

TECHNICAL SPECIFICATIONS

OFFICE : Human Resources Management Office
PROJECT : Catering Services for the 2024 DFA Year-End Assembly Reception
13 December 2024
Department of Foreign Affairs, Pasay City, Philippines

I.	BACKGROUND The Department of Foreign Affairs will hold its annual year-end assembly on Friday, 13 December 2024, at the Bulwagang Apolinario Mabini (BAM) to acknowledge its internal stakeholders and the partnerships that have been strengthened within, and stocktake the achievements and milestones of the Department in 2024. During this occasion, the Secretary of Foreign Affairs will host a reception for an estimated number of 1,500 employees and guests.
II.	BUDGET The Approved Budget for the Contract (ABC) is One Million Pesos only (Php 1,000,000.00) , inclusive of taxes, bank charges, and other lawful fees.
III.	SCOPE OF WORK The Service Provider shall provide and deliver catering services to the DFA guests and employees during the DFA's 2024 Year-End Assembly. The caterer shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Service Provider must be registered with PHILGEPS, with valid Business/Mayor's Permit; and 2023 Income Tax duly filed with the BIR, among others;2. The Service Provider can accommodate a Send Bill arrangement as terms of payment;3. The Service Provider should have flexibility and responsiveness to changing event requirements (i.e., number of guests, change in date, venue, or menu); and4. The quality of food prepared must adhere to acceptable food industry standards and must be prepared cleanly and hygienically in accordance with all health and safety regulations.
IV.	TECHNICAL SPECIFICATIONS 1. Menu <ol style="list-style-type: none">a. Meals and dishes suited for the occasion with adequate portions of each dish and using Halal-certified ingredients. The preferred menu is as follows:<ul style="list-style-type: none">● Salads (vinaigrette or cream-based dressing)● Pasta or noodle dishes● Canapés, Sliders and/or Wraps/Rolls (beef, chicken, beef, fish and vegetables)● Breads and Desserts (pastries, custards, cakes, tarts, etc.)b. Beverages<ul style="list-style-type: none">● Soft drinks● Fruit juices● Coffee

- Tea

c. Other requirements:

- Tablewares, glasswares, and cutleries
- Cocktail Tables
- Roundtables with chairs
- Tablecloths and linens
- Floral arrangements and styling of the buffet area

d. The suggested service is a controlled buffet. Hence, the Service Provider must provide enough human resource to manage the buffet area, and in particular, designate servers for the Secretary and VVIPs.

2. Location

- The reception will be located at the Lobby of the Ground Floor of the DFA Main Building, Roxas Boulevard, Pasay City.
- At least three (3) buffet stations will be installed: one for the VVIPs, and the other two (2) for employees and guests.

3. Others

- A food-tasting session for ten (10) persons shall be arranged prior to the event. The Caterer shall provide menu proposals prior to the conduct of a food-tasting. The Caterer shall take corrective measures based on the comments from the end user after the food-tasting.
- Taking into consideration the comments and suggestions during the food tasting session, the Caterer shall ensure that the food and beverages approved during the food tasting are of the same quality and portioning when served during the event proper.
- In consideration of the religious sensitivities and dietary restrictions of the consumers, the dishes should be properly labeled.
- The Caterer shall ensure the quality, quantity, freshness, and palatability of the food and beverages to be served on the day of the event.
- The Caterer shall assign coordinators for pre-event preparations and during the event proper (preferably the same personnel) to coordinate with the end user.

VI. SCHEDULE

- The buffet should be ready for food service by 2:00 PM on 13 December 2024.
- The Service Providers must submit to the End-user a detailed name list of its staff and equipment for the application of relevant DFA security clearances and passes.
- Should there be changes in the date and time, the End-user will convey this at least three (3) days before the event. The Caterer shall abide by the changes.

VII.	TERMS OF PAYMENT <ol style="list-style-type: none">1. Send Bill arrangement based on government terms.2. Payment shall be made within thirty (30) working days upon the Caterer's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).3. All payments shall be inclusive of all applicable taxes, bank charges, and other lawful charges.
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TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is Php 1,000,000.00, inclusive of applicable taxes, bank charges and other lawful fees.
2. Quotations exceeding the ABC shall be rejected.
3. The price quotation/s should be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. 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.