

**TERMS OF REFERENCE  
CATERING SERVICES FOR THE LEADERSHIP AND MANAGEMENT  
DEVELOPMENT COURSE**

**1. OBJECTIVES**

The Home Guaranty Corporation (HGC) is seeking proposals from competent and eligible caterers that will meet the requirements of HGC in relation to the conduct of its Leadership and Management Development Course consisting of five (5) modules scheduled on the following dates:

- a) Module 1 – January 9-10, 2018
- b) Module 2 - January 11-12, 2018
- c) Module 3 - January 16-17, 2018
- d) Module 4 - January 18-19, 2018
- e) Module 5 - January 23-24, 2018

**2. REQUIREMENTS**

The prospective provider must submit the following:

- a) Detailed food line up for AM snacks, lunch and PM snacks per day (with description as necessary); and
- b) Description of the packaging for snacks.

**3. SCOPE OF WORK**

The winning bidder shall:

- a) Provide catering services for forty two (42) persons;
- b) Provide adequate staff to set up the food, utensils and tables;
- c) Provide plates, glasses, spoons, forks and cutleries to be used during the activity;
- d) Ensure the quality of the food to be served;
- e) Serve lunch in buffet set up; and
- f) Serve packed AM and PM snacks in appropriate packaging.

**4. CRITERIA FOR SELECTION**

Criteria	Weight
A. Quality <ul style="list-style-type: none"><li>▪ Food Selection: 70% (Variety of food selections)</li></ul>	70%

▪ Packaging: 30%	
B. Cost	30%

## 5. APPROVED BUDGET

The Approved Budget is One Hundred Fifty Nine Thousand Six Hundred Pesos (P159,600.00) inclusive of applicable taxes

.

**JIMMY B. SARONA**  
Chairperson  
Bids and Awards Committee