



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Office of the Secretary
Department of Legislative Liaison Unit

TERMS OF REFERENCE

- Office/End-User : Department Legislative Liaison Unit
- Project Name : Food Catering Services during the Budget Briefing for DFA Budget Sponsors from the House of Representatives
- Venue : Department of Foreign Affairs, Double Dragon Tower, Meridian Park Avenue, EDSA Extension, Pasay City, 1302
- Project Date : 8 August 2025 8:00 AM-3:00 PM (exact date and time to be confirmed)
- Approved Budget : PHP 150,000.00
- Deadline of Submission of Proposal : 07 August 2025, 12:00NN

Catering Services		Statement of Compliance
Technical Specifications/Terms of Reference	<p>The service provider should provide the following:</p> <p>1. AMENITIES:</p> <ul style="list-style-type: none">• Uniformed and well-trained waitstaff;• Chef service on-site;• Tables and chairs with tea candles and centerpiece;• Table wares, glasswares and cutleries;• Tablecloth and linens;• Floral arrangements and styling of the venue (i.e. table top arrangements, floral stand); and• Welcome board. <p>2. FOOD REQUIREMENTS (for 75 pax with 10% buffer):</p> <ul style="list-style-type: none">• Appetizer, Rice, soup, mains (beef, chicken, fish), pasta, two (2) desserts, one (1) sandwich, beverages (unlimited iced tea/juice & mineral water) and free flowing coffee.	
Terms of Payment	<ul style="list-style-type: none">• Quoted price should be in Philippine Peso and rates	

	<p>should include all necessary taxes and other charges;</p> <ul style="list-style-type: none">• Bidder should accept a <u>send-bill payment</u> arrangement;• Payment will be done in compliance with the government prescribed accounting and auditing requirements;• Bidders shall comply with the technical specifications attached to the Request for Quotation/TOR; and• The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.	
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Conforme:

[Signature/s]

[Name/s of Bidder/Bidder’s Authorized Representatives]

[Position] [Date]