



OFFICE OF AMERICAN AFFAIRS

T E R M S O F R E F E R E N C E

Office/End-User: Office of American Affairs, DFA

Project Title: Food Catering Services for the Philippine Academic Consortium of Latin American Studies (PACLAS) Sixth International Conference

Venue: De La Salle University Dasmariñas, Cavite

Date and Time of Project: 03 February 2025, 10:00 AM - 3:00 PM

Approved Budget for the Contract: PHP 110,000.00

The Department of Foreign Affairs - Office of American Affairs (OAA) would like to procure the services of an experienced and reputable food catering supplier for the event Philippine Academic Consortium of Latin American Studies (PACLAS) Sixth International Conference, on 03 February 2025, which will be held at the De La Salle University Dasmariñas, Cavite.

The supplier must be able to provide and/or perform the following:

- 1) Full food catering managed buffet service including meals and transportation package on 3 February 2025 at the De La Salle University Dasmariñas City, Cavite; and
- 2) Menu type and schedule, as follows:

LUNCH (60 guests)

- 12:00 PM - Buffet (60 pax), with soup, three (3) types of viands (meat/fish/vegetable), rice and one (1) type of dessert and Water/soda/juice/coffee/tea

- 3) Round dining tables with clean and spotless white linen covering;
- 4) Photographs and/or samples of table linens must be provided by the supplier at least one (1) week before the event.
- 5) Sufficient number of clean and spotless plates, glasses and utensils.

- 6) Adequately-sized buffet table with clean and spotless chafing dishes and service platters.
- 7) Floral arrangements for the buffet table and the individual cocktail tables.
- 8) Well-trained waiters with clean and smart uniforms.
- 9) Bar service for the drinks, with one (1) waiter always on standby. Coffee and tea should be free-flowing for the duration of the service.
- 10) Photographs or other proof of previous similar services rendered for other clients.
- 11) Offer must include proof of valid PHILGEPS registration, copies of latest BIR ITR, Mayor's Permit, and Government issued document as proof of Trade Name.
- 11) Payment should be by "**send bill**" arrangement.
- 12) Deadline of submission: 31 January 2025.



JOSE VICTOR V. CHAN-GONZAGA
Assistant Secretary