



MEMORANDUM ORDER

No. 76
 Series of 2024

TO : ALL HEADS OF OFFICES / PROCUREMENT COORDINATORS

SUBJECT : GUIDELINES ON PROCUREMENT OF FOOD FOR IN-HOUSE MEETINGS, TRAININGS AND WORKSHOPS

I. BACKGROUND

The current maximum Approved Budget for the Contract (ABC) being used by this Department for procuring food for in-house meetings, trainings and workshops are as follows:

MEAL	RATE
Breakfast	Php 150.00
AM Snacks	Php 80.00
Lunch	Php 180.00
PM Snacks	Php 80.00
Dinner	Php 180.00

II. FACTUAL BASIS

A recent benchmarking involving eight (8) government agencies resulted to the following rate ranges for meals:

MEAL	RATE RANGE
Breakfast	Php 170.00 - 400.00
AM Snacks	Php 75.00 - 200.00
Lunch	Php 200.00 - 500.00
PM Snacks	Php 75.00 - 200.00
Dinner	Php 250.00 - 500.00

III. CONCLUSION

The analysis revealed that our current prevailing rates for food provision are significantly lower than the average used by other government agencies. This outdated pricing structure poses challenges for our suppliers, making it difficult for them to participate in procurement processes and deliver quality food.

Based on this study, it is recommended to develop a guideline to increase the ceiling price for food provisions served during meetings and training sessions. This is necessary to address the rising costs of ingredients used in preparing these meals. It will also attract a wider pool of qualified suppliers, encourage participation in the procurement process, and

ultimately, ensure the delivery of high-quality food for our Department's meetings and trainings.

IV. SCOPE/COVERAGE

This Memorandum Order shall apply to all offices in the DA – Central Office.

V. GUIDELINES

- a. The following rates for food provision shall be applied:

MEAL	RATE
Breakfast	Php 250.00
AM Snacks	PhP 100.00
Lunch	Php 250.00
PM Snacks	Php 100.00
Dinner	Php 250.00

- b. Meals may be served only for meetings/activities that will last for at least two (2) hours.
- c. Breakfast and Dinner may be served only under exceptional circumstances, coupled with a Justification from the end-user.
- d. A rate higher than the abovementioned may be permitted on the conduct of special events (e.g. Department's Annivesary Celebration, World Food Day, etc.) provided that the end-user submits a Justification to that effect.

VI. EFFECTIVITY CLAUSE

This Order shall take effect immediately upon publication in the official website of DA and shall remain valid unless expressly repealed by another issuance.

Done this 3rd of August, 2024.

FRANCISCO P. TIU LAUREL, JR.
Secretary

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