

TERMS OF REFERENCE
Conduct of the 2025 FSOE - Oral Test
19 and 20 June 2025

I.	BACKGROUND The Board of Foreign Service Examinations (BFSE) of the Department of Foreign Affairs will be conducting the Oral Test stage of the 2025 Foreign Service Officer Examinations (FSOE) at the Department of Foreign Affairs, DD Meridian Ave., EDSA Extension, Pasay City on 19 and 20 June 2025. The BFSE wishes to procure the services of a catering service provider for the event. The Approved Budget for the Contract (ABC) is Php 200,000.00, inclusive of taxes, bank charges, and other lawful fees.				
II.	SCOPE OF WORK Catering service for two (2) days, as follows: <table><tr><td>19 June (Thursday) 8:00 am – 4:00 pm Venue: Room 2F, 2nd Floor</td><td><i>Requirements:</i><ul style="list-style-type: none">Plated lunch for 15 paxAM and PM snacks for 15 paxProvision of coffee and waterProvision for 2 (or 3) waiters to serve the foodProvision for cutlery, glassware, serving utensils, serving dishes/trays and equipment, food warmers, and other necessary equipments, as applicable</td></tr><tr><td>20 June (Friday) 8:00 am – 4:00 pm Venue: Room 2F, 2nd Floor</td><td><i>Requirements:</i><ul style="list-style-type: none">Plated lunch for 15 paxAM and PM snacks for 15 paxProvision of coffee and water2 (or 3) waiters to serve the foodProvision for cutlery, glassware, serving utensils, serving dishes/trays and equipment, food warmers, and other necessary equipments, as applicable</td></tr></table> *Food preparation (cooking) is strictly prohibited within the DFA premises. Only reheating of pre-prepared food is permitted on-site.	19 June (Thursday) 8:00 am – 4:00 pm Venue: Room 2F, 2nd Floor	<i>Requirements:</i> <ul style="list-style-type: none">Plated lunch for 15 paxAM and PM snacks for 15 paxProvision of coffee and waterProvision for 2 (or 3) waiters to serve the foodProvision for cutlery, glassware, serving utensils, serving dishes/trays and equipment, food warmers, and other necessary equipments, as applicable	20 June (Friday) 8:00 am – 4:00 pm Venue: Room 2F, 2nd Floor	<i>Requirements:</i> <ul style="list-style-type: none">Plated lunch for 15 paxAM and PM snacks for 15 paxProvision of coffee and water2 (or 3) waiters to serve the foodProvision for cutlery, glassware, serving utensils, serving dishes/trays and equipment, food warmers, and other necessary equipments, as applicable
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III.	DURATION The 2025 Foreign Service Officer Examinations (FSOE) - Oral Test is scheduled on 19-20 June 2025 (2 days). The service provider shall abide by any changes in the details (e.g. date, quantity, etc.) of the event which will be conveyed by the End-user at least five (5) days before the event.				
IV.	DOCUMENTARY REQUIREMENTS Interested service providers are requested to submit the following documentary requirements: 1. Price quotation				

	<div>2. PhilGEPS registration</div> <div>3. Valid Business Permit / Mayor's Permit</div> <div>4. Latest Income Tax Return</div> <div>5. Company Profile</div>
V.	<div>FEES AND TERMS OF PAYMENT</div> <div><div>1. Send Bill arrangement based on government terms.</div><div>2. Payment shall be made within sixty (60) working days upon the service provider's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).</div><div>3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.</div></div>

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The **Approved Budget for the Contract (ABC) is Php 200,000.00**, inclusive of taxes, bank charges and other applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified**.
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure, or not to award the contract for any justifiable and reasonable grounds.