



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Request to Submit Expression of Interest

FOR THE OPERATION OF THE NEDA CENTRAL OFFICE CANTEEN Located at NEDA, Pasig City

1. The **National Economic and Development Authority (NEDA)** is inviting canteen concessionaires to submit an Expression of Interest for the Operation of the NEDA Central Office Canteen located at No. 12, St. Josemaria Escriva Drive, Ortigas Center, Pasig City.
2. Please submit your formal Expression of Interest (EOI) with the following documents for pre-qualification at the NEDA sa Pasig not later than **December 20th, 2017, 12:00 noon**:
 - a. Duly accomplished and signed Letter of Intent (form attached)
 - b. Department of Trade and Industry /or Securities and Exchange Commission /or Cooperative Development Authority registration;
 - c. Valid and current Mayor's / Business Permit; and
 - d. Certificate of Completion of Services as Canteen Concessionaire from 2 previous clients.
3. NEDA shall evaluate the canteen concessionaires based on the following criteria:

| CRITERIA | Rating |
|---------------------|--------|
| Food Evaluation | 50% |
| Services Evaluation | 25% |
| Price | 25% |

4. A conference with shortlisted canteen concessionaires will be held on December 28th, 2017. For further information, please contact:

Ms. MYRA I. DELA CRUZ

Chief Administrative Officer

Human Resource Management Division, Administrative Staff

2nd Flr. NEDA Building

No. 12, St. Josemaria Escriva Drive

Ortigas Center, Pasig City

Tel. No. 631-37-54/631-37-36


JOSE MIGUEL R. DE LA ROSA
Chairperson, NEDA Canteen Committee

Letter of Intent

JOSE MIGUEL R. DE LA ROSA

Undersecretary, Central Support Office and Chairperson, NEDA Canteen Committee
National Economic & Development Authority
2/F, NEDA sa Pasig Building
12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City

Sir:

In connection with your Request for Expression of Interest dated _____ for the National Economic & Development Authority Canteen Concessionaire, I/we hereby express my/our interest in participating in the eligibility and selection of the NEDA Canteen Concessionaire, and submit the attached Eligibility Documents, and Technical Proposals in compliance thereto.

In line with this submission, we certify that each of the documents submitted is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the right of the National Economic & Development Authority to inspect and audit all records relating to our submissions irrespective of whether we are declared eligible or not.

Yours Sincerely,

Printed Name and Signature of Authorized Signatory
Company Address