of medical certificates attesting to their good health shall be required every year. In addition, all canteen employees must regularly attend seminar/training related to food handling, food safety and sanitation.

c. **Uniform and Name Plates of Waiters/Food servers.** All canteen personnel shall wear a clean official uniform, nameplate, mask or plastic anti-fog mouth shield/guard to be supplied by the Canteen Operator.

## 3. On the canteen operation

a. **The Canteen Operator shall start serving food from 5:30 AM-7:30 AM for breakfast; 11:00 AM-1:30 PM for lunch and 5:00-6:00 PM for**





dinner from Monday to Friday (there will be no dinner every Friday). However, the operating period may be extended as required by the PSHS – CALABARZONRC’s offices, activities, and events. PSHS - CALABARZONRC shall give prior notice to the canteen operator should such instances occur.

b. The campus is an environment-friendly campus, as such, Styrofoam, plastics, and single-use disposable products are not allowed. Reusable dishware (plates, glasses, utensils. etc.) is necessary.

c. The canteen operator is expected to provide housekeeping services in their respective areas, the receptacle for segregated wastes, service crew, and ensure the cleanliness of all the areas used by the canteen operator.

d. Food waste must be kept separate from other waste; separate bins should be provided by the canteen concessionaire for this purpose. The canteen operator shall be responsible for disposing of their segregated waste daily into a public garbage collection system.

e. For the purpose of monitoring the quality, hygiene, and affordability of the food as well as the service provided by the canteen operator, enforcing school regulations on student discipline, dispensing of prohibited drugs and liquor, curfew hours, and similar matters, the canteen operator shall be subject to the visitorial-powers of PSHS - CALABARZONRC.

f. The Clean-As-You-Go (CLAYGO) scheme shall be adopted at the Canteen whereby customers shall place their used food trays and utensils at the Clean-As-You-Go Station. Canteens’ busboys shall promptly collect the used food trays and utensils from the CLAYGO Station to the Segregation /Wash Area.

g. The use of the existing Pre-paid Load Card may be implemented to promote cashless payment transactions. If such is used, each PSHS-CALABARZONRC student or employee must have a corresponding pre-paid load card worth a minimum of P500.00 that is consumable and refundable. Students or staff members may request a refund of the remaining funds on the pre-paid load card at the end of the academic year.

h. The existing Online Balance Checker (OBC) may be used to provide real time balance information online to all PSHS-CALABARZONRC students and staff who used the Canteen Operator services.



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**i. Official receipts shall also be given to the consumers of the goods and services of the Canteen Operator, if demanded by customers**

#### 4. Others

CASH DEPOSIT - upon signing this Agreement, the Canteen Operator shall provide PSHS - CALABARZONRC in the amount of Fifteen Thousand pesos only (Php15,000.00) to be replenished every year. Said deposit shall defray payment of unpaid utility bills, damages to canteen premises and equipment, and/or any other damages that may result from the negligence or willful violation of the provisions of this Agreement, without prejudice to any other actions that PSHS - CALABARZONRC may take against the Canteen Operator for said damages.

Upon termination of the Agreement and issuance of a Certificate of Satisfactory Completion by the PSHS - CALABARZONRC, the remaining amount shall be returned to the Canteen Operator.

#### H. AMOUNT OF RENTAL

The amount of monthly rental shall be Fifteen thousand pesos only (Php. 15,000.00) with an escalation of 5% or based on the prevailing official inflation rate, whichever is lower, for every year of operation and shall be paid every 1st day of the month to the School Cashier.

#### I. ASSUMPTION OF LIABILITIES

The Canteen Operator shall take full and sole responsibility, holding PSHS-CALABARZONRC, its administrators, employees, and teachers, free from any responsibility and/or liability, for any and all claims and/or expenses arising from injuries, damages, and/or loss from the consumption of food, condiments, or drink/drinking water served, sold or offered for sale by the Canteen Operator including damages and liabilities that results from the general operations of the Canteen.

