

**Project Title: Procurement of Catering Services for the conduct of the "Lingkod Katapatan" Loyalty Award Program for DBP Employees Awarding ceremony for CY 2021 Loyalty Award recipients CY2021**

**TERMS OF REFERENCE**

<b>Event/Purpose</b>	Procurement of <b>Catering Services</b> for the "Lingkod Katapatan" Loyalty Award Program for DBP Employees Awarding ceremony for CY 2021 Loyalty Award recipients									
<b>Date</b>	December 21, 2022									
<b>Venue</b>	DBP Bulwagan ng Diwang Pilipino, 12 <sup>th</sup> Floor, DBP Building, Makati Ave., corner Sen. Gil J. Puyat, Makati City									
<b>Approved Budget for Contract</b>	P 137,500.00 (inclusive of all applicable taxes)									
<b>Contact Person</b>	SM Leonor M. Pasia-Cahulogan (02) 818-9511 local 2510   email address: lmpasia@dbp.ph									
<b>CRITERIA</b>	<b>DESCRIPTION</b>									
<b>1. LOCATION</b>	<b>1.1. Accessibility</b> - with kitchen within <b>5.0 km.</b> radius from DBP Head Office, Makati City									
<b>2. PRICE</b>	<b>2.1.</b> Must be within or lower than the approved budget <b>2.2.</b> Comparative with prevailing market rates									
<b>3. FOOD AND SERVICES</b>	<b>3.1 Availability</b>									
	<table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>NO. OF PAX</th> <th>INCLUSIONS</th> </tr> </thead> <tbody> <tr> <td align="center">December 21, 2022</td> <td align="center">3:00 p.m</td> <td align="center">250 Pax</td> <td> <ul style="list-style-type: none"> <li>• Buffet Dinner (starter soup &amp; salad, fish, beef/pork, vegetable, dessert, rice, assorted drinks) with free-flowing coffee; and purified water.</li> </ul> </td> </tr> </tbody> </table>	DATE	TIME	NO. OF PAX	INCLUSIONS	December 21, 2022	3:00 p.m	250 Pax	<ul style="list-style-type: none"> <li>• Buffet Dinner (starter soup &amp; salad, fish, beef/pork, vegetable, dessert, rice, assorted drinks) with free-flowing coffee; and purified water.</li> </ul>	
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	<b>3.2 Food Handling and Presentation:</b> <ul style="list-style-type: none"> <li>• Provide buffet dinner, round table with floral centrepiece, chairs, tableware and cutlery, complete catering set up/service</li> <li>• Food for the members of the Board of Directors (BOD) and Management Committee (MANCOM) to be served in plated meals by designated waiters</li> <li>• Provide at least 5 waiters (including Head waiter) in uniforms</li> <li>• Must be fully responsible for the food served, especially on the quality and safety, in all related aspects (taste, freshness of ingredients, etc.)</li> </ul>									
<b>4. OTHER CONDITIONS</b>	<b>4.1.</b> Billing shall be based on <b>guaranteed number as arranged a week before</b> but not to exceed the total ABC <b>4.2.</b> Must be in the business for at least 5 years. Provider shall submit the following: <ul style="list-style-type: none"> <li>• PhilGEPS Registration Number</li> <li>• Omnibus Sworn Statement (for the winning bidder)</li> <li>• DTI Registration/SEC Registration</li> </ul> <b>4.3.</b> Price quotations should be inclusive of all applicable taxes and surcharges <b>4.4.</b> In case of work suspension due to force majeure (i.e. typhoon, earthquake, flooding), DBP can cancel the services of the caterer without cancellation or penalty fee with the following conditions: <ul style="list-style-type: none"> <li>• Cancellation a day before the program</li> <li>• Cancellation before 8:00 a.m. on the day of the program</li> </ul>									
<b>5. PAYMENT ARRANGEMENT</b>	<b>5.1.</b> Full payment thru DBP Corporate Check within 15 days upon satisfactory completion of catering services and receipt of original Statement of Account (SOA)									
<b>Recommending Approval:</b>  SIGNED  <b>SM LEONOR M. PASIA-CAHULOGAN</b> OIC, Employee Engagement Unit Per Department Order No. 07-2021 dated Nov. 29, 2021		<b>Approved by:</b>  SIGNED  <b>AVP ALEX F. OLIVAREZ</b> Concurrent OIC, Employee Relations Department Per Group Order No. 2028 dated 01 July 2022								

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

