



## TECHNICAL SPECIFICATIONS

### I. DESCRIPTION

Procurement of Catering Services for the Awarding Ceremony of the Bureau of the Treasury in Connection with BTr's 127th Anniversary Celebration

### II. PURPOSE OF PROCUREMENT

The purpose of procurement is to obtain the services of a reputable catering service provider that will serve food to the (BTr) employees and guests during the Awarding Ceremony in connection with BTr's 127th anniversary celebration. The request for quotation covers an afternoon cocktails menu on 12 November 2024, at 2pm.

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

The Approved Budget for the Contract (ABC) is **Seventy-Eight Thousand Pesos (PHP 78,000.00)**, inclusive of all applicable taxes and service charge. Any amount in excess of the ABC shall not be considered.

### IV. VENUE

Marble Hall/ Café Area, Ayuntamiento Building, Bureau of the Treasury, Cabildo St. cor. A. Soriano Ave., Intramuros, Manila

### V. SPECIFICATIONS

#### A. Cocktails on November 12, 2024 for 120 persons

Menu includes:

1. Light Snacks
2. Desserts
3. Non-Alcoholic Beverages

Other Inclusions:

1. Buffet Table
2. Beverages Table
3. Dining Tables
4. Tiffany Chairs for 120 pax
5. Table cloth and centerpiece
6. Use of china wares, utensils and glasswares
7. Uniformed waiters, food servers and staff
8. Food tasting and mock-up table setting (**1 week after the email notification**)

## **VI. ADDITIONAL REQUIREMENTS FOR CATERING SERVICE PROVIDER**

1. Certificate of PhilGEPS Registration
  1. Company Profile. Must be a reputable or highly- regarded caterer with previous satisfactory engagement with BTr and Must have rendered catering services for national events such as APEC, WEF, etc.
2. Business Permit
3. Latest Business Income Tax Returns

## **VII. PAYMENT SCHEDULE**

The catering service provider will be paid within thirty (30) calendar days from receipt of Notice of Award or Purchase Order.

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