#### J. TERMINATION OF THE AGREEMENT

This agreement shall be effective as of the date hereof. Without the consent of both parties and with at least thirty days prior written notice to PSHS-CALABARZONRC, no provision of this agreement may be altered, modified, or canceled. However, if the concessionaire does not achieve the performance requirements listed in the scope section under F.6 (Conduct of Satisfaction



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Surveys) and G subsections titled "Obligations of the Canteen Operator" PSHS - CALABARZONRC may terminate this agreement.

### K. SETTLEMENT OF DISPUTE

If a disagreement arises concerning the agreement and/or the parties' rights, it shall be subject to mutual consultation, mediation, and arbitration, in that order. The proceedings will take place in Batangas City. To the exclusion of all other courts, Batangas City courts with competent jurisdiction shall serve as the venue for any court proceedings.

### L. RESERVATION CLAUSE

PSHS - CALABARZONRC reserves the right to review the Canteen Operator's qualifications at any stage should it have reasonable ground to believe that misrepresentation has been made or if there has been a change in the Operator's capability to undertake the operation of the Canteen and to terminate the Agreement if such misrepresentation is found true or if there is proof of inability on the part of the canteen operator to continue operation.

Prepared by:

**Food Service Committee**

Approved by:

**Management Committee**



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**ANNEX A**

**LIST OF PREVIOUS CLIENTS**

**Name of Food Operator:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Instruction:** *State the clients served since 2015 together with the necessary information stated in the table below. Additional row may be added to the list if necessary.*

Client Name	Contract Duration (maybe from 2015 - present)	Contact Person	Address	Telephone nos.	Role (food operator/consessionaire, caterer, etc)	Capacity in pax

Signature over Printed Name of Authorized Representative: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

Date: \_\_\_\_\_



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## ANNEX B

### SAMPLE MONTHLY MENU

<b>WEEK 1</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

<b>WEEK 2</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



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WEEK 3	BREAKFAST	LUNCH	DINNER
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

WEEK 4	BREAKFAST	LUNCH	DINNER
Monday			
Tuesday			
Thursday			
Friday			
Saturday			
Sunday			

*\* Food operators are encouraged to use this form for the sample menu*

	Offer Price
Breakfast	
Lunch	
Dinner	

Name of Food Operator: \_\_\_\_\_



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Signature over Printed Name  
of Authorized Representative:

\_\_\_\_\_

Designation/Position:

\_\_\_\_\_

Date:

\_\_\_\_\_

**ANNEX C**

<b>FOOD EVALUATION</b>						
Code of Food Operator: _____						
Date: _____						
Food/Dishes/	TASTE and FRESHNESS (40%)		QUALITY OF SERVING INCLUDING PRESENTATION (20%)		Price/Cost (40%)	TOTAL
	Palatability and savor of the dishes (20%)	Freshness of the ingredients and flavor (20%)	Application of right cooking time, and temperature and texture of dishes (10%)	Appearance or presentation of the dishes (10%)	Reasonable and affordable price (40%)	



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One (1) Pork Dish						
One (1) Chicken Dish						
One (1) Fish Dish						
One (1) Vegetable Dish						
Sample Monthly Menu (100%)	Nutritional Value (30%)		Menu Diversity (30%)		Pricing (40%)	
<b>AVERAGE</b>						

Evaluated by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name





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## ANNEX D

### CLIENT SATISFACTION SURVEY

Criteria	Points (Max)	Descriptions
1. Service (20 pts)		
1a. Cleanliness and Orderliness	5	The concessionaire's allocated area of the canteen is clean and well-kept, and the services provided are organized and systematized.
1b. Courtesy of staff	5	The staff of the concessionaire is courteous and respectful.
1c. Hygiene	5	The canteen staff's physical appearance and hygiene, particularly the cook and the food servers
1d. Food handling	5	The concessionaire employees took precautions to assure the handling of food and prevent food-borne illnesses.



