



Annex B: Terms of Reference

TERMS OF REFERENCE
Catering Services of Snacks and Meals for KSU 2020 Accreditation

I. Rationale/Objective:

As per Section 2 of Republic Act No. 10584, the Kalinga State University is mandated primarily to provide advanced education, higher technological, professional instruction and training in the fields of arts, agriculture, forestry, social and natural sciences, and technology, and other relevant fields of study. It shall also promote and undertake research and extension services and provide progressive leadership in its area of specialization. With such a mandate, the Quality Assurance Office of the University is responsible for evaluating the readiness of programs and the provision of logistics for its accreditation.

This 2020, another accreditation evaluation will be spearheaded by the Quality Assurance Office for the following programs under each college:

Colleges	Programs
College of Education	BS in Secondary Education
	Master of Arts in Education
College of Agriculture	BS in Agriculture
	MS in Rural Development
	PhD in Community Development
College of Forestry	BS in Forestry
College of Engineering and Information Technology	BS in Civil Engineering
College of Public Administration and Indigenous Governance	BA in Public Administration
College of Liberal Arts and Social Sciences	BA in English Language
College of Business and Accountancy	Master in Business Administration
	BS in Financial Management
College of Health and Natural Sciences	BS in Midwifery
College of Entrepreneurship, Tourism and Hospitality Management	BS in Entrepreneurship
	BS in Hotel and Restaurant Management

Other support offices involved in the activities are the Office of ICT, Internal Accreditors, and Library Services.

This year's virtual evaluation will be a 14-day activity. Hence, the Catering Services of Snacks and Meals for KSU 2020 Accreditation shall be contracted out to qualified service providers on October 19, 20, 21, 22, 23, 24, 25, and November 9, 10, 11, 12 & 13.

II. Participants

The 14-day event will gather the following participants: deans, program chairpersons, clerks, IT personnel, Quality Assurance Officers and staff, internal accreditors, librarians, and other University Officials.

Schedule	No. of Pax		
	Bulanao Campus	Dagupan Campus	Total
1. October 19, 2020			87
2. October 20, 2020			40
3. October 21, 2020			40
4. October 22, 2020			40
5. October 23, 2020			40
6. October 24, 2020			40
7. October 25, 2020			40
8. November 9, 2020			179



9. November 10, 2020			55
10. November 11, 2020			55
11. November 12, 2020			55
12. November 13, 2020			55
13. November 14, 2020			55
14. November 15, 2020			55
TOTAL			

III. Requirements

A. Menu (minimum requirement)

Schedule	Menu		
	AM Snacks	Lunch	PM Snacks
1. Oct 19, 2020	Pansit with Shanghai and Pineapple in Can	Rice, Adobong Baboy, Chopsuey, Tapang Bangus, Buko Salad, and bottled Water 500ml	Siopao and Fit 'n Right
2. Oct 20, 2020	Burger and Pineapple in Can	Rice, Chicken Curry, Pinakbet, Sweet and Sour Meatballs, Fruit Salad & Bottled Water 500ml	Puto Pao and C2 355ml
3. Oct 21, 2020	Carbonara and Fit 'n Right	Rice, Buttered Chicken, Fish Fillet, Ginataang Sitaw, Banana & Bottled Water 500ml	Empanada & Bear brand Fortified Milk
4. Oct 22, 2020	Spaghetti and Calamansi Juice	Rice, Igado, Fried Fish, Mushroom Ampalaya, Fruit Salad and Bottled Water 500ml	Siopao and Pineapple in Can
5. Oct 23, 2020	Pansit with Shanghai and Pineapple in Can	Rice, Kare-kareng Gulay, Beef Steak, Tapang Bangus, Buko Salad & Bottled Water 500ml	Piko Kakanin and Fit 'n Right
6. Oct 24, 2020	Cinnamon Roll and Cucumber Juice	Rice, Pork Menudo, Pinakbet, Chicken Fillet, Fruit Salad and Bottled Water 500ml	Puto Pao and Chocolate Drink
7. Oct 25, 2020	Cup Cake and Chuckie	Rice, Fried Chicken, Fried Fish, Ginataang Sitaw, Banana and Bottled Water 500ml	
8. Nov 9, 2020	Pansit with Shanghai and Pineapple in Can	Rice, Adobong Baboy, Chopsuey, Tapang Bangus, Buko Salad, and bottled Water 500ml	Siopao and Fit 'n Right
9. Nov 10, 2020	Burger and Pineapple in Can	Rice, Chicken Curry, Pinakbet, Sweet and Sour Meatballs, Fruit Salad & Bottled Water 500ml	Puto Pao and C2 355ml
10. Nov 11, 2020	Carbonara and Fit 'n Right	Rice, Buttered Chicken, Fish Fillet, Ginataang Sitaw, Banana & Bottled Water 500ml	Empanada & Bear brand Fortified Milk
11. Nov 12, 2020	Spaghetti and Calamansi Juice	Rice, Igado, Fried Fish, Mushroom Ampalaya, Fruit Salad and Bottled Water 500ml	Siopao and Pineapple in Can
12. Nov 13, 2020	Pansit with Shanghai and Pineapple in Can	Rice, Kare-kareng Gulay, Beef Steak, Tapang Bangus, Buko Salad & Bottled Water 500ml	Piko Kakanin and Fit 'n Right
13. Nov 14, 2020	Cinnamon Roll and Cucumber Juice	Rice, Pork Menudo, Pinakbet, Chicken Fillet, Fruit Salad and Bottled Water 500ml	Puto Pao and Chocolate Drink
14. Nov 15, 2020	Cup Cake and Chuckie	Rice, Fried Chicken, Fried Fish, Ginataang Sitaw, Banana and Bottled Water 500ml	

B. Serving Schedule

- ✓ Mid-morning Snack – 10:00 AM
- ✓ Pack Lunch – 12:00 NN
- ✓ Mid-Afternoon Snack – 3:00 PM

C. Scope of Work

- ✓ Ingress at least 30 minutes to 1 hour before the serving schedule (9:30 AM)
- ✓ Ensure quality of food and drinks before actual serving and cleanliness of dinnerware and utensils to be used
- ✓ Setup at least enough staff/servers for the assistance in distribution of food and drinks and 1 coordinator
- ✓ Egress immediately after the serving schedule (4:00 PM)



IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is **Two Hundred Eighty-Five Thousand, Four Hundred Seventy-Five Philippine Pesos (Php 285,475.00)**, inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be **Negotiated Procurement – Small Value Procurement**, which covers the provision of food/ catering services under the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VI. Payment Scheme

Full payment of the Contract shall be paid within 7-15 days after issuance of the following:

1. Billing Statement by the Service Provider; and
2. External Service Provider's Evaluation (duly filled-out) issued by the Quality Assurance Office.

VII. Liquidated Damages

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay if the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of Contract. The KSU reserves the right to rescind the Contract, without prejudice to other courses of action and remedies open to it.

VIII. Dispute Agreement/ Resolution

1. Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Kalinga Province.
2. In case of a court suit, the venue shall be the courts of competent jurisdiction in Tabuk City to exclude all other courts.
3. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:

(Sgd)

JESSIE GRACE M. SANNADAN, PhD
Director for Quality Assurance

CONFORME:

Name and Signature of Authorized Representative

Designation

Company

Date