

**TECHNICAL SPECIFICATIONS
CATERINGS SERVICES**

(Target Implementation Date: July to December 2024)

I. PROJECT

Procurement of Catering Services for the Philippine Tourism Awards related meetings

II. OBJECTIVE

To procure a service provider for the provision of Meals for various PTA related meetings

III. DURATION OF THE CONTRACT

From the execution of contract until 31 December 2024 or upon exhaustion of the contract cost, whichever comes first.

IV. SCOPE OF WORK/ DELIVERABLES

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered
- Must be willing to provide services on a send bill arrangement
- The winning service provider shall be paid the amount of actual services rendered after each service.
- Meal Requirements:

Particulars	Unit Cost	No. of Pax	Estimated No. of Meetings
A. Assisted Buffet Lunch - 2 Viand (Beef, Fish, Pork or Chicken) - 1 Vegetable dish - Soup - 1 dessert - Rice - Softdrinks/Juice - Water	500	30 pax	2 Meetings
B. Assisted Serviced Snacks - Pasta or Noodle Dish - Cake Bread or Sandwich	300	30 pax	4 Meetings
- Coffee or Tea - Water	280	50 pax	2 Meetings

Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled activity. In case of cancellation of order, service provider will be notified one (1) day before the scheduled meeting/activity. Likewise, service provider shall be notified on the number of meals to be prepared for those participants with food restrictions (no-pork for Muslims, etc.).

V. BUDGET OF THE PROJECT – Php 94,000.00

The amount shall be charged against the 2024 GAA of the OTDPRIM - Tourism Policy Formulation and Planning Program under Enriching Experiences and Enhancement of Overall Tourist Experience, Investing for Strategic and Long Term Products and Maximization of Domestic Tourism.

IV. PROJECT OFFICER / CONTACT PERSON:



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Approved by:



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