


**TECHNICAL SPECIFICATIONS/  
TERMS OF REFERENCE**

**Procurement of Catering Services for the Conduct of Earthquake and  
Landslide, Search and Rescue Orientation Course (EL SAROC)**

<b>I.</b>	<b>Background:</b> DFA-ISU will conduct an Earthquake and Landslide, Search and Rescue Orientation Course (EL SAROC) on 20 to 22 June 2023. The objective of the said course is to familiarize DFA personnel on earthquake and landslide search and rescue operations as part of the Department's agenda on disaster preparedness.	
<b>II.</b>	<b>Scope of Work:</b> DFA-ISU will procure catering services for the resource persons and participants of the Earthquake and Landslide, Search and Rescue Orientation Course (EL SAROC).	
<b>III.</b>	<b>Technical Specifications</b>	<b>Statement of Compliance</b>
1.	Catering service for three (3) days (20 to 22 June 2023) <ul style="list-style-type: none"> <li>- AM and PM Snacks with overflowing coffee for 50 pax</li> <li>- Buffet lunch for 50 pax</li> <li>- Delivery: <ul style="list-style-type: none"> <li>AM Snacks – 9:00AM</li> <li>Lunch – 11:30AM</li> <li>PM Snacks – 3:00PM</li> </ul> </li> </ul>	
2.	The provider must be PHILGEPS member and provide the documentary requirements in compliance of BAC (Sec 53.9) 2016 IRR 1984; Latest Business/Mayor's Permit; Copy of PHILGEPS Certificate of Membership	
3.	All rates shall be inclusive of government taxes, service charge and mobilization fees	
<b>IV.</b>	<b>Confidentiality Clause</b>	
	The provider shall agree to not disclose any information to any third party without prior permission of the subscriber	
<b>V.</b>	<b>Terms of Payment</b>	
	Payment: Send Bill Arrangement. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).  Payment will be effected by strict compliance with the government prescribed accounting and auditing requirements.	
<b>VI.</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	PHP 89,000.00

Date : 14 June 2023

  
**FELIX V. DE LEON, JR.**  
 Acting Administrative Officer  
 Intelligence and Security Unit  
 Office of the Secretary