

Project: THEMED CATERING SERVICES

**TPB MONTHLY TOWN HALL MEETINGS
JUNE 2019**

TERMS OF REFERENCE

I. Objective:

To provide themed catering service with provision of birthday cakes for the birthday celebrants for April, May and June Town Hall Meeting.

- Event : TPB June Town Hall Meeting
- Date : 07 June 2019
- Time : 11:00 am
- Venue : TPB Office
- No. of Participants : 231

- II. Budget:**
- P500.00/head/net of taxes – for the food and beverage
 - P700.00 – 1 large birthday cake
 - P500.00/ birthday celebrant – for individual birthday cake
 - April - 17pax
 - May - 7pax
 - June - 14pax

III. Specifications

1. Provision of round tables, lunch set-up with drinks for 231 pax inspired the theme (Sweet Pea, Lily of the Valley and Rose) specified for the month of April, May and June.
2. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food)
3. Food served shall be fresh, hot and ready at least 30 minutes before the event
4. Provision of drinking water
5. Provision of at least five (5) menu choices preferably Filipino cuisine.
6. Provision of birthday cakes for the individual birthday celebrants indicated above (8" round or 8x8"/8x12" square, preferably Max's Cake)
7. Provision of one large birthday cake (12" round or 12x12" square cake)
8. Provision of Waiters/Service Personnel clad in clean uniforms
9. Set-up ready one hour before the start of event

IV. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have experience in holding/staging social events and functions
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

VI. Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Catering services

VII. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 135,200.00 inclusive of all applicable taxes.

VII. Mode of Payment

Send bill arrangement