

### SCOPE OF SERVICE

Requirement	<b>FOOD AND BEVERAGES</b>
Project Title	ROTARY CLUB OF MANILA CENTENNIAL ANNIVERSARY
Date	21 June 2019
Destination	Philippine International Convention Center
Background	<p>The Rotary Club of Manila celebrates 100 years of service to the country on 01 June 2019. In view of this milestone a presidential Proclamation was issued last 24 January 2018 by President Rodrigo Duterte stating that from 01 July 2018 up until 30 June 2019 is the "Year of Celebration of the Centennial Anniversary of the Rotary Club of Manila and the Rotary Movement in the Philippines and Asia."</p> <p>The centennial celebration on 21 June 2019 will be attended by 5,000 rotarians from all cross the nation and the world. This celebration will be a culminating activity of a nationwide song writing and chorale competition. The event will also be graced by President Duterte as the guest of honor during the dinner reception in the evening.</p>
Number of Guests	750 pax
Scope of Work / Deliverables	<p><u>Food &amp; Beverage Requirements:</u></p> <ul style="list-style-type: none"> <li>• <u>Dinner</u> (Tentative time: 7:00PM) <ul style="list-style-type: none"> <li>○ The F&amp;B dinner package can accommodate to 750 pax, inclusive of free flowing beverages (soda, juices, coffee and tea)</li> <li>○ The F&amp;B dinner package should include hard liquor (e.g. whiskey, cognac, etc.) to serve to the VIP tables and made available upon request to the delegation tables</li> <li>○ VIP Tables <ul style="list-style-type: none"> <li>▪ The menu should showcase Filipino dishes with plated presentation of at least 6 dishes (including appetizer, main courses and dessert)</li> <li>▪ The dishes will be served to the VIP tables</li> </ul> </li> <li>○ Regular/Delegation Tables <ul style="list-style-type: none"> <li>▪ The menu should showcase Filipino dishes in a buffet (including appetizer, main courses and dessert)</li> </ul> </li> </ul> </li> <li>• <u>Cocktails</u> (Tentative time: 6:00PM) <ul style="list-style-type: none"> <li>○ The F&amp;B cocktails package can accommodate to 750 pax, inclusive of free flowing Red, White and Sweet Wine</li> <li>○ The menu should showcase three savory snacks and three sweet snacks</li> </ul> </li> <li>• The dishes will be served by waiters cocktail style, with a supplemental small buffet area</li> <li>• Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, vegan, gluten-free, diabetic, food allergies, etc.);</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide the necessary amount of manpower (e.g. food servers, and wait staff) for the number of pax expected</li> <li>• The preferred 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 Filipino owned, operated and legally registered events venue under Philippine laws</li> <li>• Must have at least three years' experience in holding/staging large international conventions/conferences and catered for dinner receptions</li> <li>• Must provide 3-4 sample menus for the preference/approval of the TPB</li> <li>• Must have handled at least three (3) government projects/events of similar nature</li> <li>• Must have at least five (5) staff/employees experience in handling events with a similar nature</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>• Must be an accredited caterer of the venue</li> <li>• If not accredited, bidder must be willing to shoulder applicable fees for non-accredited caterers.</li> </ul>
Approved Budget	PHP1,500,000.00 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> </ul>
<p>Bid price ceiling is <b>Php1,500,000.00</b> inclusive of all applicable taxes.</p> <p>For particulars, please contact Raquel Tria and Nica Tolentino at telephone number (02) 525-9318 local 228 or email at <a href="mailto:raquel_tria@tpb.gov.ph">raquel_tria@tpb.gov.ph</a> and <a href="mailto:nica_tolentino@tpb.gov.ph">nica_tolentino@tpb.gov.ph</a></p>	