

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : OFFICE OF PUBLIC DIPLOMACY (OPD / formerly OPCD)

PROJECT : Catering Service Package for Cocktail Reception: Launching of the Soft Power Roadmap and OPCD Publication Project

LOCATION : DFA-Bulwagang Apolinario Mabini

DATE : 11 December 2024 (*Tentative/To be finalized*)

	Technical Specifications/Terms of Reference	REMARKS
I.	<p>The service provider must deliver the acceptable quantity and quality of food and drinks package, preferably Modernized Philippine dishes and drinks (alcoholic and non-alcoholic) highlighting local ingredients, 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 participants 2. Modern Filipino-themed cocktail tables with black or dark blue linen table cloth and flower centerpieces per table. <ol style="list-style-type: none"> a. Managed buffet table set-up and pass-around service b. High cocktail tables with linen and appropriate centerpieces c. Menu choices for bite-sized dishes <p><u>Preferred Menu and drinks:</u></p> <ul style="list-style-type: none"> • 4 choices of bite-size savory dishes (preferably warm when served) • 2 choices of Filipino desserts • 3 choices of beverages (juices featuring PH fruits and ingredients / wines (can be from grapes or Philippine fruits / water) <ol style="list-style-type: none"> 3. The caterer should specialize in serving traditional world-class Filipino cuisines, catering services for state functions, cultural milestones, and government events. 4. Proposed menus should be submitted together with the quotation. Menus shall be subject to the approval of the DFA-OPD. 5. Food labels must include names and ingredients used e.g. seafood, nuts, pork, and other allergens, etc. 6. Personnel/staff are preferably dressed in Filipino-themed attire (Filipiniana/Barong) 	

	<p>7. The supplier is expected to provide waiting staff who will pass around the beverages and meals.</p> <p>9. Perform the contracted service within the same day ingress/set-up, serve, dismantle, and clean the catering stations, when requested.</p> <p>10. The supplier should provide a list of all its personnel that will be entering and exiting the event premises.</p> <p>11. The supplier should be able to implement contingency plans for outdoor catering in case of adverse weather conditions.</p> <p>12. The price quotation should be all inclusive of VAT and other applicable taxes and charges.</p>	
II.	<p>Budget</p> <p>The Approved Budget for the Contract (ABC) is Five Hundred Thousand Pesos Only (PHP 500,000.00)</p>	
III.	<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 the Electronic Peso Clearing System to which payment should be credited or transferred 2. Rates should include VAT and all necessary taxes and other charges 3. 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. 	
IV.	<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. Maria Theresa Jesusa Albano / 0956- 320-1806 / tess.albano@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: _____