

TERMS OF REFERENCE

I.	<p><u>Background and Objective:</u></p> <p>The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs (SFA) in planning, organizing, directing, coordinating, integrating, and evaluating the total bilateral relations of the Philippines with the countries in the Asian and Pacific Region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations.</p> <p>To enable for this Office to conduct the 2024 Thanksgiving Diplomatic Reception for its stakeholders in maintaining good relations and partnership, cooperation, and gratitude hence the procurement of the catering service, which are necessary and immediate:</p>	
	<p><u>Scope of Service:</u></p> <ul style="list-style-type: none"> a) The Supplier shall provide delivery and supply of Cocktail Buffet food and drinks for 250 persons on 10 December 2024 b) The food to be served should strictly no pork meat ingredients, choices of meat but not limited to chicken or beef, seafood and vegetables, with desserts, and drinks c) The Catering Service shall provide a managed mobile bar set up for the cocktail drinks on the event. d) The Catering Service shall provide set-up of the buffet station, mobile bar, table arrangements, and other physical arrangements 2-3 hours before the event. e) Delivery of the catering service will be at the DFA Function Hall, Double Dragon Tower, DD Meridian Park Avenue, Edsa Extension on 10 December 2024 	
III	<p><u>Technical Specification:</u></p>	<p>Statement of Compliance</p>
	<p>CUSTOMIZED COCKTAIL BUFFET</p>	

	<p>Food shall be served fresh, hot, and ready at least 30 minutes before meal</p> <ul style="list-style-type: none"> - Can accommodate special diet (vegetarians, diabetics, with allergies and people who are non-pork eaters) - Provides buffet table with buffet centerpiece - Food should be in chafing dish with food labels - With well-trained waiters in uniform <p>Cocktail Buffet with suggested menu (for 250 pax) such as:</p> <ol style="list-style-type: none"> 1. Beef Slider 2. Potato and Spinach Crouettes with Dip 3. Poached Shrimp with Mango Salsa 4. Charcuterie Cups 5. Kani Spring Roll <p>Dessert</p> <ol style="list-style-type: none"> 1. Leche Flan with Turon 2. Cassava Bar <p>Drinks:</p> <ol style="list-style-type: none"> 1. Cucumber Juice <p>Mobile bar set-up of various cocktail drinks Can provide lights and sounds (if necessary)</p>	
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TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in catering business
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 350,000.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The ASPAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____