

**TERMS OF REFERENCE FOR THE PROCUREMENT OF THE CATERING SERVICES
FOR THE PH-UN DIALOGUE AND
2ND JOINT STEERING COMMITTEE OF THE UN SDCF
5 March 2025, 3:00 P.M. - 7:30 P.M.**

The Department of Foreign Affairs- Office of United Nations and International Organizations (DFA-UNIO) intends to procure catering services for the PH-UN Dialogue and 2nd Joint Steering Committee Meeting of the UN SDCF on 05 March 2025, from 3:00 P.M. to 7:30 P.M.

The aforementioned procurement shall be undertaken in accordance with the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the *Government Procurement Reform Act*.

The Approved Budget for the Contract (ABC) is **One Hundred Fifty Thousand Pesos (Php 150,000.00)** inclusive of all taxes and service charge to cover the following:

- a. Buffet food (savory cocktail food and with at least two desserts) appropriate for 120 guests from 3:00 PM-7:00 PM [Note: No pork menu]
- b. Drinks (Soda, water, juice, coffee, tea) appropriate for 120 guests from 3:00 PM-7:00 PM
- c. Provision of a full cocktail reception service with waiters, including preparation time and egress
- d. Tables, chairs, cocktail tables, buffet station with linen and centerpiece
- e. Provision of appropriate plates, glasses, cups, saucers, utensils, tissue
- f. Appropriate food labels

Proposals/quotations higher than the ABC will be automatically disqualified.

The supplier should have the following minimum requirements:

- Has extensive experience and a proven track record in events for government agencies/corporations;
- With history of working closely with the Department of Foreign Affairs;
- Possess a valid business permits necessary for the operation of a business providing catering services;
- PhilGEPS registered.

Payment condition/terms: Send bill arrangement

UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Interested hotel entities are invited to **submit their quotation on or before 03 March 2025, 12:00 noon** to:

Office of United Nations and International Organizations (UNIO)
Department of Foreign Affairs
10th Floor, Double Dragon Tower
Meridien Park Avenue, EDSA Extension
1302 Pasay City, Metro Manila
Email Address: unio.div1@dfa.gov.ph

Other documentary requirements are PHILGEPS Registration Certificate, valid Mayor's Permit and latest Income Tax Return payment.