



## OFFICE OF AMERICAN AFFAIRS

### TERMS OF REFERENCE

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

**Project Title:** Catering Services for the 4th PH-U.S. 2+2 Ministerial Dialogue

**Venue:** AFPCOC, Camp General Emilio Aguinaldo, Quezon City, Metro Manila, Philippines

**Date and Time of Project:** 30 July 2024, 8 am to 4 pm

---

The Department of Foreign Affairs – Office of American Affairs (OAA) would like to contract the services of a catering company for the food and beverage requirements of the 4th PH-U.S. 2+2 Ministerial Dialogue to be held on 30 July 2024 at the AFPCOC, Camp General Emilio Aguinaldo, Quezon City.


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

1. Confirmation of availability on the stipulated date;
2. Food catering service for the duration of the meetings;
3. The Contractor will provide catering services including equipment, food products, high quality dinnerware, dining utensils and napkins;
4. The Contactor will provide waiters and cooks for performing its catering services.
5. The Contractor shall perform a final clean-up of the work site upon completion of the work including proper waste disposal.
6. For meeting venue (Tejeros Hall)-
  - Floral/succulent centerpieces for the Bilateral Meeting layout.
7. For VIP Working Lunch venue for 20 guests (SND Mess):
  - . Clean and spotless white linen covering
  - Floral/ succulent centerpieces
  - . Plated/banquet french service
  - . Provision of red and white wine glasses
8. For Secretariat/Support Staff Hall (Ricarte)
  - . Buffet set-up for AM/PM snacks

9. Menu type and schedule as follows:

<p><b>AM Snacks for Meeting Participants, 60 pax</b> (Tejeros),</p> <p><b>AM/PM Snacks for Meeting Participants, Secretariat/Support Staff, 110 pax</b> (Ricarte)</p>	<ul style="list-style-type: none"> <li>· AM snacks include provision of coffee, tea and bottled water (2 bottles per participant for Sessions 1 and 2) to be served at the Tejeros Hall for 60 persons. *Snacks for 60 pax is for participants of both Sessions 1 and 2</li> <li>· Service mints or candies</li>   <li>· AM/PM snacks to be served for 110 pax including provision of coffee, tea and water</li> </ul>
<p><b>VIP Working Lunch, 20 pax</b> (SND Mess)</p>	<ul style="list-style-type: none"> <li>· Plated/ Banquet French service for 20 persons</li> <li>· Bottomless non-alcoholic beverages including juices, coffee and tea</li> </ul>

10. Proof of PhilGEPS registration (2024);
11. Copy of Mayor's Permit (2024);
12. Copy of Income Tax Return for FY 2023;
13. Copy of Trade Name Certificate, if applicable;
14. Quotations should indicate **total net price, inclusive of VAT, Service Charge and Catering Fees, if applicable;**
15. Approved Budget of the Contract (ABC) is **Php 290,000 nett** only;
16. Payment should be by "**Send Bill**" arrangement; and
17. Deadline of submission: 29 JULY 2024, 12 NN

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

Pasay City, 24 JULY 2024