

TERMS OF REFERENCE

I. DESCRIPTION

SUPPLY AND DELIVERY OF CATERING SERVICES FOR LUNCHEON BUFFET AND PACKED MEALS FOR BTr's CY 2023 CHRISTMAS 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 2023 Christmas celebration on December 19, 2023.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract amounts to **FOUR HUNDRED FIFTY-TWO 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 pax

Venue/ Date/ Time: Marble Hall, Ayuntamiento Bldg, Intramuros, Manila, December 19, 2023, Tuesday, 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. Mock-up table setting
7. Food tasting (a day after the opening of bids)

B. Packed Meals for 150 persons

**Date/ Delivery Time/ Location: December 19, 2023, Tuesday, 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. Food should be packed in bento box/es or container with spoon, fork and tissue and individually placed in a plastic or eco bag.

VI. PAYMENT

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

Prepared by:

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Approved by:

MA. NANETTE C. DIAZ

Director III, Liability Management Service &
Chair, Food Committee – BTr 126th Founding Anniversary