



ATENEO DE MANILA UNIVERSITY

**UNIVERSITY
BUSINESS AFFAIRS OFFICE**

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TO The University community

FROM (sgd) Victor S. Claravall
Director, University Business Affairs Office

SUBJECT Call for Bidding: Basic Education Cafeteria Concessionaires

The Ateneo de Manila University invites cafeteria operators, caterers, and those in the food service industry to apply for its cafeteria concessions located at the Ateneo Grade School, Ateneo Junior High School, and Ateneo Senior High School at the Loyola Heights, Quezon City campus.

An applicant may apply to be a concessionaire for one, or for two, or even for all three cafeterias. As such, applicants must have a proven track record in the cafeteria and/or food service industry.

We will be following these steps in selecting our concessionaire(s):

1. For the initial screening, interested applicants may send a Letter of Intent and their Company Profile via email to ubao@ateneo.edu, with SUBJECT: CAFETERIA and ATTN: Ateneo de Manila UBAO Director. The deadline for this is on September 30, 2022.
2. Applicants who pass the initial screening based on their Company Profile will be asked to submit the following requirements. These requirements will be assessed and a short list of applicants will be made. (Please note that other requirements may still be required.):
 - a. Government Permits and Business Documents (SEC/DTI Registration, updated GIS, BIR COR, three years Audited Financial Statements, updated Mayor's Business Permit, etc.)



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- b. Track record in the cafeteria and/or food service operations (to include sub-concessionaires). References from existing concessions /clients.
 - c. A Proposed One Month Menu Cycle and corresponding details on the viand, price, grammage, calories, and allergens (if any) for the following meals:
Breakfast, Morning snacks, Lunch, Afternoon snacks
 - d. Plans for Waste Management (includes garbage disposal, recycling, segregation, grease trap maintenance etc.)
 - e. Plans for Pest Management (includes regular treatments, fumigation, etc.)
 - f. Sanitation Standard Operating Procedure, if any (includes mechanical dishwashers, chemicals for cleaning, training of personnel, etc.)
 - g. Plans for Innovation, if any (eg. cashless payments, smart meal cards, packaging solutions that are environment friendly, etc.)
3. We will get in touch with shortlisted applicants by the first week of October and they shall be provided with the Terms of Reference for the final bidding process.

Thank you for your attention.