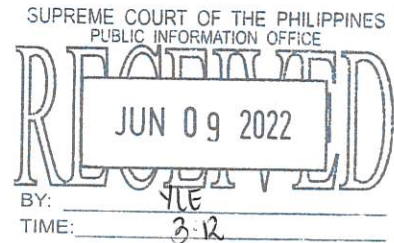




Republic of the Philippines  
**Supreme Court**  
Manila



**SUPREME COURT  
SPECIAL CANTEEN COMMITTEE**

MEMORANDUM FOR:

**HON. BRIAN KEITH F. HOSAKA**  
Assistant Court Administrator and  
Chief, Public Information Office

**Re: Posting of Invitation to Participate in Modified Public  
Bidding for the Supreme Court Canteen Concession**

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May we respectfully request the posting of the **Invitation to Participate as Supreme Court Canteen Concessionaire** at the Supreme Court website from the date of approval up to **22 June 2022**.

This request is pursuant to the attached Memorandum from the Office of Administrative Services (OAS-SC) dated 07 June 2022, requesting for authority to conduct a second modified public bidding for the Supreme Court Canteen Concession by reopening the application period, to be posted at the Supreme Court website, and SC bulletin boards.

09 June 2022.

Respectfully Submitted:

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



TO : ALL INTERESTED CANTEEN CONCESSIONAIRES

RE : **INVITATION TO PARTICIPATE AS THE SECOND  
SUPREME CANTEEN CONCESSIONAIRE**

DATE : 09 June 2022

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The Supreme Court Special Canteen Committee (SC-SCC) has reopened the application period for a second Modified Public Bidding for Supreme Court Canteen Concessionaire [01 July 2022 to 01 June 2024].

All interested canteen concessionaires are invited to participate by submitting their Letter of Intent at the 4<sup>th</sup> Floor Office of Administrative Services, Centennial Building, Supreme Court of the Philippines, Padre Faura St., Ermita Manila, until **23 June 2022**.

The letter of intent must be accompanied by the requested supporting documents enclosed a *sealed envelope* 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





Republic of the Philippines  
**Supreme Court**  
Manila

**SUPREME COURT SPECIAL CANTEEN COMMITTEE**

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**CHECKLIST FOR EVALUATION**  
(Non-Discretionary Pass/Fail)<sup>1</sup>

<b>A. BASIC QUALIFICATION</b>	<b>YES</b>	<b>NO</b>
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>B. LEGAL/TECHNICAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
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		

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

EVALUATED BY: \_\_\_\_\_  
**PRINTED NAME OVER SIGNATURE**  
**MEMBER**

<sup>1</sup> Absence of one (1) document a ground for disqualification

