



## OFFICE OF AMERICAN AFFAIRS

### TERMS OF REFERENCE

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

**Project Title:** Food Catering Services for the Office of American Affairs  
Appreciation Event

**Venue:** Bulwagang Elpidio Quirino (BEQ), 14th Floor, Department of  
Foreign Affairs, 2330 Roxas Blvd., Pasay City, 1300

**Date and Time  
of Project:** 12 July 2024, 5:00 PM - 7:00 PM

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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 an Appreciation Event of the Office of American Affairs, which will be held at the Bulwagang Elpidio Quirino (BEQ), 14th Floor, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City 1300, Metro Manila.

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

- 1) Full standard cocktails service on 12 July 2024 at the Bulwagang Elpidio Quirino (BEQ), 14th Floor, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City, 1300, Metro Manila;
- 2) Menu type and schedule, as follows:

#### **12 JULY 2024**

- 5:00 PM - 7:00 PM - Standard Cocktails (135 pax), with five (5) types of *hors d'oeuvres* and two (2) assorted pastries and Water/soda/juice/coffee/tea

- 3) Cocktail tables with clean and spotless white linen covering and individual floral arrangements. Photographs and/or samples of table linens must be provided by the supplier at least one (1) week before the event;

- 4) Sufficient number of clean and spotless plates, glasses, flatwares and utensils.
- 5) Adequately-sized buffet table with clean and spotless chafing dishes and service platters, with fresh flower centerpiece;
- 7) Well-trained waiters with clean and smart uniforms;
- 8) Bar service for the drinks, with one (1) waiter always on standby. Ice for Drinking Water and purified mineral water. Coffee and tea should be free-flowing throughout the day;
- 9) Photographs or other proof of previous similar services rendered for other clients;
- 10) 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) Approved Budget for the Contract **(ABC) PhP75,000.00**
- 12) Deadline of submission: 09 July 2024, 12 NN

  
**JOSE VICTOR V. CHAN-GONZAGA**  
Assistant Secretary

Pasay City, 04 July 2024