



## TERMS OF REFERENCE

### PROCUREMENT OF MEALS FOR THE ANTI-SEXUAL HARASSMENT SEMINAR

#### I. SCOPE OF WORK

1. The service provider shall supply and deliver Meals for approximately 110 persons on 06 September 2019 at the HGC Multi-Purpose Hall, 5<sup>th</sup> Floor, 335 Jade Building, Sen. Gil J. Puyat Avenue, Makati City.

2. The details of the project are as follows:

- Type of Meal : **AM SNACK**
- Assorted Bread (Cinnamon, Ham and Cheese Roll, Ube Roll)
- : **LUNCH**
- Salmon Belly in Lemon Butter Sauce
  - Mix Vegetables
  - Rice
  - Tart
  - C2 Solo
- : **PM SNACK**
- Palabok
  - Puto
  - C2Solo

#### **Inclusions:**

- Free flowing coffee
- Table Buffet Set-up with accents
- Buffet Centerpiece
- 3 Service Crew

3. The quantity to be delivered to the address specified above shall be based on the actual order placed by HGC.
4. Payment shall be based on the actual orders placed by HGC and delivered by the provider.

**II. APPROVED BUDGET FOR THE CONTRACT**

**FIFTY-THREE THOUSAND EIGHT HUNDRED PESOS (P 53,800.00)** inclusive of applicable taxes and Service Charge.

  
**ENGR. RAFAEL P. DE LOS SANTOS**  
Chairperson  
Bids and Awards Committee