

TERMS OF REFERENCE

Honoring the Retirees 2022

I. BACKGROUND

The Human Resources Management Office will host a reception in honor of DFA retirees on 20 December 2022 at the Bulwagang Apolinario Mabini (BAM). It is seeking the services of a qualified caterer to provide food and beverages during the event.

II. REQUIREMENTS AND QUALIFICATIONS

The service provider should have the following:

1. Have PhilGEPS registration;
2. Proven track record in catering services;
3. Sufficient capability, including personnel, equipment, and other resources, to conduct a reception with food and beverages; and
4. Have experience in serving clients/guests of at least 200 persons.

The service provider is required to:

1. Provide tables (serving, dining, and cocktail), chairs, utensils, linen, decor, and other supplies as needed for the reception;
2. Conduct ingress/set-up at least two hours prior to the event;
3. Manage food and beverage service for the duration of the event;
4. Designate at least (2) coordinators with professional experience in dealing with clients/guests to manage food service;
5. Provide at least six (6) servers/wait staff for the reception; and
6. Conduct clean-up/take-down/egress upon conclusion of the event.

III. DATE AND TIME

The event is scheduled on 20 December 2022, 2:00 p.m. to 5:00 p.m. Food and beverages should be served throughout the duration of the event.

IV. PROPOSED BUDGET

Expected number of guests: 200 pax

Cost per pax: Php 500.00

Total Budget for Catering: Php 100,000.00 (exclusive of tax)