

MARITIME AND OCEAN AFFAIRS OFFICE

TERMS OF REFERENCE

Project Name : Procurement of Catering Service for the Philippine-New Zealand Maritime Dialogue

Venue and Date : 6 June 2025/8:00AM-4:00PM

Requirements:

Catering Service		Statement of Compliance
Technical Specification s/Terms of Reference	The caterer should provide the following: 1. Lunch buffet for 40 pax (please provide gluten free food choices) 2. Overflowing coffee/tea/drinks 3. 1 round of iced tea or water 4. Table set-up with flower arrangements 5. Round-tables with 10 chairs each 6. Food servers are included	
Terms of payment	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 a. Rates should include all necessary taxes and other charges 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.	
Documentary Requirements	The caterer should submit the following requirements: 1.Copy of Valid PhilGEPS Registration 2.Copy of current Mayor's Permit 3.Copy of latest Income Tax Return (ITR)	

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 Assistant Secretary Marshall Louis M. Alferez, cc: Ms. Sheila H. Solas, Administrative Officer should be submitted on or before the date indicated in the letter.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]