


TO : ALL INTERESTED CANTEEN CONCESSIONAIRES
RE : INVITATION TO PARTICIPATE AS SUPREME
CANTEEN CONCESSIONAIRE
DATE : 28 March 2022

The Supreme Court Special Canteen Committee (SCSCC) will be conducting a Modified Public Bidding for Two (2) Supreme Court Canteen Concessionaires for Two (2) Years 2022-2024.

All interested canteen concessionaires are invited to participate by submitting their Letter of Intent at the 4th Floor Office of Administrative Services, Centennial Building, Supreme Court of the Philippines, Padre Faura St., Ermita Manila, until **06 May 2022**.

The letter of intent must be accompanied by the requested supporting documents in order to be shortlisted for food tasting, the schedule of which shall later be determined by the Committee.

Please direct any inquiries or clarification to the SCSCC Secretariat at (02) 552 9689. A hard copy of the Terms of Reference for Supreme Court Canteen Concession will be furnished upon request.


ATTY. ELMER DG. ELERIA
PHILJA Chief of Office for Administration
Chairperson, SC Special Canteen Committee

SUPREME COURT OF THE PHILIPPINES
PUBLIC INFORMATION OFFICE
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TIME: 9:24



Republic of the Philippines
Supreme Court
 Manila

SUPREME COURT SPECIAL CANTEEN COMMITTEE

NAME: _____

COMPANY NAME: _____

CHECKLIST FOR EVALUATION
 (Non-Discretionary Pass/Fail)¹

A. BASIC QUALIFICATION	YES	NO
1. License to operate as canteen concessionaire/s		
2. Sworn Affidavit that it is or had been in the canteen/restaurant/catering operation business for at least two (2) years		
3. One (1) Certification or recognition of Satisfactory Service from previous client/s including the Court for the last two (2) years		

B. LEGAL/TECHNICAL REQUIREMENTS	YES	NO
1. Letter of Intent/Proposal		
2. Registration Certificate from the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA)		
3. Current Mayor's Permit		
4. Sanitary Permit		
5. Audited Financial Statements stamped as "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the last two (2) years		

C. FOOD TASTE TEST		
CRITERIA FOR EVALUATION	PERCENTAGE	RATING
1. Taste	30%	
2. Freshness	20%	
3. Set-up/Presentation	20%	
4. Price	30%	
TOTAL RATING:	100%	

EVALUATED BY: _____
 PRINTED NAME OVER SIGNATURE
 MEMBER

¹ Absence of one (1) document a ground for disqualification