

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : TO PROVIDE BUFFET MEALS FOR THE CRAFTING OF THE CY 2025 WORK AND FINANCIAL PLAN ON THE IMPLEMENTATION OF PCA PROGRAMS AND PROJECTS

LOCATION : PCA Cental Office Diliman, Quezon City

II. SCOPE OF WORK

The Supplier shall provide buffet meals for the following dates:

A. January 13, 2025 –BUFFET MEALS FOR 80 PAX

LUNCH

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

PM SNACKS

MENU:

- Pancit bihon
- Puto 2pcs
- Bottled juice

DINNER

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

B. January 14, 2025 –BUFFET MEALS FOR 80 PAX

BREAKFAST

MENU:

- Rice/Fried rice
- Beef Alacubana
- Fish with tomatoes
- Veggie/Ensalada
- Sliced Fruit
- Bottled water

AM SNACKS

MENU:

- Spaghetti Bolognese
- Garlic Toast
- Bottled juice

LUNCH

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

PM SNACKS

MENU:

- Pancit bihon
- Puto 2pcs
- Bottled juice

DINNER

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

C. January 15, 2025 –BUFFET MEALS FOR 80 PAX

BREAKFAST

MENU:

- Rice/Fried rice
- Beef Alacubana
- Fish with tomatoes
- Veggie/Ensalada
- Sliced Fruit
- Bottled water

AM SNACKS

MENU:

- Spaghetti Bolognese
- Garlic Toast
- Bottled juice

LUNCH

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

PM SNACKS

MENU:

- Pancit bihon
- Puto 2pcs
- Bottled juice

DINNER

MENU:

- Rice
- Beef/Pork
- Fish/Chicken
- Vegetable
- Dessert
- Bottled water

- Free-flowing coffee throughout the activity.
- Provide plates, glasses, spoon and forks and other cutleries to be used during meals.
- Provide atleast two (2) uniformed waiters during the activity

TOTAL ABC: 244,000.00

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on January 13, 2025, 08:00am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC/DTI/CDARegistration Certificate
- b. Mayors' Permit or Business Permit
- c. PHILGEPS Registration
- d. Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from January 10-13,2025 08:00am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcagc@yahoo.com

Delivery /Payment terms: Date of Event

Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

Bidder's Authorized Representative