

## TERMS OF REFERENCE

### (Supply and Delivery of Catering Services)

1. The Bases Conversion and Development Authority (BCDA) intends to engage Caterers for the **supply and delivery of catering services** for Special Bids and Awards Committee for Clark International Airport Expansion Project-related activities.
2. The Caterer should have the following minimum qualifications:
  - a. Must have at least two (2) years continuous business operation with experience in catering services for meetings/ seminars/ workshops in private and/or government corporations
  - b. Must be able to provide food with superior taste and attractive buffet presentation
3. The Approved Budget for the Contract (ABC) is **SIX HUNDRED TWENTY-FOUR THOUSAND PESOS (PhP624, 000.00)** inclusive of all applicable taxes, charges, duties and fees.
4. The Scope of the Catering Services include the following:
  - a. The Catering Services cover the provision of food, utensils and staff during official SBAC Meetings.
  - b. The number of meetings and meals are as follows:

DATE	MEETINGS	MAX PAX	MEAL/PAX		
			AM Snack (P350/pax)	Lunch (P650/pax)	PM Snack (P350/pax)
MAY 21, 2018 2 <sup>nd</sup> Qtr 2018	Pre-Bid Conference	150	~ Cocktails~ (P650/pax)		
MAY 22, 2018 2 <sup>nd</sup> Qtr 2018	Day 1 One-on-One Meeting with Bidders	80	80	80	80
JULY 20, 2018 2 <sup>nd</sup> Qtr 2018	Submission & Bid Opening	150	150	150	150
JULY 26, 2018 2 <sup>nd</sup> Qtr 2018	Technical Proposals	80	80	80	80
AUG 6, 2018 2 <sup>nd</sup> Qtr 2018	Financial Proposals	80	80	80	80

Each event/meeting shall be contracted separately. The date and number of meetings, as well as the number of pax are estimates and may vary depending on the requirement of the SBAC. The bidder must submit a financial proposal based on the price per meal, per person.

The contract shall be for a period of three (3) months commencing on the actual schedule of the first meeting.

- c. The caterer shall provide at least one (1) Waiter in appropriate attire and skillful in food preparation, table arrangement and serving.
- d. A simple buffet station shall be set up at least one (1) hour before the scheduled lunch meeting.
- e. The Caterer shall ensure the following:
  - Complete preparation and set-up of buffet tables.
  - The quality of the food to be served.
  - Food shall be ready for serving at least one (1) hour before the appointed time.
  - The collection and clean-up of goods and left-over after the event.

5. BCDA shall:

- a. Provide the venue for the event and coordinate with the caterer concerning other pertinent details of the event.
- b. Provide appropriate/adequate space for the caterer to hold and prepare the food.
- c. Pay the winning bidder after the actual event provided that all pertinent documents are properly submitted.

6. The selection of the Caterer shall follow the procedures for the procurement of Goods under Republic Act (RA) 9184 or the Government Procurement Reform Act. The award of the contract shall be made to the Caterer which submitted the Lowest Quotation.

Recommended by:



**MARGARITA G. IGNACIO**  
Secretariat, SBAC  
CIA O&M Project

Approved by:



**JOSHUA M. BINGCANG**  
Chairperson, SBAC  
CIA O&M Project