

OFFICE OF POLICY PLANNING AND COORDINATION

TERMS OF REFERENCE

DFA Meeting, 26 April 2024

Approved Budget for the Contract: **PHP70,000.00**

I.	BACKGROUND The Office of the Secretary of Foreign Affairs (OSEC) and the Office of Policy Planning and Coordination (OPPC) will be hosting a meeting with representatives from around 12 to 15 Heads of Embassies/Foreign Missions in the Philippines on 26 April 2024 at the Bulwagang Apolinario Mabini (BAM), 1/F, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City, and will need a caterer to provide cocktails service after the event.	
II.	SCOPE The meeting will be attended by around 50 participants, and service will be held at an open lobby space just outside the BAM.	
III.	QUALIFICATIONS OF THE CONTRACTOR	Statement of Compliance
	The contractor should possess the following qualifications:	
	1. Reputable image and experience in providing catering services for high-level government functions in general, and at the DFA, in particular	
	2. PHILGEPS registered	
	3. Located in Metro Manila	
IV.	TERMS AND CONDITIONS <ol style="list-style-type: none">1. Proposal/Price Quote should follow the proposed menu.2. Quotations exceeding the Approved Budget for the Contract shall be rejected.3. The schedule of the event may change due to force majeure.4. Price quotations shall be denominated in Philippine Pesos and shall include all taxes, duties, and/or other lawful charges.5. Bidders shall comply with the Technical Specifications.6. The Department reserves the right to reject any and all quotations or not award the contract for any reasonable ground.	

V.	TECHNICAL SPECIFICATIONS	Statement of Compliance
	<p>1. Menu - pass around (all items without pork)</p> <p>Menu: Filipino/Asian</p> <ul style="list-style-type: none"> a. One (1) type of fried fritter; b. Three (3) types/flavors of assorted mini sandwiches/pandesal c. One (1) fresh vegetable spring rolls; d. One (1) Salmon canape; e. One (1) Chicken inasal skewers; f. One (1) tomato and cheese canape; g. One (1) type of kakanin/dessert h. Free-flowing Beverages: Coffee, tea, iced tea, assorted sodas and water <p>The dishes should be prepared in bite-size portions or serving portions suitable for cocktail reception.</p>	
	2. Buffet Station with Bar Service, bartender, garnishes, ice, all glasswares, dinnerwares, utensils, trays, and equipment	
	3. Eight (8) cocktail tables	
	4. Flower arrangements for the buffet station/bar and cocktail tables;	
	5. Waiters for 50 guests;	
	6. Service Hours: Four (4) hours, cocktail starts at approximately 4:00pm, 26 April 2024 (Friday)	
	7. The caterer shall provide menu proposals prior to the conduct of a food tasting. The end user will determine the quality of the food and beverage to be served during the event.	
VI.	<p>EVALUATION AND SELECTION CRITERIA</p> <p>Award of contract shall be made to the lowest quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.</p>	
VII.	<p>PAYMENT SCHEME</p> <p>Payment shall be made through Send Bill Arrangement, within thirty (30) working days upon the submission of the official sales invoice and complete supporting documents.</p> <p>The Contractor shall indicate its official bank account details in the official invoice.</p>	

	<p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>
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	<p>Failure to comply with the Terms of Conditions of the Contract may result in the payment of corresponding penalties/liquidated damages based on the Contract Price.</p>
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