

**ANNUAL CONFERENCE OF THE ASSOCIATION OF ASIA PACIFIC PERFORMING ARTS
CENTRES (AAPPAC)
20 – 22 September | Cultural Center of the Philippines (CCP) Manila**

**CATERING SERVICES AND VENUE
TERMS OF REFERENCE**

I. BACKGROUND

The Cultural Center of the Philippines is organizing an annual conference in Manila on 20 – 22 September 2019. The said conference will be attended by 200 pax, 150 foreign participants and 50 locals.

TPB is assisting the Annual Conference of the Association of Asia Pacific Performing Arts Centres (AAPPAC) by sponsoring the farewell dinner on 22 September 2019.

II. SPECIFICATIONS

TPB is seeking for a caterer that will provide the necessary food and beverage requirements and venue for the guests of the Annual Conference of the Association of Asia Pacific Performing Arts Centres (AAPPAC) with the following specifications:

1. Event: Tertulia at the Casa Manila (Intramuros Heritage District) and Farewell Dinner
2. Date: 22 September 2019
3. Time: 05:30 p.m.
4. Venue: Casa Manila, Intramuros
5. Audience: 200 pax

III. GUIDELINES

1. Food and Beverage catering for an estimated number of 200 guests
2. Required venue is Casa Manila and quotation of caterer must be inclusive of venue rental charges
3. The caterer must submit different menu options that will include the following to TPB:
 - a. Soup
 - b. Appetizer
 - c. Main entrée
 - d. Dessert
4. Inclusion of coffee and tea station
5. Complete set-up of buffet stations and dressed dinner tables and chairs
6. Set-up should be ready an hour before the start of the event and food shall be served fresh and warm

7. Provision of uniform and well-trained waiters/service personnel who are familiar with the menu
8. Caterer should be able to provide vegetarian, halal, and gluten-free food options upon the individual request of the guests who have dietary restrictions
9. Brief description of each menu on the buffet station
10. All dinnerware and glassware should be uniform in design and appearance
11. Inclusion of decoration (centerpiece) for the dinner setup

IV. OTHER REQUIREMENTS

1. Must be willing to accept send-bill-arrangements with the TPB
2. Any other requirements that may be mutually agreed upon by the TPB and the service provider

V. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered caterer / food & beverage provider under Philippine laws;
2. Must have experience in catering to social events and functions for international conferences, meetings, congresses, et. al.;
3. Must be accredited with the Department of Tourism (DOT)
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

VI. BUDGET

Inclusive of all government taxes: **PHP 380,000.00**

VII. LEGAL DOCUMENTS

1. Company Profile
2. List of local and international events performed in
3. BIR Registration Certificate with TIN
4. Valid Mayor's Permit / license to operate
5. DTI Business Registration / SEC Certificate

For particulars, please contact **MS. JOCELYN CASIANO** and **MS. JOANNE CUENTO** at telephone numbers (02) 525-1153 and 525-9318 loc. 232 and 229 or email at joy_casiano@tpb.gov.ph and joanne_cuento@tpb.gov.ph.