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DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

TERMS OF REFERENCE

Procurement of Catering Services
for the 2022 DLS Convention/Awarding Ceremony

I. BACKGROUND/OBJECTIVE

The DLS Convention/Awarding Ceremony is being conducted annually in recognition of the Sector's achievement by commanding Top Performing Account Officers and Best Performing Lending Departments/Centers/Groups.

II. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is **Nine Hundred Fifty Thousand Pesos (₱950,000.00)** inclusive of all applicable taxes, other related fees and charges, and all requirements specified in this Term of Reference.

III. DATE AND VENUE

The 2022 DLS Convention/Awarding Ceremony is scheduled on **December 13, 2022** at The Eye, 3/F Green Sun Hotel, Chino Roces Avenue Extension, Makati City.

IV. TERMS AND CONDITIONS

CRITERIA	DESCRIPTION
a. LOCATION	<ul style="list-style-type: none">➤ Accessibility – with kitchen within 5.0 km radius from The Eye, 3/F Green Sun Hotel, Chino Roces Avenue Extension, Makati City
b. COST	<ul style="list-style-type: none">➤ Must be within or lower than the approved budget for the contract
c. EXPERIENCE	<ul style="list-style-type: none">➤ Must be in the business for at least 5 years➤ Must also have the capability, resources, and experience in serving for 350 pax

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d. FOOD and SERVICES	<ul style="list-style-type: none"> ○ Availability <table border="1" data-bbox="567 458 1445 1932"> <thead> <tr> <th data-bbox="575 469 767 504">Date</th><th data-bbox="767 469 950 504">Time</th><th data-bbox="950 469 1118 504">No. of Pax</th><th data-bbox="1118 469 1437 504">Inclusions</th></tr> </thead> <tbody> <tr> <td data-bbox="575 504 767 1932">Dec. 13, 2022</td><td data-bbox="767 504 950 1932">9:00 am to 10:00 pm</td><td data-bbox="950 504 1118 1932">350 persons</td><td data-bbox="1118 504 1437 1932"> <p>Provider must present at least three (3) sets of menus for AM/PM snacks, lunch/dinner, and grazing table.</p> <ul style="list-style-type: none"> ○ AM Snacks Sandwiches/pastries and chips with drinks ○ Lunch Menu should include a combination of at least two (2) viands (fish/seafoods, and chicken/beef/pork), one (1) vegetable dish, soup, appetizer, rice, dessert, and fruits ○ PM Snacks Pasta/Noodles and sandwich/bread with drinks ○ Dinner <ul style="list-style-type: none"> a. Menu should include a combination of at least two (2) viands (fish/seafoods, and chicken/beef), one (1) vegetable dish, soup, appetizer, rice, and fruits b. Special Filipino Christmas menu such as lechon for pork c. Dessert choices either of the following: bibingka, puto bumbong, ube halaya or leche flan </td></tr> </tbody> </table>	Date	Time	No. of Pax	Inclusions	Dec. 13, 2022	9:00 am to 10:00 pm	350 persons	<p>Provider must present at least three (3) sets of menus for AM/PM snacks, lunch/dinner, and grazing table.</p> <ul style="list-style-type: none"> ○ AM Snacks Sandwiches/pastries and chips with drinks ○ Lunch Menu should include a combination of at least two (2) viands (fish/seafoods, and chicken/beef/pork), one (1) vegetable dish, soup, appetizer, rice, dessert, and fruits ○ PM Snacks Pasta/Noodles and sandwich/bread with drinks ○ Dinner <ul style="list-style-type: none"> a. Menu should include a combination of at least two (2) viands (fish/seafoods, and chicken/beef), one (1) vegetable dish, soup, appetizer, rice, and fruits b. Special Filipino Christmas menu such as lechon for pork c. Dessert choices either of the following: bibingka, puto bumbong, ube halaya or leche flan 			
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	Date	Time	No. of Pax	Inclusions
				Whole day free-flowing coffee, hot tea, iced tea/juice, and purified water starting at 9:00 a.m.
	<ul style="list-style-type: none"> ➤ Food Handling and Presentation/Banquet Set-up <ul style="list-style-type: none"> ○ Provide banquet set-up with choice linen, flower arrangement per table, tableware, and complete cutlery. ○ Preparation of the banquet set-up/arrangement on the venue must be organized on the day before the event to avoid unnecessary delays. All tablecloths and linens must be presentable and well-ironed. All tables must be covered with full skirting. Table lay-out will be provided by the caterer. ○ The day's banquet set-up/arrangement and food to be served must be available before 9:00 a.m. ○ Kitchenware and/or appliance for food reheating or cooling shall be provided/shouldered by the caterer. ○ While the food set-up is buffet, dedicated waiter shall be assigned to attend the needs of the distinguished guests who shall be accorded plated service. ○ Provide at least four (4) stand-by waiters (including Head Waiter). One (1) dedicated waiter to be assigned to the Presidential Table. All waiters are required to provide service from 9:00 a.m. until 10:00 p.m. ○ Provider should strictly follow necessary health and safety measures (e.g., use of gloves, hair net, face masks, alcohol, and frequent washing of hands, etc.) to ensure the quality, safety and timeliness of the food and avoid health hazards. ○ Color motif/design for the event shall be advised to the caterer at least one (1) week before the conference. ○ Value for Money <ul style="list-style-type: none"> ○ Provide banquet set-up with choice linen, flower arrangement per table, tableware, and complete cutlery. ○ With special flower arrangement for the Presidential Table. 			
OTHER CONDITIONS	<ul style="list-style-type: none"> ➤ Proposal to include cost/head on guaranteed minimum order for 350 pax with extra provision up to 5 additional pax, head count may be subject to change provided it is within the approved budget. ➤ Actual head count may be subject to change provided that the actual date/s are confirmed at least five (5) days prior to the start of the program. ➤ Quotation should be inclusive of all cost of applicable fees, taxes, and surcharges. ➤ Quotation should be valid within 30 days. 			

