



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR CIVILIAN SECURITY  
AND CONSULAR AFFAIRS

TERMS OF REFERENCE:

<b>Mode of Procurement</b>	SVP - Catering Services
<b>Project/Activity and Date</b>	DFA Meeting for BARMM Officials / 15 July 2025
<b>Number of Participants</b>	60 pax
<b>Meeting Venue</b>	-U-shape arrangement -linen covers for the tables (10 long tables)
<b>Lunch Venue</b>	Complete catering package  <b>STRICTLY NO PORK MEAT / HALAL</b>  Meal: AM Snacks Buffet Lunch  <b>Events set-up requirements</b> -Complete catering equipment -One (1) Buffet table with white topping, skirting table runner and centerpiece -Bar table with topping and skirting -60 pcs. tiffany chairs with cushion -6 round tables with cover and runner and centerpiece -linen covers for the meeting tables -waiters in uniform -1 coffee table with cover and skirting -free flowing coffee / tea / water
<b>Mode of Payment</b>	Send Bill Arrangement to the DFA With updated PhilGEPS Registration (Platinum or Red Membership) and valid Mayor's/Business Permit

## **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. The Approved Budget for the Contract is **PhP 200,000.00.**
3. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
5. Bidders shall comply with the Technical Specifications/Terms of Reference.
6. Award of the contract shall be made to the lowest quotation which complies with the requirements and other terms and conditions stated herein.
7. Any alterations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
8. Billing Arrangement: Send bill arrangement
9. Must be a PhilGEPS member.