

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE:	Office of Cultural Diplomacy
PROCUREMENT FOR:	Catering Services
EVENT TITLE:	Book Launch of “From the Philippines to the World”
DATE & VENUE:	25 June 2025 (Wednesday), 3-5 PM, Centro de Turismo
ABC:	Three Hundred Thousand Pesos Only (PHP 300,000.00)

I. BACKGROUND

The Philippine Studies Program is a cultural diplomacy initiative of the Department of Foreign Affairs to foster interest in Philippine culture, history, and heritage in the field of academia. It serves as a bridge, connecting the Philippines to academic institutions and scholars around the globe. In line with its mission to promote awareness and collaboration, the program has produced a comprehensive publication, ***From the Philippines to the World – A Global Catalogue of Philippine Studies Programs Abroad Promoting Academic Excellence and Cultural Diplomacy***, which documents and highlights Philippine Studies programs across the globe. The publication not only serves as an academic resource but also underscores the Philippines' commitment to cultural diplomacy and academic engagement.

II. OBJECTIVES

The book launch event aims to:

1. Introduce “*From the Philippines to the World*” as an academic resource to the global academic and diplomatic community;
2. Enhance visibility and recognition of Philippine Studies programs worldwide;
3. Encourage further engagement, partnerships, and collaboration between Philippine institutions and international academic communities to support the expansion and sustainability of Philippine Studies programs; and
4. Increase interest in Philippine culture and history.

III. TERMS OF REFERENCE

The Contractor shall be responsible for the following:

1	Provide catering services for approximately 200 guests with the following menu provisions: <ul style="list-style-type: none">- One (1) Carving Station- Four (4) Appetizers with the following selections:<ul style="list-style-type: none">- Seafood and Meat Options- Vegetarian and Halal Options- One (1) Filipino Dessert- One (1) Round of Beverages with various options (Cold Beverage, Coffee or Tea, Hot Chocolate, Purified Water)	
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2	Set up managed buffet tables and pass-around service for food and beverages	
3	Provide 15 pcs high cocktail tables with linen and appropriate centerpieces	
4	Ensure food items are properly labeled with names and key ingredients including potential allergens (e.g., seafood, pork, nuts, etc.)	
5	Assign catering staff in Filipino-themed attire (e.g., Filipiniana or Barong) who shall serve food and beverages throughout the event	
6	Execute full catering service, including same-day ingress, setup, food service, dismantling, and cleanup of the catering area	
7	<p>Execute the following Pre-Event Requirements:</p> <ul style="list-style-type: none"> • Submit proposed catering menus, including drink options, for approval by the DFA-OCD • Provide design proposal for Filipino-themed buffet and cocktail table setups, including linen and centerpieces (excluding live plants and candles) • Coordinate with OCD on catering layout, ingress, and logistical requirements • Submit list of assigned catering staff, including names for access clearance • Prepare contingency plan for outdoor catering in case of inclement weather 	

IV. DESIRED QUALIFICATIONS OF SERVICE PROVIDER

1	Must be a Filipino-owned and operated company specializing in Filipino and Spanish food [SEC Articles of Incorporation]	
2	Must have prior experience in collaborations with the government, with a demonstrated track record of successful partnerships, highlighting experience with cultural projects to ensure familiarity with governmental protocols and expectations [Contract]	
3	Must possess at least 10 years of experience in catering services, and must be duly established in the Philippines [SEC Registration with Articles of Incorporation or similar documents such as CDA or DTI Registration]	
4	Must be located within 750 meters from the venue to ensure efficient coordination and logistics [map location]	
5	With sufficient financial capital to complete the project [AFS]	

V. DELIVERY PERIOD

25 June 2025

Note: DFA-OCD may adjust the implementation schedule without penalty.

VI. CONFIDENTIALITY AND LIABILITY CLAUSE

Except as required by law or under prior written consent, the Contractor agrees to keep confidential and not disclose any information or document of the Procuring Entity or that the Procuring Entity has designated the information as confidential. The Contractor shall take all reasonable steps to ensure its employees, contractors, agents, and advisers comply with this clause. This clause shall survive the termination of this Contract.

The Contractor shall assume full responsibility for any and all liabilities, claims, damages, or expenses that may arise in connection with the execution of its duties under this agreement. This encompasses, but is not limited to, damages to property, injuries or harm to participants, attendees, or third parties, and any losses or damages resulting from negligence, misconduct, or failure to fulfill its obligations.

The Contractor agrees to indemnify, defend, and hold harmless the Department of Foreign Affairs, including its officers, employees, agents, and affiliates, from any and all claims, liabilities, damages, or expenses (including reasonable legal fees) resulting from the company's performance or non-performance of its services.

However, this liability does not extend to situations resulting from force majeure, unforeseen circumstances, or any willful misconduct by the Department of Foreign Affairs or its representatives.

VII. 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. Rates should include all necessary taxes and other charges.
2. Payment shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

XIII. DOCUMENTARY REQUIREMENTS

The Contractor should submit the following requirements:

1. Service Quotation
2. Contract between Supplier and DFA
3. Copy of Valid Platinum PhilGEPS Registration
4. Copy of BIR Registration
5. Copy of most recent Income Tax Return (ITR)
6. Company of Company Profile
7. Copy of Mayor's Permit

NOTE:

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to the above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]

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

[Position]

Date: _____