

28 January 2021

MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

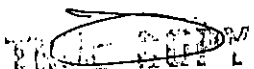
SUBJECT : BAFS FOOD SURVEY FORM

To ensure the quality of food being served during official meetings and other BAFS activities, the personnel-in-charge for the activity is hereby instructed to use the BAFS-QP-ADM-F13 (food and venue survey form) to be filled in by the participants.

All survey forms shall be submitted to the designated procurement assistant of each division within 3 days from the date of the activity. The procurement assistant will tabulate and analyze the form to determine whether the caterer meet the quality of the services required, specifically the food served. The analysis result shall be used as future procurement reference of the Bureau.

For strict compliance.

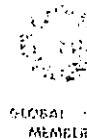

MYER G. MULA, Ph.D.
 

RECEIVED
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**BUREAU OF AGRICULTURE
AND FISHERIES STANDARDS**
General Services
Quality Form
FOOD AND VENUE SURVEY FORM

BAPS-QP-ADM-05-F13
Revision 1

Reference Number

Product/Service	
External Provider for Food and/or Venue	
End-user	

INSTRUCTIONS: Please make honest assessment of the activity based on the following questions:

OVERALL RATING:
 Poor (1) = Meets only 1 or 2 out of 5 requirements
 Fair (2) = Meets 3 out of 5 requirements
 Satisfactory (3) = Meets requirements
 Very Satisfactory (4) = Exceeds requirements
 Excellent (5) = Exceeds requirements with additional service not listed in the requirements

Particulars:	Poor (1)	Fair (2)	Satisfactory (3)	Very Satisfactory (4)	Excellent (5)
a. Food taste					
b. Good combination of food items					
c. Food presentation and packaging					
d. Quality of venue (conducive venue for meetings, status of equipment, size of room)					
e. Flexibility of supplier (payment, logistics, scheduling)					
f. Responsiveness of assistance					

1. SUGGESTIONS FOR IMPROVEMENT:

2. OTHER COMMENTS:

EVALUATOR'S SIGNATURE OVER PRINTED NAME	DESIGNATION	DATE