

BALIK BOHOL – TIGUM BOL-ANON TIBUOK KALIBUTAN

July 27, 2018

Bohol Cultural Center, Tagbilaran

CATERING SERVICES

TERMS OF REFERENCE

I. Background:

Bohol's Sandugo Festival is an annual historic celebration that takes place every year in Tagbilaran City. The festival commemorates the Treaty of Friendship between Datu Sikatuna, a chieftain in Bohol, and the Spanish conquistador Miguel Lopez de Legazpi. This 16th century peace treaty occurred on March 16, 1565 through a blood compact or 'sandugo'. This year's festival is significant as it celebrates its 30th.

Held every July, it kicks-off on a month-long festival with one of its highlights - the *Tigum Bol-Anon Tibuak Kalibutan*, a gathering of Boholanos all over the world which is held every 3 years.

Counting on the continued support for the promotion of Bohol, TPB will provide the Office of the Governor by way of hosting the Gala Night dinner for approximately four hundred fifty (450) guests at the Bohol Cultural Center in Tagbilaran City, Bohol on July 27, 2018.

II. Specifications

IN THE AMOUNT OF THREE HUNDRED THIRTY SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (PhP 337,500.00), INCLUSIVE OF APPLICABLE TAX & FEES

PhP 750.00/ net / pax x 450 pax

1. Dinner Buffet
 - a. Menu list serves soup, appetizer, rice, 4-5 main course variants and dessert
 - b. Drinks may include soda or ice tea
 - c. Free flowing coffee and mineral water
2. Dining Set-up
 - a. Table, chairs and buffet station set-up
 - b. Chairs and buffest station set-up
 - c. Experienced food servers and in clean uniform
 - d. Dinnerware and glass ware

3. Others
 - a. Food served shall be fresh, hot and ready at least 30 minutes before scheduled time
 - b. Can accommodate special diet (for guests with specific allergies, vegetarian, etc.) if organizer is notified ahead of time
 - c. Dining set-up is ready at least 2 hours before actual event
 - d. Centerpiece for each table, may be included

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered catering business under Philippine laws.
2. Must have a minimum of 3 years' experience in providing catering services for local and international events.
3. Must be able to exceptionally handle and service 450 dining guests professionally and skillfully.
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS).
5. Willing to provide services on send-bill arrangement.

IV. Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

V. Guidelines:

1. Winning bidder must propose & be able to comply with the needed specifications of the concerned TPB personnel through the event organizer's authorized coordinator, Mr. Romy Tagaan, Head Secretariat (Balik Bohol – TBTK).
2. Additional charges beyond the amount specified shall be shouldered by the guest/organizer.
3. Responds to immediate/unforeseen changes in the specifications.

VI. Scope of Services:

1. Provide fresh ingredients in all food and drink preparations.
2. Keep a well maintained kitchen and a clean buffet station.
3. Provide instructions to all catering staff in areas related to food and personal hygiene, as well as handling and proper storage to servicing of food.
4. Charges are inclusive of taxes and other applicable taxes.

VII. Contract of Service/Financial Proposal

The financial proposal covers the catering service of the said event.

Bid Price Ceiling is Php 337,500.00 inclusive of taxes. For particulars, please contact Ms.. Rona Olaivar at telephone number 525-9318 local 250.