

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE : Office of Cultural Diplomacy
PROJECT : Imagination Takes You There Art Exhibition (National Arts Month)
LOCATION : DFA Main Lobby, Department of Foreign Affairs, Pasay, Philippines
DATE : 22 February 2024
TIME : 1:00 PM

APPROVED BUDGET FOR THE CONTRACT (ABC) : PHP 200,000.00

I.	Technical Specifications / Terms of Reference	Statement of Compliance
	<p>1. The catering service will accommodate approximately 120 pax.</p> <p>2. Filipino-themed Cocktail Buffet Reception including food and assorted drinks:</p> <p style="margin-left: 20px;">a. Buffet table set-up with pass around service</p> <p style="margin-left: 20px;">b. High cocktail tables with linen and centerpieces</p> <p style="margin-left: 20px;">c. Menu choices for pica-pica includes:</p> <p style="margin-left: 40px;">Choices of Filipino savory dishes:</p> <p style="margin-left: 60px;">1. Fish selection</p> <p style="margin-left: 60px;">2. Chicken selection</p> <p style="margin-left: 60px;">3. Shrimp selection</p> <p style="margin-left: 60px;">4. Beef selection</p> <p style="margin-left: 60px;">5. Pork selection</p> <p style="margin-left: 60px;">6. With vegetable selection</p> <p style="margin-left: 60px;">7. A choice of Filipino bread with stuffing (preferably <i>kesong puti</i>)</p> <p style="margin-left: 40px;">2 types of Filipino desserts</p> <p style="margin-left: 40px;">2 choices of Filipino drinks</p> <p style="margin-left: 60px;">1. Variations of fruit juices</p> <p style="margin-left: 20px;">d. Food Menu must be labeled properly when served.</p>	

	<p>e. Food labels must include name and ingredients (e.g. seafoods, nuts, etc.).</p> <p>3. Personnel/staff are dressed in Filipino themed style (Filipiniana/Barong).</p> <p>4. The supplier is expected to provide personnel/staff to serve beverages and meals.</p> <p>5. Perform the contracted service with the same day ingress/set-up, serve, dismantle and clean the catering stations, when requested.</p> <p>6. The supplier should provide a list of all equipment that will be brought in and out of the DFA.</p> <p>7. The supplier should provide a list of all its personnel that will be entering and exiting the DFA.</p> <p>8. The caterer should at least have 30 years of continuous business operations with experience in catering services for state functions, cultural milestones and government events.</p> <p>9. The quotation should indicate the total price, inclusive of VAT and other applicable taxes and charges.</p>	
<p>II.</p>	<p>Budget</p> <p>The Approved Budget for the Contract (ABC) is Two Hundred Thousand Pesos Only (Php 200,000.00) chargeable to OUMAIER-CDU's FY 2024 MOOE for Other Professional Services, pursuant to FY 2024 General Appropriations Act (GAA).</p>	
<p>III.</p>	<p>Terms of Payment</p> <p>1. Send bill arrangement and payment will be done through bank transfer. It is advised that the</p>	

	<p>winning bidder should submit a bank account number and bank branch details included in the List of Participating Banks in Electronic Peso Clearing System to which payment should be credited or transferred.</p> <p>2. Rates should include VAT and all applicable taxes and other charges.</p> <p>3. Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
<p>IV.</p>	<p>Documentary Requirements The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Quotation 2. Proposed Menus 3. Draft Contract between Restaurant and DFA 4. Copy of Valid PhilGEPS Registration 5. Copy of Current Mayor's Permit 6. Copy of Current Income Tax Return (ITR) 7. Copy of Restaurant/Company Profile 8. Copy of Business Registration 	

Contact Persons/Details: **Ms. Alyanna A. Tolentino / Ms. Natalie Rose Gaddi / (02) 8834-4029 / opcd.div3@dfa.gov.ph**

NOTE:

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

Date: _____