



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

HUMAN RESOURCES MANAGEMENT OFFICE

04 July 2023

Dear Sir/Madame,

In view of the preparations for the Conferment Ceremony for the 2022 *Gawad Mabini* honorees, the Human Resources Management Office (HRMO) plans **to procure catering services for a cocktail reception with 70 guests during the Conferment Ceremony, which is scheduled on Wednesday, 19 July 2023 at the DFA Main Building.**

In this regard, you are kindly requested to provide a menu proposal and quotation of your best offer, subject to the [Terms of Reference](#) and [Terms and Conditions](#) provided in the succeeding pages. You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before Friday, 07 July 2023, at 12:00 NN.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Khristine Joy Tamanio or Ms. Dada Aromin at telephone no. 8834-4000 local 3158 or email address at hrmo.praise@dfa.gov.ph.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

MERSONE J. MELLEJOR
Executive Director

HR-P-8057-2023

TERMS OF REFERENCE

Catering Services (Cocktail Reception)

I.	BACKGROUND The Secretary for Foreign Affairs will host a cocktail reception with 70 guests during the Conferment Ceremony of the 2022 <i>Gawad Mabini</i> , scheduled on Wednesday, 19 July 2023, at the DFA Main Building. The Approved Budget for the Contract (ABC) is One Hundred Fifty Thousand Pesos (Php 150,000.00) , inclusive of taxes, bank transfer charges, and other lawful fees.
II.	SCOPE OF WORK Provide catering services during the reception for the Conferment Ceremony of 2022 <i>Gawad Mabini</i> , tentatively scheduled on Wednesday, 19 July 2022, at DFA Main Building.
III.	CATERER'S QUALIFICATIONS The caterer shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Service Provider must have at least five (5) years of continuous experience in the catering business;2. The Service Provider must have proven its capacity to cater food to at least 500 pax in a single event;3. The Service Provider must be registered with PHILGEPS and can accommodate Send Bill arrangement as terms of payment;4. The Service Provider should have flexibility and responsiveness to changing events requirements (i.e., number of guests, change in date or venue or menu); and5. 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.
IV.	MENU SPECIFICATIONS A. Quantity: 70 pax B. Meals/Dishes suited for the occasion with adequate portions of each dish and using only Halal-certified ingredients. Preferably, the menu is composed of the following dishes: <ol style="list-style-type: none">a. Salad (vinaigrette or cream-based dressing)b. Grazing table: breads, cheeses, cold-cuts, fresh/dried fruits and nuts.c. Two (2) types of pasta (tomato and oil-based sauces)d. Four (4) types of canapés and sliders (beef, chicken, fish and vegetable)e. Three (3) types of desserts (fruits, pastries, custards, cakes, tarts, etc.) C. Unlimited flow of beverages

- a. Coffee and tea
- b. Two (2) types of soft drinks
- c. Two (2) types of fruit juices

D. Other requirements:

- a. Table wares, glassware and cutleries
- b. Cocktail tables
- c. Tablecloths and linens
- d. Floral arrangements and styling of the venue (i.e. table top arrangements; floral stands)
- e. Welcome board
- f. Service Staff (supplier shall cover the expenses of the health tests and personal protective equipments, if necessary)

V. TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

1. The dishes must be delivered at least three (3) hours before the event, and food service must be ready at least one (1) hour before the event.
2. The dishes should be prepared in bite-size portions or serving portions suitable for a cocktail reception.
3. The Caterer shall prepare the food in consideration of the religious sensitivities and dietary restrictions of the consumers. The dishes should be properly labeled.
4. The service is a combination of buffet and butler style. Hence, the Caterer must provide enough personnel to manage the buffet area, as well as walking servers to pass on the food.
5. The Caterer shall provide and set-up the following:
 - a. Buffet set up, including styling and floral arrangements
 - b. Cocktail tables
 - c. Tablecloths and other linens
 - d. Table wares, glasswares and cutleries
6. A food tasting session for ten (10) persons shall be arranged prior to the event. The Caterer shall provide menu proposals prior to the conduct of a food tasting. The Caterer shall take corrective measures based on the comments from the End-user after the food tasting.
7. The Caterer shall ensure that food and beverages that were approved during the food tasting are of the same quality as when served during the event proper.
8. The Caterer shall ensure the quality, quantity, freshness, and palatability of the food and beverages to be served on the day of the event.
9. The Caterer shall hand over the unconsumed food portions and provide containers for the food handling.
10. The Caterer shall ensure that the work and assembly stations are clean and in order

	upon egress.
VI.	<p>DOCUMENTARY REQUIREMENTS</p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Menu proposal and price quotation 2. PhilGEPS registration 3. Valid Business Permit / Mayor's Permit 4. Latest Income Tax Return
VII.	<p>HEALTH PROTOCOLS</p> <p>With reference to the IATF resolution or Alert Level in effect at the time of the event, in particular, the imposed COVID-19 preventive measures and protocols, the Caterer shall abide with the imposed health protocols and restrictions, and shall bear the cost of the required tests and personal protective equipment (e.g. COVID antigen test, RT-PCR test, face masks, face shield etc.).</p> <p>Further, the Caterer shall abide with any changes in the details (e.g. venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least three (3) days before the event.</p>
VIII.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send Bill arrangement based on government terms. 2. Payment shall be made within sixty (60) working days upon the Caterer's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 150,000.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.