

TERMS OF REFERENCE

I. DESCRIPTION

SUPPLY AND DELIVERY OF CATERING SERVICES FOR DINNER BUFFET FOR BTr's 127th ANNIVERSARY CELEBRATION

II. PURPOSE OF PROCUREMENT

The purpose of procurement is to obtain the services of a reputable supplier that will provide dinner buffet and packed meals for the Bureau of the Treasury (BTr) employees and guests on its 127th anniversary celebration on November 15, 2024.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract amounts to **EIGHT HUNDRED FIFTY-NINE THOUSAND TWO HUNDRED PESOS (PhP859,200.00)** inclusive of all applicable taxes and service charge. Amount more than the ABC shall not be considered.

IV. SPECIFICATIONS

Dinner Buffet for 537 persons

Venue/ Date/ Time: Marble Hall, Ayuntamiento Bldg, Intramuros, Manila, November 15, 2024, Friday, 05:00 PM.

Menu includes:

1. Soup
2. Appetizer
3. Chicken Entrée
4. Beef Entrée
5. Fish/ Seafood Entrée
6. Pork Entrée
7. Salad/ Vegetables
8. Pasta/ Noodles
9. Rice
10. Dessert
11. 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. Table setting (Filipiniana-Inspired Table Arrangement)
7. Food tasting with mock up of table setting one (1) week after the opening of bids

V. ADDITIONAL REQUIREMENTS

1. Supplier must be PhilGEPS registered.

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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Approved by:

MARIA ERIKA T. REYES

CTOO I, Fund Validation Division &
Chair, Food Committee – BTr 127th Founding Anniversary