

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS
 2330 Roxas Boulevard, Pasay City 1300

TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES
FOR THE COMMEMORATION OF INTERNATIONAL HUMANITARIAN LAW
 04-05 December 2023, Marawi City

ITEM	PARTICULARS
I.	<p>BACKGROUND</p> <p>As part of this year's commemoration of the International Humanitarian Law (IHL) Day, the Department will install a Filipino-themed mural at Marawi City Ground Zero tentatively scheduled on 04-05 December 2023, to reinforce the role of IHL in maintaining respect for human dignity even during situations of armed conflict.</p>
II.	<p>OBJECTIVE</p> <p>To procure catering services during the Commemoration of the International Humanitarian Law in Marawi City</p>
III.	<p>APPROVED BUDGET</p> <p>The Approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos (PhP300,000.00) inclusive of all taxes and service charges.</p>
IV.	<p>GENERAL DESCRIPTION</p> <p>The project shall cover catering services, as well as photo and video coverage, which include the following technical specifications:</p>
V.	<p>TECHNICAL SPECIFICATIONS</p> <p><u>Food and Catering Services</u></p> <ul style="list-style-type: none"> ● Table Set Up ● Attendants ● Food <p><u>1st day to be served at Marawi City Ground Zero</u> A.M. Snacks - 100 pax Buffet for lunch - 100 pax with minimum seven (7) main courses P.M. Snacks - 100 pax School near Marawi City Ground Zero P.M. Snacks - 100 pax</p> <p><u>2nd day to be served at Marawi City Ground Zero</u> Buffet for lunch - 150 pax with minimum seven (7) main courses</p>

	<u>Photo and Video Coverage</u>
VI.	MINIMUM REQUIREMENTS <ul style="list-style-type: none"> ● Has extensive experience and a proven track record in catering services for corporate meetings in private and/or government agencies/corporations; ● With history of working closely with the other government agencies; ● Possess a valid business permits necessary for the operation of a business providing catering services; and ● PhilGEPS registered.

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

Department of Foreign Affairs
Office of United Nations and International Organizations (DFA-UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City 1300
Contact No. : 8834-3096
Email Address: unio.div6@dfa.gov.ph

Proposals/quotations higher than the ABC will be automatically disqualified.

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