

CATERING SERVICES FOR THE QUALITY AND INFORMATION SECURITY MANAGEMENT SYSTEM (QISMS) TRAINING

TERM OF REFERENCE

1. OBJECTIVE

Home Guaranty Corporation (HGC) is seeking proposal from competent and eligible caterers that will meet the requirements of HGC in relation to the conduct of its QISMS Training on Business Continuity Implementation and Documentation Course and Internal Audit on May 8, 16, 17, 2019.

2. REQUIREMENTS

The prospective provider must submit the following:

- a. Detailed food line up for Breakfast, Buffet Lunch and PM Snacks (with description as necessary) with flowing coffee; and
- b. Set up of chairs and tables.

3. SCOPE OF WORK

The winning bidder shall:

- a) Provide catering services for Sixty (60) persons:
- b) Serve Breakfast, Lunch, Finger Foods, and PM Snacks in buffet set up;
- c) Lunch should be at least two (2) main course, vegetables, salad, dessert, rice and drinks;
- d) Proposed menu should be submitted to HGC for approval;
- e) Provide plates, glasses, spoons, forks and cutleries to be used during the activity;
- f) Provide adequate staff to set up the food, utensils and tables; and
- g) Ensure the quality of the food to be served.

4. CRITERIA FOR SELECTION

Criteria	Weight
A. Quality <ul style="list-style-type: none">• Food Selection: 70% (Variety of food selections)• Packaging: 30%	50%
B. Commissary's Location	20%
C. Cost	30%

5. APPROVED BUDGET

The Approved Budget for the Contract is **Eighty Thousand Pesos (Php80, 000.00)** inclusive of applicable taxes.



RAFAEL P. DELOS SANTOS

Chairperson

Bids and Awards Committee