2. Food (40 points)		
2a. Taste	15	The taste and palatability of the food
2b. Quality	5	The freshness of the ingredients, appearance, texture, and flavor application of the right cooking time and temperature, is neither overdone nor underdone
2c. Quantity	15	Sufficient servings, which should adhere to the dishes' minimum weight requirements
2d. Variety	5	Having the capacity to serve a variety of meals throughout the two-week menu cycle
3. Price (40 points)		
3a. Price Reasonability and Affordability	40	Compliance with the price ceilings of meals agreed upon in the contract duly approved by the PCCC or if the price is lower than the price ceiling (percentage difference from price ceiling)

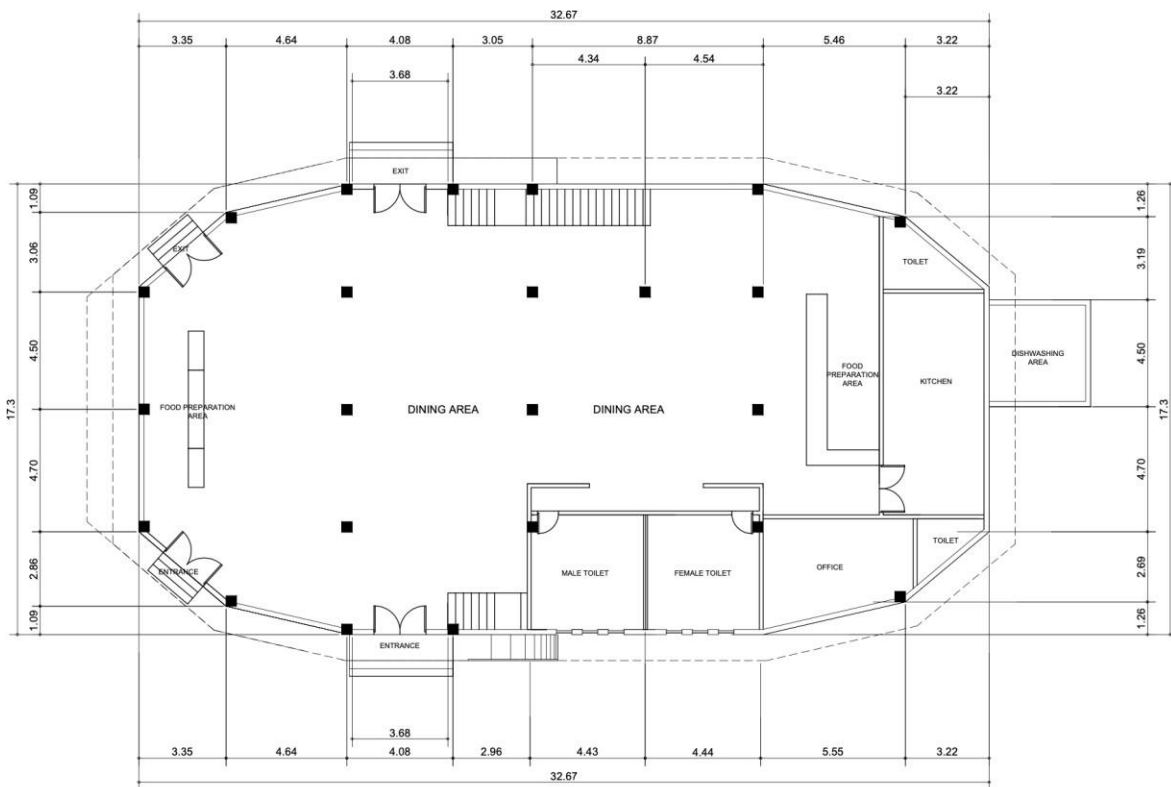
**Passing Score: 80% (Satisfactory)**

Points	Adjectival Rating
100	Outstanding
95-99	Very Good
90-94	Good
80-89	Satisfactory



Below 80	Unsatisfactory
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### ANNEX E



