



TERMS OF REFERENCE CATERING SERVICE FOR THE 2nd SUBCOMMITTEE MEETING ON SHELTER SECURITY

I. OBJECTIVE

To select the most responsive bidder to provide catering service for the 2nd Subcommittee Meeting on Shelter Security.

II. SCOPE OF WORK AND DELIVERABLE

The winning bidder shall:

1. Provide catering service, which include morning snacks, lunch, and afternoon snacks for 65 persons;
2. Provide adequate number of waiters/waitresses;
3. Provide kitchenware/chinaware, glassware, and other cutleries to be used during the event;
4. Ensure the complete preparation and set-up of tables and chairs before the start of the event;
5. Ensure and maintain the quality of the food to be served;
6. Ensure that the food shall be ready for serving at least 30 minutes before the appointed time; and
7. Proposed menu should be submitted to HGC for approval.

III. PROJECT DESCRIPTION

Date of Event	:	August 28, 2019 (Wednesday) 8:30 a.m. Jade Bldg., 335 Sen. Gil Puyat Ave., Makati
City		
Type of Meals	:	Morning and Afternoon Snacks Lunch
Lunch Set-up	:	Buffet set-up

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IV. MODE OF PAYMENT

1. No downpayment to be required upon confirmation.
2. Payment to be made in check.
3. Payment to be made 15 days after receipt of billing.

V. APPROVED BUDGET

The approved budget for the contract is Sixty-Five Thousand Pesos (P65,000.00), inclusive of all applicable taxes.

VI. CRITERIA FOR SELECTION

The proposal shall be evaluated using the Cost-Quality method where Quality is 70% and Cost is 30%, details as follows:

Criteria	Weight
A. Quality Food Selection (Variety of food selections)	70 %
B. Cost	30%
Total	100%

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