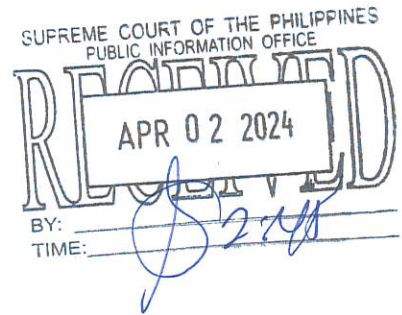




Republic of the Philippines
Supreme Court
Manila



SUPREME COURT SPECIAL CANTEEN COMMITTEE

TO : ALL INTERESTED CANTEEN CONCESSIONAIRES

RE : INVITATION TO PARTICIPATE AS SUPREME
CANTEEN CONCESSIONAIRE

DATE : 01 April 2024

The Supreme Court Special Canteen Committee (SC-SCC) will be conducting a Modified Public Bidding for the Supreme Court Canteen Concession for Two (2) Years [*contract duration starts from 02 June 2024 to 02 June 2026*].

For a prospective applicant to be eligible for the Food Taste Test, the following documents must be submitted to the SC-SCC Secretariat **on or before 30 April 2024**.

1. **Letter of Intent** with a brief business profile of the food concessionaire, restaurant, canteen, or catering services;
2. **A Four-Week Menu Cycle Proposal**;
3. At least **one (1) contract from current or previous clients** in the last three (3) years, including contact details for verification purposes;
4. **Sworn Affidavit** that it is or had been in the canteen/restaurant/catering operation business for the last two (2) years;
5. **Registration Certificate** from the Securities and Exchange Commission (SEC), or Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), as the case maybe;
6. Current **Business Permit** and **Sanitary Permit** issued by the Mayor's Office;
7. **Audited Financial Statements** stamped as "*received*" by the BIR or its duly accredited and authorized institutions, for the last two (2) years;
8. **Valid Tax Clearance**; and,
9. Certification of **Very Satisfactory Performance/Service** from any government or private institution, including the Court, for the last two (2) years.

For more details, all interested canteen concessionaires may request a hardcopy of the 2024-2026 Terms of Reference for Canteen Concession from the SC-SCC Secretariat at the *4th Floor Office of Administrative Services, Centennial Building, Supreme Court of the Philippines, Padre Faura St., Ermita Manila*.


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