CANTEEN  
**FLOOR PLAN**  
SCALE 1:100MTS



**ANNEX F  
Compliance Checklist**

Eligibility

Legal

	Operator's Compliance (please put a check mark)	Food Service Committee's Assessment	Remarks
1. Valid Registration Certificate issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), or the Cooperative Development Authority (CDA), as the case may be			
2. Valid and current Mayor's Permit specifically indicating for "Canteen Operations"			
3. Audited Financial Statement duly stamped and received by the Bureau of Internal Revenue (BIR)			
4. PhilGEPS Registration			
5. Revised Omnibus Sworn Statement (ROSS)			
6. Letter of Intent			

Technical

	Operator's Compliance (please put a check mark)	Food Service Committee's Assessment	Remarks
1. Must have a minimum of 2 years of demonstrated experience in successfully operating and managing a school cafeteria or similar food service establishment. (See Annex A: List of Previous Clients Form)			
2. Demonstrate knowledge and understanding of the specific requirements and considerations involved in providing food services to an educational institution like the Philippine Science High School.			
3. Showcase proficiency in menu planning, food preparation, hygiene practices, inventory management, and			



customer service within a school cafeteria setting.			
4. Have a proven track record of ensuring compliance with relevant health, safety, and sanitation regulations.			
5. Provide qualified and trained personnel to handle food preparation, cooking, serving, and cleaning duties. All canteen personnel shall have an updated Medical Certificate/Clearance as Food Handler.			
6. Ensure that all staff members are knowledgeable about food safety practices and adhere to proper hygiene standards.			
7. Comply with all relevant health and safety regulations, including regular inspection of equipment and facilities.			
8. Promptly address customer feedback and complaints to ensure a high level of satisfaction.			
9. Establish and maintain fair pricing for all food items, subject to the approval of the school administration.			
10. Employ an in-house Nutritionist-Dietitian (or at least a qualified Nutritionist- Dietitian as a consultant) who will be responsible for overseeing the menu planning, food preparation, and ensuring the provision of nutritionally balanced meals.			
11. Present the one-month cycle menu to the Philippine Science High School administration for approval before implementation.			
12. Provide food tags containing any allergen/s present.			
13. Company/Business Profile including Organizational Chart			

Financial/Operational

	Operator's Compliance (please put a check mark)	Food Service Committee's Assessment	Remarks
<b>1. Install a 3-phase sub meter for the Canteen's Monthly electric consumption; a basic CCTV System in the serving/counter/food warmer</b>			



<p>area and in the dining areas; the said installations (submeter and CCTV 0 system) eventually becomes the property of the Campus after the termination of the contract;</p>			
<p>2. Provide for all cooking equipment, tables and chairs, plates, utensils, and glasses, sufficient number of hot and cold-water dispensers with free drinking water, sufficient number of electric fans and UV anti-insect machines, sufficient number of washing areas with available soap dispensers; sufficient drinking water; such equipment remains as property of the operator after the termination of the contract;</p>			
<p>3. Provide for a Rebate System to all customers amounting to 3% of a customer's total expenses for the school year, which should be released within the last week of the school year; (this necessitates the need for an expenses/expenditure tracking system for all customers) The existing PrePaid System and Online Balance Checker may be used.</p>			
<p>4. Pay the Philippine government a monthly rental of PhP15,000.00 and pay the monthly electric consumption as measured by the sub-meter; water for washing through the faucets is provided for free by the campus;</p>			
<p>5. Provide for other payment options/electronic payment options like GCash for all its transaction with customers aside from cash payments and the existing Prepaid System.</p>			
<p>6. Use the canteen premises and facilities exclusively for the purposes provided under the Agreement. Transfer or assignment of the Agreement and/or any space/facilities of the Campus canteen to other parties, as well as use for catering services for outside clients, are not allowed;</p>			



