

TERMS OF REFERENCE

Procurement of Catering Services and Packed Meals in connection with the Hosting of PEMNA-TCoP Meetings and Community Building Activities

I. PROJECT DESCRIPTION

The purpose of procurement is to obtain the services of a reputable catering service provider that will serve the meal requirements of delegates and guests including the secretariat and support staff in connection with the hosting of Public Expenditure Management Network in Asia (PEMNA) Treasury Community of Practice (TCoP) meeting in Manila on July 18-22, 2023.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **FIVE HUNDRED EIGHTY-FIVE THOUSAND PESOS (P585,000.00)** inclusive of all applicable taxes and service charge, to be sourced from the BTr's CY 2023 Budget. Amount in excess of the ABC shall not be considered.

III. SPECIFICATIONS

Date/ Time/ Venue	Meal Requirement	Menu	No. of Pax
July 18, 2023 09:00 am, 11: am 02:00 pm BTr Café	1. Packed AM Snack	1. Noodles 2. Bread/Pastries 3. Drinks	48
	2. Packed Lunch	1. Beef 2. Pork or Chicken or Fish 3. Vegetables 4. Rice 5. Dessert 6. Drinks	48
	3. Packed PM Snack	1. Pasta 2. Sandwich 3. Drinks	48
July 19, 2023 Welcome Gala Dinner 5:00 pm Marble Hall, Ayuntamiento Bldg., Intramuros, Manila	1. Dinner Buffet (No Pork Dishes)	1. Appetizer 2. Soup 3. Chicken Entree 4. Fish Entree 5. Beef Carving Station 6. Pasta Bar 7. Salad Bar 8. Rice 9. Dessert Station 10. Beverages	65

<p>Delivery Time 9:00 am BTr Café</p> <p>Delivery Time: 11:00 am BTrCafe</p> <p>Delivery Time: 2:00 pm BTr Café</p> <p>Delivery Time: 5:00 pm BTr Café</p>	2. Packed AM Snack	1. Pasta 2. Sandwich 3. Drinks	40
	3. Packed Lunch	1. Beef 2. Pork or Chicken or Fish 3. Vegetables 4. Rice 5. Dessert 6. Drinks	40
	4. Packed PM Snacks	1. Noodles 2. Bread or Sandwich 3. Drinks	40
	5. Packed Dinner	4. Beef 5. Pork or Chicken or Fish 6. Vegetables 7. Rice 8. Dessert 9. Drinks	80
<p>July 20, 2023 Delivery Time: 9:00am 11:00am 2:00pm BTr Café</p>	1. Packed AM Snacks	1. Pasta or Noodles 2. Sandwich 3. Bottled Drink	40
	2. Packed Lunch	1. Beef 2. Pork or Chicken or Fish 3. Vegetables 4. Rice 5. Dessert 6. Drinks	40
	3. Packed PM Snacks	1. Filipino Kakanin 2. Bottled Drinks	40
<p>July 21, 2023 Community Building Activities 10:00 am, Teatro in Fort Santiago, Intramuros, Manila</p> <p>Delivery Time: 8:00 am BTr Café</p>	1. Luncheon Buffet (No Pork Dishes)	1. Soup 2. Chicken Entree 3. Fish Entree 4. Beef Entrée 5. Pasta/ Noodles 6. Salad/ Vegetables 7. Rice 8. Dessert 9. Drinks	65
	2. Packed AM Snacks (No Pork) (Delegates)	1. Filipino Specialty Packed Snacks 2. Bottled water and Juice Drink	65

	3. Packed AM Snacks (Secretariat)	3. Filipino Specialty Packed Snacks 4. Bottled water and Juice Drink	95
Delivery Time: 10:00 am Fort Santiago	4. Packed Lunch (Secretariat)	1. Beef 2. Pork or Chicken or Fish 3. Vegetables 4. Rice 5. Dessert 6. Drinks	95
Delivery Time: 02:00 pm BTr Café	5. Packed PM Snacks (No Pork) (Delegates)	1. Pasta 2. Bread or Sandwich 3. Drinks	65
	6. Packed PM Snacks (Secretariat)	1. Pasta 2. Bread or Sandwich 3. Drinks	95
July 22, 2023 Delivery Time 10:00 am BTr/ Café	1. Packed Lunch	1. Beef 2. Pork or Chicken or Fish 3. Vegetables 4. Rice 5. Dessert 10. Drinks	46

Other inclusions:

A. For Gala Dinner and Luncheon Buffet

1. Buffet stations with centerpiece
2. Tablecloth and centerpiece
3. Chairs and tables
4. Complete set of cutleries
5. Uniformed and fully vaccinated waiters, food servers and staff
6. Food tasting and mock-up table setting

B. For Packed Meals

1. Food to be placed in a bento box or container
2. With spoon, fork, and table napkin
3. Each food pack to be placed in an eco-bag

IV. PAYMENT SCHEDULE

Full payment shall be made within thirty (30) calendar days from issuance of billing statement by the supplier.

Prepared by:

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Approved by:

EDUARDO ANTHONY G. MARIÑO III

Deputy Treasurer of the Philippines &
Chair, Overall Coordination Committee, PEMNA-TCoP Meeting