

**TERMS OF REFERENCE**  
**Catering Services for Cocktail Reception**  
**for the Opening of the Bulwagang Apolinario Mabini**  
 Ground Floor, Department of Foreign Affairs  
 19 December 2023, 3:00 P.M.

<b>I.</b>	<p><b>BACKGROUND</b></p> <p>The Office of Asset Management and Support Service (OAMSS) and the Office of Public and Cultural Diplomacy (OPCD) will jointly host a cocktail reception with 200 guests at the <b>Opening of the Bulwagang Apolinario Mabini (BAM)</b> to be held on <b>Friday, 19 December 2023, at 3:00 P.M.</b> at the Ground Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City.</p> <p>The Approved Budget for the Contract (ABC) for the Catering Services is <b>Five Hundred Thousand Pesos (Php500,000.00)</b>, inclusive of taxes, bank transfer charges, and other lawful fees.</p>
<b>II.</b>	<p><b>SCOPE OF WORK</b></p> <p>The Caterer shall provide catering services during the Opening of the Bulwagang Apolinario Mabini on Friday, 19 December 2023, at 3:00 P.M. at the Ground Floor, Department of Foreign Affairs, Roxas Boulevard, Pasay City.</p>
<b>III.</b>	<p><b>CATERER'S QUALIFICATIONS</b></p> <p>The caterer shall have the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1. The Service Provider must have at least one (1) year of continuous experience in the catering business.</li> <li>2. The Service Provider must have proven its capacity to cater food to at least 200 pax in a single event.</li> <li>3. The Service Provider should have flexibility and responsiveness to changing events requirements (i.e., number of guests, change in date or venue or menu).</li> <li>4. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic process in accordance with all health and safety regulations.</li> </ol> <p>Further, the Caterer shall abide by any changes in the details (e.g., venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least five (5) days before the event.</p>
<b>IV.</b>	<p><b>MENU SPECIFICATIONS</b></p> <ol style="list-style-type: none"> <li>A. 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"> <li>a. Two (2) types of salad (vinaigrette and cream-based dressing)</li> <li>b. Grazing table: Breads, crackers, cheeses, cold-cuts, fresh/dried fruits, and nuts.</li> <li>c. Eight (8) types of canapés and sliders (beef, chicken, fish and vegetables)</li> <li>d. Four (4) types of desserts (pastries, custards, cakes, tarts, etc.)</li> </ol> </li> </ol>

- B. Free-flowing beverages:
  - a. Coffee and tea
  - b. Two (2) types of soft drinks
  - c. Two (2) types of fruit juices
  - d. Sparkling water
  
- C. Other requirements:
  - a. Wine Service (End-user will provide the wines)
  - b. Table wares, glassware and cutleries
  - c. Cocktail tables
  - d. Tablecloths and linens
  - e. Basic floral arrangements and styling at the buffet area

**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 and table napkins
  - d. Table wares, glass wares and cutleries
6. A food tasting session for ten (10) people 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 on the same day of the event.
<b>VI.</b>	<p><b>DOCUMENTARY REQUIREMENTS</b></p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1. Menu proposal and price quotation</li> <li>2. Valid PhilGEPS registration</li> <li>3. Valid Business Permit / Mayor's Permit</li> <li>4. Latest Income Tax Return</li> </ol>
<b>VII.</b>	<p><b>TERMS OF PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. <b>Send Bill arrangement</b> based on government terms.</li> <li>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).</li> <li>3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.</li> </ol>

### 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 500,000.00**, 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.

**CONFORME:**

Signature/s: \_\_\_\_\_

Name of the Bidder/Bidder's  
Authorized Representative/s: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_