

TECHNICAL SPECIFICATIONS

OFFICE : Human Resources Management Office
PROJECT : Catering Services for the Reception in Honor of the Recipients of *Gawad Mabini* and Department-level Awards
Wednesday, 23 July 2025 (tentative)
Department of Foreign Affairs, Double Dragon Towers, Pasay City

I.	BACKGROUND The Secretary for Foreign Affairs will host a reception in honor of the recipients of <i>Gawad Mabini</i> and Department-level Awards, tentatively scheduled on 23 July 2025 at the DFA's Office located at Double Dragon Tower, Meridian Avenue, Pasay City. The estimated number of awardees and guests is 750 individuals .
II.	APPROVED BUDGET The Approved Budget for the Contract (ABC) is One Million Pesos only (Php 1,000,000.00) , inclusive of taxes, bank charges, and other lawful fees. Quotations or proposals should not exceed the ABC.
III.	SCOPE OF WORK The Service Provider shall provide and deliver catering services to the DFA guests and employees during the said DFA reception. The caterer shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Service Provider must be registered with PHILGEPS, with a valid Business/Mayor's Permit, and the Latest Income Tax duly filed with the BIR, among others;2. The Service Provider should be able to accommodate a Send Bill arrangement in terms of payment;3. The Service Provider should have flexibility and responsiveness to changing event requirements (i.e., number of guests, change in date, venue, or menu); and4. The quality of food prepared must adhere to acceptable food industry standards and must be prepared cleanly and hygienically in accordance with all health and safety regulations.
IV.	TECHNICAL SPECIFICATIONS 1. Menu <ol style="list-style-type: none">a. Meals and dishes shall be prepared in accordance with recognized dietary guidelines, and with due regard for culturally and religiously appropriate practices, including reasonable considerations for halal requirements, such as the exclusion of pork and alcohol-based ingredients, to ensure they meet the diverse preferences and requirements of all clients. The preferred menu is as follows: <ul style="list-style-type: none">● Grazing Table, which may include the following:● Carving Stations● Salads● Pasta or noodle dishes● Canapés (beef, chicken, beef, fish, and vegetables)● Sliders (beef, chicken, beef, fish, and vegetables)

- Wraps/Rolls (beef, chicken, beef, fish, and vegetables)
- Desserts

b. Beverages

- Fruit juices
- Coffee
- Tea

c. Other requirements:

- Tableware, glassware, and cutlery
- Cocktail Tables
- Round tables with chairs
- Tablecloths and linens
- Floral arrangements and styling of the buffet area
- Takeout containers for leftovers
- Wine glasses and goblets, if needed.

d. The suggested service is a controlled buffet. Hence, the Service Provider must provide enough human resource to manage the buffet area, and in particular, designate servers for the Secretary and VVIPs.

2. Location

- a. The reception will be located at the Mess Hall, 6th floor of the Double Dragon Tower, Pasay City. Should the space be inadequate, an alternative area to be determined by the End-user will be designated.
- b. A dedicated buffet area within the Double Dragon will be set up exclusively for the Secretary, his guests, and the honorees. This area should be adequately staffed with wait personnel, and a butler shall be assigned to the Secretary.
- c. At least five (5) buffet stations, including that of the Secretary's, shall be in place.

3. Others

- a. A food-tasting session for fifteen (15) persons shall be arranged prior to the event. The Caterer shall provide menu proposals prior to the conduct of a food-tasting. The Caterer shall take corrective measures based on the comments from the end user during the food tasting.
- b. Taking into consideration the comments and suggestions during the food tasting session, the Caterer shall ensure that the food and beverages approved during the food tasting are of the same quality and portioning when served during the event proper.
- c. In consideration of the religious sensitivities and dietary restrictions of the consumers, the dishes should be properly labeled.
- d. The Caterer shall ensure the quality, quantity, freshness, and palatability of the food and beverages to be served on the day of the event.

	<p>e. The Caterer shall assign coordinators for pre-event preparations and during the event proper (preferably the same personnel) to coordinate with the end user.</p>
VI.	<p>SCHEDULE</p> <ol style="list-style-type: none">1. The buffet should be ready for food service tentatively by 3:00 PM on 23 July 2025, or at a time to be confirmed by the End-user.2. The service provider must submit to the end user a detailed list containing the names of its staff and the equipment to be used during the catering service, for the application of relevant DFA security clearances and passes.3. Should there be changes in the date and time, the end user will convey this at least three (3) days before the event. The Caterer shall abide by the changes.
VII.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none">1. Payment will be on a send-bill arrangement based on government terms.2. Payment shall be made within thirty (30) working days upon the Caterer'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).3. All payments shall be inclusive of all applicable taxes, bank charges, and other lawful charges.

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is Php 1,000,000.00, inclusive of applicable taxes, bank charges, and other lawful fees.
2. Quotations exceeding the ABC shall be rejected.
3. The price quotation/s should be denominated in Philippine pesos and shall include all taxes, duties, and/or levies payable.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. 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.