

### TERMS OF REFERENCE

Requirement	<b>FOOD AND BEVERAGES</b>
Project Title	<b>7<sup>TH</sup> ASIA EURO TOURISM, HOSPITALITY AND GASTRONOMY CONFERENCE</b>
Date	15 November 2018
Destination	Far Eastern University Manila Campus
Background	The Asia Euro Tourism, Hospitality and Gastronomy conference is a partnership between the Taylor’s University, Malaysia and Université de Toulouse Jean Jaurès, France. This year’s event will be co-hosted by the Far Eastern University, Philippines. It will focus on a broad range of topics related to tourism, hospitality and gastronomy. Furthermore, the event is an international biennial conference that expects to bring together over 200 foreign and local delegates for research presentations, discussions and explorations for collaboration.
Number of Guests	Total of 200 pax
Scope of Work / Deliverables	<p><u>Food &amp; Beverage Requirements:</u></p> <ul style="list-style-type: none"> <li>• The F&amp;B AM snack package can accommodate to 200 pax, inclusive of free flowing beverages (soda, juices, coffee and tea)</li> <li>• Menu must be Halal friendly – no pork, no lard, no alcohol</li> <li>• The menu should showcase at least 2 savory and 2 sweet dishes</li> <li>• The dishes would be served pass around style to all participants</li> <li>• Provide the necessary amount of manpower (e.g. food servers, and wait staff) for the number of pax expected</li> <li>• The approved menu will be subjected to a food tasting for the client and representatives</li> </ul>
Eligibility Requirements	<ul style="list-style-type: none"> <li>• Must be a member of DOT recognized organizations, if possible</li> <li>• Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>• Must have handled at least three (3) government projects/events</li> <li>• Must have at least five (5) staff/employees duly registered with SSS and/or Department of Labor</li> </ul>
Special Conditions	
Technical Eligibility	<ul style="list-style-type: none"> <li>• Company Profile</li> <li>• PhilGEPS certificate of accreditation</li> <li>• Valid DOT certificate of accreditation</li> <li>• Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) Business Name</li> <li>• Valid and current Mayor’s permit/municipal license</li> <li>• List of the last three (3) government projects/events</li> </ul>

Approved Budget	Php 100,000.000.00 inclusive of all applicable taxes
Payment Terms	<ul style="list-style-type: none"> <li>• Send bill to the Tourism Promotions Board after the completion of services</li> <li>• 30-days upon receipt of invoice</li> </ul>
Evaluation Procedure	The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services. The amount of bid should not exceed the above total budget.
<p>Bid price ceiling is <b>Php100,000.00</b> inclusive of all applicable taxes.</p> <p>For particulars, please contact Mary Ann Caramat and Nica Tolentino at telephone number (02) 525-9318 local 230/228 or email at <a href="mailto:maryann_caramat@tpb.gov.ph">maryann_caramat@tpb.gov.ph</a> and <a href="mailto:nica_tolentino@tpb.gov.ph">nica_tolentino@tpb.gov.ph</a></p>	