CRITERIA	DESCRIPTION
	<ul style="list-style-type: none"> ➤ Full payment shall be through DBP Corporate cheque, to be processed within fifteen (15) days after satisfactory completion of catering services and receipt of validated statement of account. ➤ In case of deferment of the event to a later date as instructed by the Management, DLS can re-schedule the service accordingly with the following conditions: <ul style="list-style-type: none"> ○ Rescheduling a day before the original date of commencement of the program ➤ In case of work suspension due to force majeure (i.e., typhoon, earthquake, flooding) DLS can cancel the services of the caterer without cancellation or penalty fee with the following conditions: <ul style="list-style-type: none"> ○ Cancellation a day before the program ○ Cancellation before 8:00 a.m. of the day of the program ➤ As part of the implementation of the Environmental Management System, to avoid necessary hazardous waste and to prevent damage to environment: <ul style="list-style-type: none"> ○ The Caterer is discouraged to use "Styrofoam/single-use plastic" for drinks and food container ○ In terms of disposal, the caterer is required to segregate/dispose of food leftover and other wastes generated (decorations, packaging materials, etc.) after the event.

V. DOCUMENTARY REQUIREMENTS

1. PhilGEPS Registration Number or valid and current PhilGEPS Registration Certificate
2. Valid Mayor's/Business Permit
3. Omnibus Sworn Statement
4. Quotation

Prepared by:

SIGNED

BERNADETTE A. SALMON

Chief Management Specialist

Officer-In-Charge

Administrative Unit - DLSD

(Per Office Order No. 77 dated February 21, 2022)

10

Approved by:

SIGNED

EDDIE M. GENOSA

Assistant Vice President

Officer-In-Charge

Development Lending Support Department

(Per Sector Order No. 28 dated January 11, 2022)