

TERMS OF REFERENCE

Catering Services for the PDIC's 52nd Anniversary and Mid-year PRAISE Awards

BACKGROUND

In celebration of the PDIC's 52nd anniversary, the Corporation will hold an anniversary thanksgiving mass and PRAISE Awards ceremonies on June 22, 2015. The PRAISE Awards will honor service and loyalty awardees.

A professional banquet/catering services for the following is required:

1. Managed buffet brunch for management, guests and PRAISE Awardees (110 pax)
2. Packed brunch meal for the personnel (1,076 personnel)

REQUIREMENTS AND QUALIFICATIONS

The catering services provider shall have proven capability and track record in the banquet industry for the last five (5) years.

It must also have the capability, resources and experience in either or both of the following:

1. Buffet catering for 110 pax
2. Packed meals for 1,076 pax.

It must also:

A. For Buffet Brunch	B. For Packed Meals
Have PHILGEPS registration	
Have at least two (2) coordinators assigned as persons-in-charge of pre-event preparations and coordination with the PDIC	
Have at least four (4) waiters for the managed buffet brunch	Have at least four (4) assistants for the food distribution of packed meals

The catering services provider may be same or different for the managed buffet brunch and packed meals.

DURATION

Both catering services requirements should be delivered on June 22, 2015.

PAYMENT TERMS

Through cheque, within seven (7) working days from receipt of Billing/Invoice

TASKS

For Buffet Brunch	For Packed Meals
A. Pre-event	
Food taste session based on selected menu option	Food taste session based on selected menu option
	Distribution plan/strategy
B. Event Proper	
Ingress at least two hours before the program (tables and chairs transported a day prior to event preferred)	Packed meals ready for distribution one hour before end of program
Banquet set-up one hour before end of program at the 9/F	Assist in the distribution of packed meals and drinks to PDIC personnel
Ensure quality of food and drinks to be served	Ensure quality of food and drinks to be served
5. Egress	

DETAILS

Budget allocation for catering services

Particulars	No. of pax	Menu	Estimated Cost per Pax (in Php)	Estimated Total Cost (in Php)
Managed Buffet Brunch	110 pax	4-course meal: <i>Fish, Chicken, Pork and Beef</i> Pasta Vegetables Rice Soup Dessert/Fruits Refillable coffee, tea and iced tea Water	700.00	77,000.00
Packed Brunch	1,076 pax	3-course meal: <i>Fish, Chicken, Beef or pork</i> Pasta Vegetables Rice Dessert Soda or Juice	300.00	322,800.00