

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of Cultural Diplomacy
PROJECT : **Catering Service Package for Cocktail Reception: Harmonies of Heritage: A Symphony of Philippine Colonial Music**
LOCATION : San Agustin Church (Intramuros)
DATE : 10 September 2024

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| <p>I.</p> | <p>Technical Specifications/Terms of Reference</p> <p>The service provider must deliver the acceptable quantity and quality of food and drinks package, preferably Colonial-themed dishes rooted during Spanish colonial times in the Philippines, within the prescribed time to be agreed upon, including but not limited to:</p> <ol style="list-style-type: none">1. The catering service will accommodate approximately 250 pax.2. Colonial-themed cocktail buffet tables with white linen table cloth, where the food and assorted drinks are laid out:<ol style="list-style-type: none">a. Managed buffet table set-up and pass-around serviceb. High cocktail tables with linen and appropriate centerpiecesc. Menu choices for pica-pica/ finger foods <p><u>Preferred Menu and drinks:</u></p> <ol style="list-style-type: none">1. Canapés2. Rice option (<i>i.e. paella</i>)3. Pica-pica with colonial or Spanish influences (<i>croqueta/ empanadita/ etc.</i>)4. Carving station (<i>for jamon</i>)5. Dessert (<i>2 choices</i>)6. Soup (<i>gazpacho</i>) <ul style="list-style-type: none">● 2 choices of dessert with Spanish influences● 3 choices of beverages (<i>mango or dalandan juice/ sangria/ water</i>) <ol style="list-style-type: none">3. The caterer should specialize in serving traditional world-class Spanish-Filipino | |
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| | <p>cuisines, catering services for state functions, cultural milestones, and government events and should be within close proximity to the San Agustin Church in Intramuros.</p> <ol style="list-style-type: none"> 4. Proposed menus should be submitted together with the quotation. Menus shall be subjected to the approval of the DFA-OCD. 5. Food labels must include names and ingredients used e.g. seafood, nuts, pork, etc. 6. Personnel/staff are preferably dressed in Filipino-themed attire (Filipiniana/ Barong) 8. The supplier is expected to provide staff to serve beverages and meals. 9. Perform the contracted service within the same day ingress/set-up, serve, dismantle, and clean the catering stations, when requested. 10. The supplier should provide a list of all its personnel that will be entering and exiting the event premises. 11. The supplier should be able to implement contingency plans for outdoor catering in case of adverse weather conditions. 12. The price quotation should be all inclusive of VAT and other applicable taxes and charges. | |
| <p>II.</p> | <p>Budget</p> <p>The Approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos Only (PHP 300,000.00)</p> | |
| <p>III.</p> | <p>Terms of payment</p> <ol style="list-style-type: none"> 1. Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch details included in the List of Participating Banks in | |

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| | <p>the Electronic Peso Clearing System to which payment should be credited or transferred</p> <p>a. Rates should include VAT and all necessary taxes and other charges</p> <p>2. Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.</p> | |
| <p>IV.</p> | <p>Documentary Requirements</p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Quotation 2. Proposed menus 3. Contract between Supplier and DFA 4. Copy of Valid PhilGEPS Registration 5. Copy of current Mayor's Permit 6. Copy of latest Income Tax Return (ITR) 7. Copy of Company Profile 8. Copy of BIR Certificate of Registration | |

Contact Persons/Details: **Ms. Ethel May R. Castillo / (02) 8834-4029 / ocd@dfa.gov.ph**

NOTE:

1. Providers must state compliance with each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to the above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by the authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]
[Name of the Bidder/Bidder's Authorized Representative/s]
[Position]

Date: _____