



OFFICE OF AMERICAN AFFAIRS

TERMS OF REFERENCE

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

Project Title: Food Catering Services for the Philippine Academic Consortium of Latin American Studies (PACLAS) Student Conference and Workshop titled “Forging New Horizons: Strengthening Ties between the Philippines and Latin America”

Venue: University of Asia and the Pacific, Pearl Drive, Ortigas Center Pasig, 1605 Metro Manila (24-26 June 2024)

Bulwagang Apolinario Mabini (BAM), Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City, 1300 (28 June 2024)

Date and Time of Project: 24 - 26 June 2024, 9:00 AM - 5:00 PM
28 June 2024, 9:00 AM - 5:00 PM

Approved Budget for the Contract: PHP 250,000.00

The Department of Foreign Affairs - Office of American Affairs (OAA) would like to procure the services of an experienced and reputable food catering supplier for the event Philippine Academic Consortium of Latin American Studies (PACLAS) Student Conference and Workshop titled “Forging New Horizons: Strengthening Ties between the Philippines and Latin America”, which will be held at the University of Asia and the Pacific, Pearl Drive, Ortigas Center, Pasig, Metro Manila (24 to 26 June 2024) and at the Bulwagang Apolinario Mabini (BAM), Department of Foreign Affairs Building, 2330 Roxas Blvd., Pasay City 1300, Metro Manila (28 June 2024).

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

- 1) Full food catering buffet service on 24-26 June 2024 at the University of Asia and the Pacific, and on 28 June 2024 at the DFA Lobby;
- 2) Menu type and schedule, as follows:

24 JUNE 2024, University of Asia and the Pacific

AM / PM SNACKS AND LUNCH

- 10:00 AM - Light snacks and refreshments (100 pax)
- 12:00 PM - Buffet (100 pax), with soup, three (3) types of viands (meat/fish/vegetable), rice and one (1) type of dessert and Water/soda/juice/coffee/tea
- 3:00 PM - Light snacks and refreshments (90 pax)

25-26 JUNE 2024, University of Asia and the Pacific

AM / PM SNACKS

- 10:00 AM - Light snacks and refreshments (100 pax)
- 3:00 PM - Light snacks and refreshments (90 pax)

28 JUNE 2024, Department of Foreign Affairs

AM SNACKS AND LUNCH

- 9:30 AM - Light snacks and refreshments (100 pax)
- 11:30 AM - Buffet (100 pax), with soup, three (3) types of viands (meat/fish/vegetable), rice and one (1) type of dessert and Water/soda/juice/coffee/tea

COFFEE/TEA SERVICE

- Free-flowing the whole day on 24 and 28 June 2024

- 3) Round dining tables (24 June 2024, University of Asia and the Pacific, Pasig City) with clean and spotless white linen covering;
- 4) Cocktail tables (28 June 2024, Lobby, Bulwagang Apolinario Mabini, Department of Foreign Affairs, Pasay City) with clean and spotless white linen covering. Photographs and/or samples of table linens must be provided by the supplier at least one (1) week before the event.
- 5) Sufficient number of clean and spotless plates, glasses and utensils.
- 6) Adequately-sized buffet table with clean and spotless chafing dishes and service platters.
- 7) Floral arrangements for the buffet table and the individual cocktail tables.
- 8) Well-trained waiters with clean and smart uniforms.
- 9) Bar service for the drinks, with one (1) waiter always on standby. Coffee and tea should be free-flowing throughout the day.
- 10) Photographs or other proof of previous similar services rendered for other clients.
- 11) 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: 21 June 2024, by 9:00AM .


JOSE VICTOR V CHAN-GONZAGA
Assistant Secretary

Pasay City, 14 June 2024