

# OFFICE OF POLICY PLANNING AND COORDINATION

## TERMS OF REFERENCE DFA Reception, 14 January 2025

Approved Budget for the Contract: **PHP200,000.00**

I.	<p><b>BACKGROUND</b></p> <p>The Secretary of Foreign Affairs, in cooperation with the Office of Policy Planning and Coordination (OPPC) and the Maritime and Ocean Affairs Office (MOAO) will host a cocktail reception on 14 January 2025 at 6:00pm at DFA Function Room 1B, 1/F, Department of Foreign Affairs, DD Meridian Ave., EDSA Extension, Pasay City, and wishes to procure the services of a catering service provider for the event.</p>
II.	<p><b>SCOPE</b></p> <p>Catering services for a cocktail reception to be attended by around 70 participants, including members of the diplomatic corps.</p>
III.	<p><b>QUALIFICATIONS OF THE CONTRACTOR</b></p> <p>The contractor should possess the following qualifications:</p> <ol style="list-style-type: none"><li>1. Duly Registered with PhilGEPS (please provide copy);</li><li>2. Holder of Valid Business/Mayor's Permit (please provide copy);</li><li>3. Located within Metro Manila, preferably, from nearby Pasay City, Makati City and the City of Manila; and</li><li>4. Has held reception events for the members of the diplomatic corps.</li></ol>
IV.	<p><b>TERMS AND CONDITIONS</b></p> <ol style="list-style-type: none"><li>1. Proposal/Price Quote should provide correct and accurate information requested. It should also include the bidder's Company/Business Name, Business Address, Business/Mayor's Permit Number, PhilGEPS Registration Number, Name and Mobile/Telephone Number and Email Address of the Authorized Representative.</li><li>2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the company owner or his/her duly authorized representative.</li><li>3. Price quotations shall be denominated in Philippine Pesos and shall include all taxes, duties, and/or other levies payable.</li><li>4. Quotations exceeding the Approved Budget for the Contract shall be rejected.</li><li>5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular</li></ol>

	<p>06-2005.</p> <ol style="list-style-type: none"> <li>6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.</li> <li>7. The item/s shall be delivered according to the accepted offer of the bidder.</li> <li>8. Item/s delivered shall be inspected on the scheduled date and time of the DFA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specification (if applicable).</li> <li>9. Payment shall be made after delivery and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (sample attached), subject to government accounting, budgeting, procurement and auditing rules and regulations. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.</li> <li>10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it (if applicable).</li> <li>11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.</li> <li>12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.</li> </ol>
<p>V.</p>	<p><b>TECHNICAL SPECIFICATIONS</b></p> <ol style="list-style-type: none"> <li>1. Menu - pass around cocktail items without pork and vegetarian option/s</li> <li>2. Buffet Station with Bar Service, bartender, garnishes, ice, all glasswares, dinnerwares, utensils, trays, and equipment;</li> <li>3. Ten (10) or more decorated cocktail tables;</li> <li>4. Flower arrangements/decorations for the function hall, buffet station/bar and cocktail tables;</li> <li>5. Waiters for 70 guests who are trained in hosting diplomatic receptions;</li> <li>6. Service Hours: Two to Three (2-3) hours, cocktail starts at approximately 6:00pm, 14 January 2024 (Tuesday);</li> <li>7. The caterer shall provide menu proposal/s along with the price quote and prior to the conduct of a food tasting (as applicable). The end user will determine from the proposed menu the suitability/quality of the food, alcoholic drinks and beverages to be served in the event,.</li> </ol>

VI.	<b>EVALUATION AND SELECTION CRITERIA</b>  Award of contract shall be made to the lowest quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.
VII.	<b>PAYMENT SCHEME</b>  Payment shall be made through Send Bill Arrangement, within thirty (30) working days upon the submission of the official sales invoice and complete supporting documents.  The Contractor shall indicate its official bank account details in the official invoice. All payments shall be inclusive of all applicable taxes and other lawful charges.  Failure to comply with the Terms of Conditions of the Contract may result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

By affixing my signature below, I confirm my Understanding and Compliance to the above Terms and Conditions, and Technical Specifications:

\_\_\_\_\_  
Printed Name and Signature

Date: \_\_\_\_\_

Company: \_\_\_\_\_