



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF AMERICAN AFFAIRS

TERMS OF REFERENCE

Office/End-User: Office of American Affairs, DFA

Project Title: Food Catering Services for the Annual Administrative Consultations of Heads of Posts in Canada, Manila, 28 February 2024

Venue: Bulwagang Elpidio Quirino (Elpidio Quirino Hall), 14th Floor, DFA Building, 2330 Roxas Blvd., Pasay City, 1300

Date and Time of Project: 28 February 2024, 8:00AM to 5:00PM

The DFA Office of American Affairs (OAA) would like to procure the services of an experienced and reputable food catering supplier for the project entitled, "Food Catering Services for the Annual Administrative Consultations of Heads of Posts in Canada", which will be held at the Department of Foreign Affairs Building, 2330 Roxas Blvd., Pasay City 1300, Metro Manila on 28 February 2024.

The supplier must be able to provide and/or perform the following:

- 1) Full food catering service for **45 persons** on the 14th Floor, Bulwagang Elpidio Quirino (Elpidio Quirino Hall), Department of Foreign Affairs Building, 2330 Roxas Boulevard, Pasay City 1300, Metro Manila.
- 2) Menu type and schedule, as follows:

AM and PM SNACKS

- 8:00 AM - A variety of bread and other pastry, with coffee/tea/juice
- 9:30 AM - Light snacks, with coffee/tea/juice
- 3:00 PM - Light snacks, with coffee/tea/juice

LUNCH (12:00 PM to 2:00 PM)

- Buffet, with soup, three (3) types of viands (meat/fish/vegetable), rice and one (1) type of dessert
- Water/ softdrinks / juice/ coffee / tea

COFFEE/TEA SERVICE

- Free-flowing the whole day

- 3) Tables and tiffany chairs, with clean and spotless white linen covering. Table seating should be 8-10 persons per table. Photographs and/or samples of table linens must be provided by the supplier at least one (1) week before the event.
- 4) Sufficient number of clean and spotless plates, glasses and utensils.
- 5) Adequately-sized buffet table with clean and spotless chafing dishes and service platters.
- 6) Floral arrangements for the buffet table and the individual dinner tables.
- 7) Well-trained waiters with clean and smart uniforms.
- 8) Bar service for the drinks, with one (1) waiter always on standby. Coffee and tea should be free-flowing throughout the day.
- 9) Photographs or other proof of previous similar services rendered for other clients.
- 10) Offer must include proof of valid PHILGEPS registration, copies of latest BIR ITR, Mayor's Permit, and Government issued document as proof of Trade Name.
- 11) Payment should be by "**send bill**" arrangement.
- 12) Deadline of submission: **20 February 2024, 12 Noon.**

(Signed)

JOSE VICTOR V. CHAN-GONZAGA
Assistant Secretary

Pasay City, 15 February 2024