

TERMS OF REFERENCE
Procurement of Catering Services

Project Title:	Catering Services for the SFA-hosted Dinner for the Minister for Foreign Affairs of Mongolia, National Museum of Fine Arts
Date:	19 May 2025
Approved Budget for the Contract:	PHP 275,000.00
Mode of Procurement:	Sec. 53.9 (Negotiated Procurement - Small Value Procurement) of the 2016 IRR of RA9184

I. BACKGROUND

The Secretary for Foreign Affairs will host a dinner for the Minister for Foreign Affairs of Mongolia, along with her delegation, as a welcoming gesture for her first official visit to the Philippines, also in reciprocation to the courtesies accorded to the Secretary during his visit to Mongolia last year.

The dinner will be held at the National Museum of Fine Arts on 19 May 2025 at 5:30 p.m., after an hour-long tour of the National Museum.

II. SCOPE OF WORK

- A. The supplier is responsible for the provision of food, beverages, service personnel, and materials needed for banquet set-up during the event.
- B. The supplier must ensure compliance to scheduled ingress and egress and maintain order and cleanliness in the completion of such.

The policies of the National Museum will later be coordinated.

- C. The supplier must attend planning, coordination meetings with the client and other parties involved in the completion of the event.
- D. The supplier must assign a focal person for ease of communication with the client.
- E. The supplier will arrange a date for both a food tasting and food presentation.

III. QUALIFICATIONS OF THE CONTRACTOR

The contractor should possess the following qualifications:

- 1. Reputable and experienced in providing catering services to international guests, particularly, hosting of at least three (3) previous DFA meetings (provide the name and date of the DFA meeting); and,

2. PHILGEPS-registered with valid eligibility requirements found on the succeeding page.

IV. TERMS AND CONDITIONS

- A. 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, valid PhilGEPS Registration Number, Name and Mobile/Telephone Number and Email Address of the Authorized Representative.
- B. 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.
- C. Price quotations shall be valid for at least thirty (30) days, denominated in Philippine Pesos, and shall include all taxes, duties, and/or other levies payable.
- D. Quotations exceeding the Approved Budget for the Contract shall be rejected. Quotations received beyond the deadline shall also be rejected.
- E. 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 06-2005.
- F. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- G. The item/s shall be delivered according to the accepted offer of the bidder.
- H. Payment shall be made after the completion of the event and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (template 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.
- I. 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.

- J. The Request for Quotation (RFQ) and other related documents for the above-stated Procurement shall form part of the contract.

V. TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE	
FOOD AND BEVERAGE REQUIREMENTS		
	YES	NO
1. For 22 pax (<i>Old Senate Session Hall</i>): a. Four-course Filipino meal <ul style="list-style-type: none">- appetizer- soup- main course- dessert <i>The meal will be served to the guests, with menu cards.</i>		
b. Free-flowing coffee, hot/iced tea/juice, soda, and some champagne and wine options		
2. For 28 pax (<i>Recto Hall</i>): a. Buffet Dinner (rice, viand, vegetable, dessert)		
<i>Note: The client will provide the supplier with the guests’ dietary requirements on a later date, ensuring that the latter is given ample time to prepare.</i>		
TECHNICAL REQUIREMENTS		
1. Lobby, National Museum of Fine Arts: a. The supplier will provide refreshments that may be placed in a small table at the left side of the lobby (near the stairs), to be served upon the arrival of the delegation.		
b. The client will provide cold towels which the servers may hand in to the delegation upon entrance at the museum lobby.		
2. Old Senate Session Hall: a. The supplier will provide one banquet table and 22 banquet chairs (with cover) at the		

center of the venue. Color of table cloth: white cream with a dark blue table runner.		
b. The supplier will set up the appropriate table arrangement for a formal setting. Aside from the standard plates and utensils, the supplier will additionally provide: <ul style="list-style-type: none"> - charger plates - champagne, wine, and water glasses 		
c. The supplier will include water bottles (glass bottles) and iced tea in the set-up for each guest (pre-set).		
d. The supplier will provide a table for a full bar service during the entire duration of the event.		
e. The table should have at least five (5) low centerpieces. <i>Note: Decorations should not include fresh plants/flowers due to the sensitivity of the paintings inside the venue.</i>		
f. The supplier will provide minimal lighting equipment (low table lamps or flameless candles) at the long table for the seated guests.		
3. Recto Hall: a. The supplier will likewise set up 4 round tables with 7 chairs each. The color scheme will follow the set-up at the main hall. Food will be served in a buffet style.		
EVALUATION AND SELECTION CRITERIA		
Award of contract shall be made to the lowest and responsive quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.		
PAYMENT SCHEME		
Payment shall be made through Send Bill Arrangements, within thirty (30) working days upon the submission of the official sales invoice, provisional		

<p>receipt and complete supporting documents.</p> <p>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.</p>		
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