

**TERMS OF REFERENCE (TOR)
 PROCUREMENT OF CATERING SERVICES FOR THE
 CELEBRATION OF THE 75TH ANNIVERSARY OF THE UNIVERSAL
 DECLARATION OF HUMAN RIGHTS (UDHR)
 11-13 DECEMBER 2023 (TBC)**

The Office of United Nations and International Organizations (UNIO) intends to procure Catering Services for **food services including set-up** for the following events :

- I. The Approved Budget for the Contract (ABC) is Nine Hundred Fifty-Five Thousand Pesos only (Ph₱955,000.00) for catering services on the lecture series on the occasion of the 75th Anniversary of Universal Declaration of Human Rights (UDHR75) in December 2023.

II. LECTURE SERIES FOR UDHR 75

- A. SYMPOSIUM IN COOPERATION WITH THE UNIVERSITY OF THE PHILIPPINES (UP) DILIMAN, QUEZON CITY TO BE HELD AT THE UP THEATER; AND A NETWORKING LUNCHEON TO BE ALSO HELD WITHIN UP DILIMAN CAMPUS, 12 December 2023, 9:00 a.m.-12:00 p.m. (TBC)

Tea/Coffee Break for 2000 attendees of the symposium to be served at the UP Theater at 10:00 AM and Networking Luncheon for 200 pax to be served at a venue in UP to be specified afterwards, from 12:00 noon - 2:00 p.m.

Item	Quantity
Catering Services for tea/coffee break	2,000 pax
Catering Services for buffet luncheon	200 pax

- B. LECTURE AT THE ATENEO DE MANILA UNIVERSITY, 12 DECEMBER 2023, 4:00 -5:00 PM (TBC)

Catering for refreshments for 120 attendees

Item	Quantity
Catering Services for refreshments	120 pax

- C. MABINI DIALOGUE IN COOPERATION WITH THE FOREIGN SERVICE INSTITUTE, 13 DECEMBER 2023, 2:00 -3:30 PM AT THE CARLOS P. ROMULO LIBRARY OF THE DEPARTMENT OF FOREIGN AFFAIRS (DFA)

Catering for afternoon refreshments for 80 attendees (TBC)

Item	Quantity
Catering Services for refreshments	80 pax

UNIO-DFA notes that proposals/quotations higher than the specified prices of the services required will be automatically disqualified.

The Caterer should have the following minimum requirements:

1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;
2. Possess a valid business permits necessary for the operation of a business providing catering services;
3. PhilGEPS registered;
4. Able to provide food with good taste.
5. Able to provide waiters who will monitor food serving.
6. Maintain the quality of food to be served and must be ready at least two (2) hours before the agreed time; and
7. Payment condition/terms: Send bill arrangement. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP). Payment will be affected by strict compliance with government prescribed accounting and auditing requirements.

UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Interested catering services/ entities are invited to submit their quotation together with their valid and current Mayor's Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

Office of United Nations and International Organizations (UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City 1300
Contact No. : 8834-4896
Email Address: unio.div6@dfa.gov.ph

JANICE C. SANCHEZ-RIVERA

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