

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

TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR AN EVENT ENTITLED:
“KUWENTONG BAYANIHAN: STORIES FROM FILIPINO PEACEKEEPERS”
21 May 2024, 1400H
Lyceum of the Philippines University

The Department of Foreign Affairs Office of United Nations and International Organizations (DFA-UNIO) intends to procure **Catering Services including set-up** for the following event:

1. “Kuwentong Bayanihan: Stories from Filipino Peacekeepers”, a half-day talk-show type event where select Filipino peacekeepers can share their stories and experiences serving in UN Peacekeeping missions abroad. In partnership with the Lyceum of the Philippines University, this talk-show aims to raise awareness among students and to highlight the significance of Filipino peacekeepers in the global effort towards peace.
2. The Approved Budget for the Contract (ABC) is One Hundred Thousand Pesos only (PhP100,000.00) for catering services for the event.
3. The event will be held at the Jose P. Laurel Hall of Freedom, Lyceum of the Philippines University, Intramuros, Manila on 21 May 2024, 2:00-4:30 PM. A networking merienda cena will be held after the event.
4. Packed lunch for 30 personnel is to be served for the committee members.

| Item Quantity |
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| <ul style="list-style-type: none">● 1 kind of viand (pork/chicken)● Steamed Rice● Condiments |

5. Snacks, drinks, and water for 150 attendees of the symposium are to be served at the quadrangle of the LPU after the event from 3:30PM to 4:30 PM.

| Item Quantity |
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- 1 kind of Pasta/Noodles
- 2 kinds of Pie/Sandwich
- Pastries/Desserts
- Drinks (hot/cold)

*Set-up to include table and chairs or cocktail set-up (exact set-up to be confirmed closer to the event date)

DFA-UNIO notes that proposals/quotations higher than the specified prices of the services required will be automatically disqualified.

The Caterer should have the following minimum requirements:

1. At least three (3) years of continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;
2. Possess valid business permits necessary for the operation of a business providing catering services;
3. PhilGEPS registered;
4. Able to provide food with good taste.
5. Able to provide waiters who will monitor food serving.
6. Maintain the quality of food to be served and must be ready at least two (2) hours before the agreed time; and
7. Payment condition/terms: Send bill arrangement. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP). Payment will depend on strict compliance with government-prescribed accounting and auditing requirements.

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.

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

Office of United Nations and International Organizations (UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City 1300
Contact No.: 8834-4907
Email Address: unio.div5@dfa.gov.ph