

TERMS OF REFERENCE

Procurement of Catering Services for the PDIC First Alumni Meet-up

I. BACKGROUND

The PDIC's First Alumni Meet-up with the theme, "Kumustahan with PDIC Alumni," will be held on **June 17, 2022, Friday, 2:00 p.m.-4:00 p.m.**

A professional banquet/ catering services for 150 pax is required for the **managed merienda cocktail buffet** for the Alumni and PDIC Personnel at the 5th Floor, Conference Rooms, PDIC Chino Buiding, Chino Roces Avenue, Makati City.

II. QUALIFICATIONS

The catering services provider shall:

1. Have a track record in the banquet industry for the last **five (5) years**;
2. Have PHILGEPS registration.
3. Have at least one (1) over-all coordinator assigned as person in-charge of pre-event preparation and coordination, and manage the buffet station to be set up at the 5th Floor, Conference Rooms, PDIC Chino Building, Chino Roces Avenue, Makati City.
4. Have at least five (5) waiters for the managed merienda cocktail buffet;

III. DETAILS

Budget Allocation: Php 90,000.00

MANAGED MERIENDA COCKTAIL BUFFET			Allocation/ Estimated Unit Cost Per Pax (Php)	Total Estimated Cost (in Php)
No. of Pax	Menu	Others	Cost inclusive of Taxes	
150 pax	<ul style="list-style-type: none">• Pasta• Pancit• Eggrolls• Vegetable Crudite• Cups	At the 5 th Floor Conference Rooms: -25 cocktail tables fully	600/pax for 150 pax	Php90,000.00

MANAGED MERIENDA COCKTAIL BUFFET			Allocation/ Estimated Unit Cost Per Pax (PhP)	Total Estimated Cost (in PhP)
	<ul style="list-style-type: none"> • Asstd. Mini Sandwiches/ • Canapes/ • Asstd. Hors Devours • Fruits/ Asstd. Tarts/ Pastries • Nuts/ Chips <p>Flowing Coffee, Tea, Juice, Water</p>	<p>skirted in PDIC corporate colors</p> <p>Skirtings for -buffet table -registration table</p> <p>-10 conference table covers -100 monobloc chairs with covers</p>		

IV. PAYMENT TERMS

Full payment through cheque, within seven (7) working days from PDIC's receipt of Billing/ Invoice from service provider.

V. TASKS

A. Pre-event

1. Food taste session based on selected menu option at least seven (7) working days before the event.
2. Ocular inspection of the event venue to determine appropriate requirements for the buffet station and venue set-up.
3. Ingress of furniture, fixtures and equipment at least a day before the event (e.g. skirting of event tables and registration table may commence)

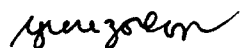
B. Event proper

1. Food serving starts at approximately 2:00 p.m.
2. Ensure quality of food/ drinks and services.
3. Egress

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