



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF EUROPEAN AFFAIRS

TERMS OF REFERENCE

Office/End-User: **Office of European Affairs**

Project Name : **Food Catering Services for the 4th Philippines – France
High-Level Political Consultations**

Venue: **Department of Foreign Affairs
Temporary Headquarters
2nd Floor, Double Dragon Tower
DD Meridian Park Avenue, EDSA Extension, Bay Area
Pasay City, Metro Manila 1302**

Project Date : **14 March 2025**

Approved Budget: **PHP 100,000.00**
For the Contract

Deadline of: _____ **2025, 12:00 p.m.**

Submission of Proposal:

Catering Services		Statement of Compliance
Technical Specifications/Terms of Reference	The service provider should provide the following: <ol style="list-style-type: none">1. Light snacks and morning refreshments for 20 pax with free flowing brewed coffee and tea2. 3-course lunch meal (plated) for 20 pax, with cold beverage, brewed coffee and hot tea (Must provide at least three set meal options for OEA's consideration.)	

	<ol style="list-style-type: none"> 3. Pre-packed lunch for 18 pax, with cold beverage for members of the Secretariat. 4. Complete set of Chinaware, Glasses & Cutleries for all food and beverages 5. Ten (10) floral arrangements/center pieces for the meeting room and working lunch room 6. Rectangular tables for bilateral meeting 7. Spotless rectangle white table cloths with skirting for the meeting tables (bilateral meeting set-up) 8. Chairs with spotless chair covers for the meeting tables 9. Well-trained waiters with clean and smart uniforms 10. Garment steamer, pens and notepads 11. Photographs or other proof of previous similar services rendered for other clients <p>Note:</p> <ol style="list-style-type: none"> 1. All foods must be prepared beforehand. Plating to be done onsite on the day of the event. 2. No cooking will be done at the venue. 3. Food warmers are allowed at the Executive Lounge, 2nd floor. 4. List of all items and equipment to be brought in the venue must be sent to OEA for approval by Double Dragon and DFA security offices on or before 07 March 2025. 5. Physical arrangements/ caterer set-up to be done on 	
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	<p>13 March 2025, one day before the meeting.</p> <p>6. All trash must be brought out of the venue by the service provider after the event.</p>	
Terms of Payment	<p>1. Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch details included in the List of Participating Banks in Electronic Peso Clearing System to which payment should be credited or transferred</p> <p>a. Rates should include all necessary taxes and other charges.</p> <p>2. Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
Documentary Requirements	<p>The bidder should submit the following eligibility documents, namely:</p> <ul style="list-style-type: none"> a. copy of valid PhilGEPS Registration b. Copy of latest Income Tax Return c. Copy of current Business Permit/Mayor's permit 	

Note:

Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. This form together with the quotation addressed to **OEA Assistant Secretary Maria Elena P. Algabre, cc: Tita R. Rebollos, Administrative Officer**, should be submitted on or before the date indicated above.

Conforme:

[Signature/s]

[Name/s of Bidder/Bidder's Authorized Representatives]

[Position] [Date]