

TERMS OF REFERENCE

Catering Services

I.	BACKGROUND The Office of the Undersecretary for Multilateral Affairs and International Economic Relations intends to procure catering services for a luncheon reception hosting sixty (60) guests during the 3 rd Meeting of the Technical Board on APEC Matters (TBAM 3), to be held on 15 July 2024, Monday at 10:00 A.M. to 01:00 P.M. at the Bulwagang Elpidio Quirino (BEQ) located at the 14 th Floor, Department of Foreign Affairs (DFA), 2330 Roxas Boulevard, Pasay City. The quotation should be inclusive of all applicable taxes, bank charges and other lawful charges.
II.	SCOPE OF WORK Provide catering services during the 3 rd Meeting of the Technical Board on APEC Matters (TBAM 3), tentatively scheduled on 15 July 2024, Friday at 10:00 A.M. to 01:00 P.M. at the Department of Foreign Affairs (DFA), 2330 Roxas Boulevard, Pasay City.
III.	CATERER'S QUALIFICATIONS The caterer shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Service Provider must have at least five (5) years of continuous experience in the catering business;2. The Service Provider must have proven its capacity to cater food to at least 100 pax in a single event;3. The Service Provider must be registered with PHILGEPS and can accommodate Send Bill arrangement as terms of payment;4. The Service Provider should have flexibility and responsiveness to changing event requirements (i.e., number of guests, change in date or venue or menu); and5. 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.

IV. MENU SPECIFICATIONS

- A. Quantity: Sixty (60) pax
- B. Meals/Dishes suited for the occasion with adequate portions of each dish and using only Halal-certified ingredients. Preferably, the menu is composed of the following:
 - a. Soup
 - b. Mains (beef, fish, chicken, and vegetables)
 - c. Two (2) types of desserts (custards, cakes, tarts, fruits, etc.)
 - d. Snacks (cookies, biscuits, pastries, etc.)
 - e. Bottled water
- C. Refillable coffee/tea, iced tea, and water supply for the duration of the whole event.
- D. Other requirements:
 - a. Table wares, glassware and cutleries
 - b. Tablecloths and linens
 - c. Basic floral arrangements and styling at the buffet area
 - d. 10 small bowls of candies

V. TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

1. The dishes must be delivered at least one (1) hour before the event, and food service must be ready at least thirty (30) minutes before the event.
2. The Caterer shall prepare the food in consideration of the religious sensitivities and dietary restrictions of the consumers. The dishes should be properly labeled.
3. The service is a combination of buffet and butler style. Hence, the Caterer must provide enough personnel to manage the buffet area, as well as **at least five (5) walking servers to pass on the food.**
4. The Caterer shall provide a sit down lunch set up, including the following:
 - a) Buffet set up, including styling and floral arrangements
 - b) Tablecloths and other linens for 45 tables (60x250cm size)
 - c) Table wares, glassware and cutleries
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.
6. The Caterer shall provide containers for the unconsumed food.

	<p>7. The Caterer shall ensure that the work and assembly stations are clean and in order upon egress.</p> <p>8. The Caterer shall abide with any changes in the details (e.g. venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least five (5) days before the event.</p>
<p>VI.</p>	<p>DOCUMENTARY REQUIREMENTS</p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Menu proposal and price quotation 2. PhilGEPS registration 3. Valid Business Permit / Mayor's Permit 4. Latest Income Tax Return
<p>VII.</p>	<p>HEALTH PROTOCOLS</p> <p>With reference to the IATF resolution or Alert Level in effect at the time of the event, in particular, the imposed COVID-19 preventive measures and protocols, the Caterer shall abide with the imposed health protocols and restrictions, and shall bear the cost of the required tests and personal protective equipment (e.g. COVID antigen test, RT-PCR test, face masks, face shield etc.).</p>
<p>VIII.</p>	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send Bill arrangement based on government terms. 2. The Caterer shall submit the following documents within five (5) working days after the event: <ul style="list-style-type: none"> - sales invoice - provisional receipt 3. Payment shall be made within sixty (60) working days after receipt of the required documents from the caterer and shall be audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 4. Payment shall be inclusive of all applicable taxes, bank charges and other lawful charges.

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, bank charges, and other applicable fees.
3. Compliance with the requirements is requested for the Department to consider your offer.
4. 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.