



TERMS OF REFERENCE CATERING SERVICE

I. OBJECTIVE

To select the most responsive bidder to provide catering service for the HGC Board of Directors Meeting.

II. SCOPE OF WORK AND DELIVERABLE

The winning bidder shall:

1. Provide catering service for approximately 50 persons;
2. Provide adequate number of waiters/waitresses;
3. Provide kitchenware/chinaware, glassware, goblets, cups, knives, spoons, forks and other cutleries to be used during the event;
4. Ensure the complete preparation and set-up of tables and chairs at least two (2) hours before the start of the event;
5. Ensure and maintain the quality of the food to be served;
6. Ensure that the food shall be ready for serving at least one (1) hour before the appointed time;
7. Proposed menu should be submitted to HGC for approval; and
8. Meals will be served sit-down style for VIP guests.

III. PROJECT DESCRIPTION

Date of event : August 27, 2019 (Tuesday)
9:00 AM
335 Sen. Gil Puyat Ave., Makati City

Mode of Serving Meals : VIP Guests - Meals will be served sit-down style
Other Guests - Buffet style

Type of Meal : Lunch

Set-up : Buffet set-up

IV. MODE OF PAYMENT

1. No downpayment to be required upon confirmation.
2. Payment to be made in check.
3. Payment to be made 15 days after receipt of billing.

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V. APPROVED BUDGET (Chargeable against the Corporate Operating Budget for CY 2019)

The approved budget for the contract is ONE HUNDRED THOUSAND PESOS (₱100,000.00) inclusive of beverages, VAT, Service Charge and Catering Fee .

VI. CRITERIA FOR SELECTION

The proposal shall be evaluated using the Cost-Quality method where Quality is 70% and Cost is 30%, details as follows:

Criteria	Weight
A. Quality Food Selection (Variety of food selections)	70 %
B. Cost	30%
Total	100%

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