<p><b>7. Maintain the cleanliness and sanitation of the canteen premises and equipment. The operator shall conduct a general and thorough cleaning of the premises and equipment at least once a month;</b></p>			
<p><b>8. Perform maintenance duties which include cleaning, servicing, repairing, replacing, and interior painting that may be required for the proper upkeep and maintenance of the Campus canteen in a safe, clean, operable, and attractive condition. This includes electrical, mechanical, and plumbing maintenance on the premises;</b></p>			
<p><b>9. Strictly comply with waste segregation management and waste disposal policies of the Campus and the City;</b></p>			
<p><b>10. Exercise utmost diligence in the stewardship of the Campus Canteen premises, equipment, and facilities by turning off and unplugging all electric appliances and lights at the end of each operation hour;</b></p>			
<p><b>11. If all or a portion of the Campus canteen and/or be damaged by fire, explosion, flooding, and other similar causes due to the fault or negligence of the Operator or its employees, the same will be repaired by the Canteen Operator at its own expense and cost. Provided, however, that if the Canteen Operator is not able to immediately repair said damage to the detriment of the operations of the PSHS - CALABARZONRC, PSHS - CALABARZONRC may undertake the repair thereof subject to payment by or reimbursement of cost by the Canteen Operator.</b></p>			
<p><b>12. Be responsible for pest control in the Campus Canteen, including but not limited to abatement of insects, rodents, vermin, and other nuisance pests. It shall take all reasonable measures to prevent the proliferation of pests, including maintaining the</b></p>			



<p><b>premises clean and orderly.</b></p> <p>13. At the end of the daily operation, the Canteen Operator shall turn off all unused electrical equipment or appliances before leaving the area. Implementing a daily checklist that includes their equipment and appliances and whether or not each of them was unplugged. This checklist should be submitted weekly to the canteen in charge.</p>			
<p>14. <b>Food Quality and Sanitation.</b> The Canteen Operator shall always strictly maintain high standards of food quality and sanitation. It shall likewise strictly maintain the cleanliness of its premises. Training on food safety will be required of the canteen prior to the start of the operation.</p>			
<p>15. <b>Health Qualification and Sanitation.</b> The Canteen Operator shall ensure that workers are always in good health. In this regard, the submission of medical certificates attesting to their good health shall be required every year. In addition, all canteen employees must regularly attend seminar/training related to food handling, food safety and sanitation.</p>			
<p>16. <b>Uniform and Name Plates of Waiters/Food servers.</b> All canteen personnel shall wear a clean official uniform, nameplate, mask or plastic anti-fog mouth shield/guard to be supplied by the Canteen Operator.</p>			
<p>17. The use of Pre-paid Load Card may be implemented to promote cashless payment transactions. If such is used, each PSHS-CALABARZONRC student or employee must have a corresponding pre-paid load card worth a minimum of P500.00 that is consumable and refundable. Students or staff members may request a refund of the remaining funds on the pre-paid load card at the end of the academic year.</p>			
<p>18. The Online Balance Checker (OBC) may be used to provide real time</p>			





Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

<p>balance information online to all PSHS-CALABARZONRC students and staff who used the Canteen Operator services.</p>			
<p>19. A Cash Register with a POS system must be used for ease of operations and Official receipts shall also be given to the consumers of the goods and services of the Canteen Operator, if demanded by customers</p>			
<p>20. CASH DEPOSIT - upon signing this Agreement, the Canteen Operator shall provide PSHS - CALABARZONRC in the amount of Fifteen Thousand pesos only (Php15,000.00) to be replenished every year. Said deposit shall defray payment of unpaid utility bills, damages to canteen premises and equipment, and/or any other damages that may result from the negligence or willful violation of the provisions of this Agreement, without prejudice to any other actions that PSHS - CALABARZONRC may take against the Canteen Operator for said damages.</p> <p>Upon termination of the Agreement and issuance of a Certificate of Satisfactory Completion by the PSHS - CALABARZONRC, the remaining amount shall be returned to the Canteen Operator.</p>			

**Name of Food Operator:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Signature over Printed Name  
of Authorized Representative: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

Date: \_\_\_\_\_