



TERMS OF REFERENCE

Event/Purpose	Procurement of Catering Services for the conduct of the Ginhawa Serye: Wholeness in the Workplace Training																																																					
Dates	February 18-20, 2025																																																					
Venue/s	DBP Training Complex, Baguio City																																																					
Approved Budget for Contract	<table><tr><td colspan="6">P 102,600.00</td></tr><tr><td>Training Program</td><td>Schedule</td><td>Meal Type</td><td>No. of Pax</td><td>No. of Days</td><td>Total Cost</td></tr><tr><td rowspan="3">Ginhawa Serye: Wholeness in the Workplace</td><td>February 18, 2025</td><td>Lunch, PM Snacks, Dinner</td><td>38</td><td>1</td><td rowspan="3">Php 102,600.00</td></tr><tr><td>February 19, 2025</td><td>Breakfast, AM Snacks, Lunch, PM Snacks and Dinner</td><td>38</td><td>1</td></tr><tr><td>February 20, 2025</td><td>Breakfast, AM Snacks, and Lunch</td><td>38</td><td>1</td></tr></table>						P 102,600.00						Training Program	Schedule	Meal Type	No. of Pax	No. of Days	Total Cost	Ginhawa Serye: Wholeness in the Workplace	February 18, 2025	Lunch, PM Snacks, Dinner	38	1	Php 102,600.00	February 19, 2025	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	38	1	February 20, 2025	Breakfast, AM Snacks, and Lunch	38	1																						
P 102,600.00																																																						
Training Program	Schedule	Meal Type	No. of Pax	No. of Days	Total Cost																																																	
Ginhawa Serye: Wholeness in the Workplace	February 18, 2025	Lunch, PM Snacks, Dinner	38	1	Php 102,600.00																																																	
	February 19, 2025	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	38	1																																																		
	February 20, 2025	Breakfast, AM Snacks, and Lunch	38	1																																																		
Contact Person	ROCHELLE ANNE L. UMBAL (02) 818-9511 local 6628 email address: ldd-tu@dbp.ph																																																					
CRITERIA	DESCRIPTION																																																					
1. LOCATION	1.1. Accessibility– with kitchen within 5.0 km. radius from DBP Training Complex, Baguio 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	<table><tr><td colspan="6">3.1 Availability</td></tr><tr><td colspan="6">Provision of meals with inclusion as follows:</td></tr><tr><td>Meal Type</td><td colspan="4">Inclusion</td><td>Serving Time</td></tr><tr><td>Buffet Breakfast</td><td colspan="4">• Menu choices with at least 2 viands (meat and fish/seafood/egg) • Rice and/or bread options • 2 Dessert choices</td><td>6:30AM</td></tr><tr><td>AM Snacks</td><td colspan="4">• Choice of at least two (2) snack combination per serving • Drinks (iced tea/fruit juice)</td><td>9:45 AM</td></tr><tr><td>Buffet Lunch</td><td colspan="4">• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea</td><td>11:45 AM</td></tr><tr><td>PM Snacks</td><td colspan="4">• Choice of at least two (2) snack option per serving • Drinks (iced tea/fruit juice)</td><td>2:45 AM</td></tr><tr><td>Buffet Dinner</td><td colspan="4">• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea</td><td>6:45 PM</td></tr></table>						3.1 Availability						Provision of meals with inclusion as follows:						Meal Type	Inclusion				Serving Time	Buffet Breakfast	• Menu choices with at least 2 viands (meat and fish/seafood/egg) • Rice and/or bread options • 2 Dessert choices				6:30AM	AM Snacks	• Choice of at least two (2) snack combination per serving • Drinks (iced tea/fruit juice)				9:45 AM	Buffet Lunch	• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				11:45 AM	PM Snacks	• Choice of at least two (2) snack option per serving • Drinks (iced tea/fruit juice)				2:45 AM	Buffet Dinner	• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				6:45 PM
3.1 Availability																																																						
Provision of meals with inclusion as follows:																																																						
Meal Type	Inclusion				Serving Time																																																	
Buffet Breakfast	• Menu choices with at least 2 viands (meat and fish/seafood/egg) • Rice and/or bread options • 2 Dessert choices				6:30AM																																																	
AM Snacks	• Choice of at least two (2) snack combination per serving • Drinks (iced tea/fruit juice)				9:45 AM																																																	
Buffet Lunch	• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				11:45 AM																																																	
PM Snacks	• Choice of at least two (2) snack option per serving • Drinks (iced tea/fruit juice)				2:45 AM																																																	
Buffet Dinner	• Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice/rice substitute or pasta option or potatoes • Soup or Salad • 2 Dessert choices per serving • Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				6:45 PM																																																	

al

	<ul style="list-style-type: none"> • All meal type should have free-flowing coffee/tea and purified drinking water. <p>3.2 Food Handling and Presentation</p> <ul style="list-style-type: none"> • Set-up buffet tables with tablecloth (use earth or pastel color tones. i.e.: beige/white/blue) skirting and centerpiece • Food must be served in chaffing dish with warmers • Provide plates, goblets, cups, saucers and silverware cutlery • Provide at least 2 waiters in uniform with ID who shall be on stand-by at the buffet counter for the duration of catering service. • As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals (on request basis) and not "styrofoam/single-use plastic" for food packaging or utensils. • In terms of disposal, the supplier/caterer is required to segregate/dispose of leftover food and other waste generated (decorations, packaging materials, etc.) after the event. • Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning.
4. OTHER CONDITIONS	<p>4.1. Proposal to include cost/head based on a guaranteed minimum order for the indicated number of participants.</p> <p>4.2. Actual head count for catering shall be subject to change provided that it is not less than the minimum guaranteed number and is within the approved budget for contract.</p> <p>4.3. Notice to supplier shall be sent at least a day before the start of the program.</p> <p>4.4. The date of the program may be subject to change provided that actual date/s are confirmed at least five (5) days prior to the start of the program.</p> <p>4.5. Billing shall be based on minimum guaranteed number or actual number as arranged a day before but not to exceed the total ABC.</p> <p>4.6. Provider shall submit the following:</p> <ul style="list-style-type: none"> • PhilGEPS Registration Number of the provider • Omnibus Sworn Statement (for the winning bidder) • DTI Registration • Quotation/Proposal • 2025 Mayor's/Business Permit • Secretary's Certificate (Supplier under partnership/corporation) • Signed Request for Quotation <p>4.7. Payment shall be processed upon satisfactory completion of catering services and submission of complete docs.</p> <p>4.8. 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 a day before the program or before 8:00 a.m. on the day of the program</p> <p>4.9. As part of the implementation of the Environmental Management System, to avoid unnecessary hazardous waste and to prevent damage to environment:</p> <ul style="list-style-type: none"> • The caterer cannot use "styrofoam/plastic" for food packaging • 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 <p>4.9 The service supplier shall provide a vegetarian meal option.</p>
5. PAYMENT ARRANGEMENT	<p>5.1. Payment shall be processed after the event.</p> <p>5.2. The Billing Statement shall be submitted after the event and consistent with number of participants for payment facilitation:</p> <ul style="list-style-type: none"> • Training Attendance Certification prepared by Learning and Development Department • Memorandum Order • Billing Statement
Recommending Approval:  signed VP MARIA VIRGINIA M. TIPACE Head, Learning and Development Department	Approved by:  signed FVP ROMEO B. CARANDANG Officer-in-Charge, Human Resource Management Group Per Office Order No. 490 dated November 27, 2024