

## TERMS OF REFERENCE

### I. DESCRIPTION

#### **SUPPLY AND DELIVERY OF CATERING SERVICES FOR LUNCHEON BUFFET AND PACKED MEALS FOR BTr's 126<sup>th</sup> ANNIVERSARY CELEBRATION**

### II. PURPOSE OF PROCUREMENT

The purpose of procurement is to obtain the services of a reputable supplier that will provide luncheon buffet and packed meals for the Bureau of the Treasury (BTr) employees and guests on its 126<sup>th</sup> anniversary celebration on November 24, 2023.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract amounts to **FOUR HUNDRED FORTY THOUSAND PESOS (Php 440,000.00)** inclusive of all applicable taxes and service charge. Amount more than the ABC shall not be considered.

### IV. SPECIFICATIONS

#### **A. Luncheon Buffet for 380 persons**

**Venue/ Date/ Time: Marble Hall, Ayuntamiento Bldg, Intramuros, Manila, November 24, 2023, 11:00 AM.**

Menu includes:

1. Soup
2. Chicken Entrée
3. Beef Entrée
4. Fish/ Seafood Entrée
5. Pork Entrée
6. Salad/ Vegetables
7. Pasta/ Noodles
8. Rice
9. Dessert
10. Beverages

**Other inclusions:**

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. Packed Meals for 150 persons**

**Date/ Delivery Time/ Location: November 24, 2023, 10:30 AM, Ayuntamiento Bldg., Intramuros, Manila**

Menu includes:

1. Pork/ Beef
2. Chicken
3. Fish/ Seafood
4. Vegetables
5. Rice
6. Dessert
7. Beverage

**V. ADDITIONAL REQUIREMENTS**

1. Supplier must be PhilGEPS registered.
2. Packed meals must be individually placed in an eco or plastic bag.

**VI. PAYMENT**

Full payment shall be made within thirty (30) calendar days from the issuance by BTr of Certificate of Completion.

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