



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**HUMAN RESOURCES MANAGEMENT OFFICE**

13 June 2024

Dear Sir/Madame,

In view of the celebration of the 126th Founding Anniversary of the Department of Foreign Affairs (DFA), the Human Resources Management Office (HRMO) plans to procure **catering services for 1,980 packed lunch meals** to be distributed to the employees assigned at DFA Main Office and OCA-Aseana **on Friday, 05 July 2024.**

In this regard, you are kindly requested to provide a proposal and quotation reflecting your best offer, adhering to the [Terms of Reference](#) and [Terms and Conditions](#) provided in the accompanying pages. You may submit said quotation, duly signed by you or your authorized representative, **not later than Tuesday, 18 June 2024, 12:00 NN.**

Please note that the procurement will strictly follow the guidelines outlined in the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of quotations and/or further clarifications, please contact Ms. Dada Katrina Aromin or Ms. Christine Espayos at telephone no. 8834-4000 local 3158 or email address at [hrmo.praise@dfa.gov.ph](mailto:hrmo.praise@dfa.gov.ph).

We appreciate your prompt attention to this matter.

Thank you for considering our invitation.

Very truly yours,

  
**GREG MARIE C. MARIÑO**  
Executive Director

HR-P-2024-7791

**TERMS OF REFERENCE**  
**Catering Services**  
**(Packed Lunch Meals)**

<b>I.</b>	<p><b>BACKGROUND</b></p> <p>The Department of Foreign Affairs will host a <b>lunch (through the provision of packed meals) on Friday, 05 July 2024 for one thousand nine hundred eighty (1,980) DFA employees</b> at the Home Office, Office of Consular Affairs in Aseana (OCA-Aseana), and other identified places of delivery to celebrate the 126th Founding Anniversary of the DFA.</p> <p>The Approved Budget for the Contract (ABC) is <b>Nine Hundred Thousand Pesos only (Php 900,000.00), inclusive of taxes, bank charges and other lawful fees.</b></p>									
<b>II.</b>	<p><b>SCOPE OF WORK</b></p> <p>Preparation, packaging, and delivery of packed meals, during the celebration of the 126th Founding Anniversary of the DFA on Friday, 05 July 2024, at the Home Office and OCA-Aseana.</p>									
<b>III.</b>	<p><b>CATERER'S QUALIFICATIONS</b></p> <p>The caterer shall have the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1. The Service Provider must have at least five (5) years of continuous experience in the catering business;</li> <li>2. The Service Provider must have proven its capacity to cater food to at least 2,000 people in a single event;</li> <li>3. The Service Provider must be <b>registered with PHILGEPS</b> and can accommodate a <b>Send Bill arrangement</b> as terms of payment;</li> <li>4. The Service Provider should have flexibility and responsiveness to changing events requirements (i.e., number of guests, change in date or venue or menu); and</li> <li>5. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.</li> </ol>									
<b>IV.</b>	<p><b>MENU SPECIFICATIONS</b></p> <p>A. Quantity: <b>1,980 pax</b></p> <p>B. Distribution Matrix</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Quantity</th> <th>Meal Arrangement</th> <th>Deliver to</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1,440</td> <td>Packed Meals</td> <td>DFA Main Building</td> </tr> <tr> <td style="text-align: center;">540</td> <td>Packed Meals</td> <td>OCA-Aseana</td> </tr> </tbody> </table>	Quantity	Meal Arrangement	Deliver to	1,440	Packed Meals	DFA Main Building	540	Packed Meals	OCA-Aseana
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<b>1,980</b>	<b>TOTAL</b>
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C. Meals and dishes suited for the occasion with adequate portions of each dish and using only Halal-certified ingredients. The preferred menu is as follows:

- a. One (1) Salad (vinaigrette dressing)
- b. Rice (steamed)
- c. One (1) Beef dish (braised or roasted)
- d. One (1) Chicken dish (grilled or oven-roasted)
- e. One (1) Fish dish (steamed, pan-fried or oven-cooked)
- f. Desserts (fresh fruits salad, mini-cakes, custards or cupcakes)

D. Beverages

- a. Beverage stations with unlimited flow of hot/iced coffee and tea, from 8:00 A.M. to 3:00 P.M. at the DFA Main Office lobby.
- b. One (1) bottled or canned beverage for every packed meal, which may be a soft drink or fruit juice.

E. Dishes should be packed in an environment-friendly material (i.e sturdy cardboard boxes or reusable plastic containers) with cutlery and table napkins.

**V.**

**TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS**

1. The Caterer shall deliver the packed meals to the DFA Main Building in Roxas Boulevard, Pasay City, to OCA-Aseana in Macapagal Avenue, Paranaque City, and other identified places of delivery at a time to be determined by the end-user on Friday, 05 July 2024. The quantity of meal packs to be delivered in each location will be determined by the End-user.
2. The Caterer shall provide enough manpower to assist in the distribution of the packed meals at the DFA Main Building, at the OCA-Aseana, and other identified places of delivery, to be assisted by at least one (1) personnel of the Department.
3. A food tasting session for ten (10) persons shall be arranged prior to the event. The Caterer shall provide menu proposals prior to the conduct of a food tasting. The Caterer shall take corrective measures based on the comments from the End-user after the food tasting.
4. Taking into consideration the comments and suggestions during the food tasting session, the Caterer shall ensure that the food and beverages that were approved during the food tasting are of the same quality and portioning as when served during the event proper.

	<p>5. The Caterer shall ensure the quality, quantity, freshness, and palatability of the food and beverages to be served on the day of the event.</p> <p>6. The Caterer shall assign coordinators at the DFA Main Building and OCA-Aseana, respectively, for pre-event preparations and during the event itself (preferably the same personnel) to coordinate with the DFA Day Food Committee Head.</p>
<b>VI.</b>	<p><b>DOCUMENTARY REQUIREMENTS</b></p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1. Menu proposal and price quotation</li> <li>2. PhilGEPS registration</li> <li>3. Valid Business Permit / Mayor's Permit</li> <li>4. Latest Income Tax Return</li> </ol>
<b>VII.</b>	<p><b>SCHEDULE OF REQUIREMENTS</b></p> <p>The Caterer shall abide by any changes in the details (e.g. venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least three (3) days before the event.</p>
<b>VIII.</b>	<p><b>TERMS OF PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. <b>Send Bill</b> arrangement based on government terms.</li> <li>2. Payment shall be made <b>within sixty (60) working days upon the Caterer's submission of the sales invoice and complete supporting documents</b>, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).</li> <li>3. All payments shall be <b>inclusive of all applicable taxes, bank charges and other lawful charges.</b></li> </ol>

### **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The **Approved Budget for the Contract (ABC) is Php 900,000.00**, inclusive of taxes, bank charges and other applicable fees.

4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure, or not to award the contract for any justifiable and reasonable grounds.