



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF AMERICAN AFFAIRS**

**TERMS OF REFERENCE**

**Office/End-User:** Department of Foreign Affairs - Office of American Affairs

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**Project Title:** Food Catering Services for the Gender and Development Lecture Forum titled “Empowering Women: Insights and Perspectives of the Americas”

**Venue:** DFA Lobby, Ground Floor, DFA Building.,  
2330 Roxas Blvd., Pasay City 1300

**Date and Time**

**of Project:** 20 March 2024; 9:00AM to 1:00PM

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The DFA Office of American Affairs (OAA), in celebration of Women’s Month, would like to procure the services of an experienced and reputable food catering supplier for the project titled, “Food Catering Services for the Gender and Development Lecture Forum on Empowering Women: Insights and Perspectives of the Americas”, which will be held on 20 March 2024 at the Department of Foreign Affairs Lobby, Ground Floor, Department of Foreign Affairs Building, 2330 Roxas Blvd., Pasay City 1300, Metro Manila.

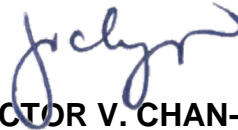
The supplier must be able to provide and/or perform the following:

- 1) Full food catering service (Buffet Lunch) for **150 persons** on the Bulwagang Apolinario Mabini Elpidio Quirino, Ground Floor of the Department of Foreign Affairs Building, 2330 Roxas Boulevard, Pasay City 1300, Metro Manila.
- 2) Menu type and schedule, as follows:

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

- Buffet, with hot dishes, rice and one (1) type of dessert
- Water/ softdrinks / juice/ coffee / tea

- 3) Cocktail tables setting good for 150 guests. 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 standing cocktail 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, and Omnibus Sworn Statement for Small Value Procurement
- 11) Payment should be by "**send bill**" arrangement.
- 12) Deadline of submission: \_\_\_\_\_.



**JOSE VICTOR V. CHAN-GONZAGA**  
Assistant Secretary

Pasay City, 29 February 2024