

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

Event/Purpose	Procurement of Catering Services for the "Lingkod Katapatan" Loyalty Award Program for DBP Employees Awarding ceremony for CY 2021 Loyalty Award recipients										
Date	December 21, 2022										
Venue	DBP Bulwagan ng Diwang Pilipino, Penthouse, DBP Building, Makati Ave., corner Sen. Gil J. Puyat, Makati City										
Approved Budget for Contract	P 82,500.00 (inclusive of all applicable taxes)										
Contact Person	SM Leonor M. Pasia-Cahulogan (02) 818-9511 local 2510 email address: Impasia@dbp.ph										
CRITERIA	DESCRIPTION										
1. LOCATION	1.1. Accessibility - with kitchen within 5.0 km. radius from DBP Head Office, Makati City										
2. PRICE	2.1. Must be within or lower than the approved budget 2.2. Comparative with prevailing market rates										
3. FOOD AND SERVICES	<p>3.1 Availability</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>NO. OF PAX</th> <th>INCLUSIONS</th> </tr> </thead> <tbody> <tr> <td>December 21, 2022</td> <td>3:00 p.m</td> <td>150 Pax</td> <td>• Buffet Dinner (starter soup & salad, fish, beef/pork, vegetable, dessert, rice, assorted drinks) with free-flowing coffee; and purified water.</td> </tr> </tbody> </table> <p>3.2 Food Handling and Presentation:</p> <ul style="list-style-type: none"> • Provide buffet dinner, round table with floral centrepiece, chairs, tableware and cutlery, complete catering set up/service • Food for the members of the Board of Directors (BOD) and Management Committee (MANCOM) to be served in plated meals by designated waiters • Provide at least 5 waiters (including Head waiter) in uniforms • Must be fully responsible for the food served, especially on the quality and safety, in all related aspects (taste, freshness of ingredients, etc.) 			DATE	TIME	NO. OF PAX	INCLUSIONS	December 21, 2022	3:00 p.m	150 Pax	• Buffet Dinner (starter soup & salad, fish, beef/pork, vegetable, dessert, rice, assorted drinks) with free-flowing coffee; and purified water.
DATE	TIME	NO. OF PAX	INCLUSIONS								
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4. OTHER CONDITIONS	<p>4.1. Billing shall be based on guaranteed number as arranged a week before but not to exceed the total ABC</p> <p>4.2. Must be in the business for at least 5 years. Provider shall submit the following:</p> <ul style="list-style-type: none"> • PhilGEPS Registration Number • Omnibus Sworn Statement (for the winning bidder) • DTI Registration/SEC Registration <p>4.3. Price quotations should be inclusive of all applicable taxes and surcharges</p> <p>4.4. 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:</p> <ul style="list-style-type: none"> • Cancellation a day before the program • Cancellation before 8:00 a.m. on the day of the program 										
5. PAYMENT ARRANGEMENT	5.1. Full payment thru DBP Corporate Check within 15 days upon satisfactory completion of catering services and receipt of original Statement of Account (SOA)										
<p>Recommending Approval:</p> <p>SIGNED</p> <p>SM LEONOR M. PASIA-CAHULOGAN OIC, Employee Engagement Unit Per Department Order No. 07-2021 dated Nov. 29, 2021</p>		<p>Approved by:</p> <p>SIGNED</p> <p>AVP ALEX P. OLIVAREZ Concurrent OIC, Employee Relations Department Per Group Order No. 2028 dated 01 July 2022</p>									

Conforme : _____
Signature over Printed Name/Company/Date

