

TERMS OF REFERENCE

Catering Service for the Office of Protocol's Gender and Development Activity 2021

BACKGROUND

The Office of Protocol (Protocol) is required to allot at least 5% of the total allocated budget for Gender and Development (GAD) under mandatory expenses. This webinar is part of Protocol's 2021 webinar series to promote GAD concepts, specifically with regard to the multiple burden of personnel wherein everyone plays different roles as family member, employee, citizen, etc.

This GAD Activity shall be conducted synchronously for two (2) days. The synchronous sessions will be held on **28 and 29 October 2021 from 10:00 AM to 12:00 PM** via Zoom or Google Meet.

In preparation for this, Protocol shall engage a caterer that will provide individual meal sets for 100 participants inclusive of delivery fee to the DFA. The Approved Budget for the Contract (ABC) is **Three Hundred Thirty Thousand Pesos (PhP330,000.00)**.

SCOPE OF WORK

Supply of catering and delivery services on **28 and 29 October 2021**, for the virtual GAD Activity.

CONTRACTOR'S QUALIFICATIONS

- The Service Provider must have at least five (5) years of continuous experience in the catering business.
- The Service Provider must be PHILGEPS registered and can accommodate send-bill arrangement.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.

TECHNICAL SPECIFICATIONS

1. Must comply with the following menu requirements:
 - Individual lunch sets in bento-type packaging for 100 pax
 - One salad or appetizer
 - One main course (chicken, pork or fish) with one starch
 - At least one dessert
 - Juice or soda

2. Ensure the quality of food and drinks to be served;
3. Guarantee that all meal sets are delivered to participants and resource speaker at least one (1) hour before the webinar ends.

SCHEDULE OF REQUIREMENTS

The Contractor shall abide by any changes in the schedule to be conveyed by the End-User at least one (1) week before the event.

TERMS OF PAYMENT

1. Send Bill Arrangement based on government terms.
2. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing of the contract.
3. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.

PENALTY CLAUSE

If food items were found to be inferior or to have posed hazards such as food poisoning or spoilage, the DFA reserves the right to withhold payment and/or file a complaint against the catering services provider with the concerned government agency.