

TERMS OF REFERENCE

- I. **PROJECT TITLE** : **Procurement of catering services for the National Women's Month Celebration**
- II. **PURPOSE/ OBJECTIVES** : The Philippine Council for Women has identified the 2023 theme *WE for gender equality and inclusive society*, with the official hashtag #WEcanbeEquAll, which are both an affirmation and call for action to close the gender gaps and gather more support to the advocacy.
- III. **APPROVED BUDGET FOR THE CONTRACT** : **P 27,900.00**
- IV. **MINIMUM REQUIREMENTS**
1. Must be capable of providing the following services:
 - Preparation and serving of food and beverages requirements for an activity/ event
 - Logistical and delivery requirements
 2. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS); and
 3. Must be willing to provide service on a send bill arrangement

LOT I

A. Launching of GAD Corner and Child Minding Center

Particulars	Quantity
AM Snacks	55 pax

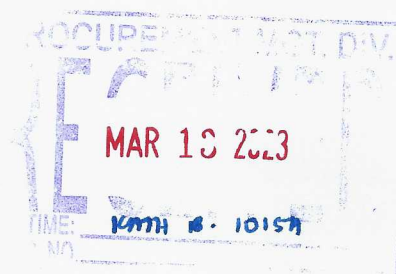
Participants : DOT-GFPS, TWG and DOT-GFPS Secretariat and DOT employees

Venue : DOT Ground Floor

Event : Launching of GAD Corner and Child Minding Center

Date : Thursday, 16 March 2023

No of pax : 55 pax



B. Film Showing

Particulars	Quantity
AM Snacks	50 pax
PM Snacks	50 pax

Participants : DOT Employees
Event : Film Showing
Venue : DOT Multipurpose Hall
Date : Thursday, 30 March 2023
No. of Pax : 100 pax

V. OTHER REQUIREMENTS FOR THE SNACKS :

A. Launching of GAD Corner and Child Minding Center

Provide a set-up including table, saucers/ plates and centerpiece;

- 3 Kinds of finger food (preferably empanada, burger sliders, lumpiang shanghai)
- 2 Filipino pastries/ kakanin (preferably sapin-sapin, pichi-pichi)
- 2 Fruit juices (drink) (preferably cucumber and calamansi)
- Menu shall be subject to the approval of end-user

B. Film Showing

- Packed snacks preferably sandwich (tuna/ ham and cheese) with potato chips or fries
- Drinks preferably bottled softdrinks (coke/ sprite/ royal)
- Well-groomed food servers
- Menu shall be subject to the approval of end-user

VI. **LOGISTICAL REQUIREMENTS** : Catering set-up must be prepared at least 2 hours before the event and delivered on the day of the actual event.

VII. BUDGET :

The total Approved Budget for the Contract is **TWENTY-SEVEN THOUSAND NINE HUNDRED PESOS ONLY (P 27,900.00), including all applicable taxes**, and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with most advantageous package cost, provided that the amount of bid does not exceed the above total budget.

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C. CONTACT PERSON

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