

## TERMS OF REFERENCE

### ENGAGEMENT OF CATERING SERVICES FOR THE RECOGNITION DAY OF 'ANNUAL MILLION TREES CHALLENGE – AS PART OF THE CONTINUOUS CELEBRATION OF THE 140<sup>TH</sup> ANNIVERSARY OF METROPOLITAN WATERWORKS & SEWERAGE SYSTEM- CORPORATE OFFICE (MWSS- CO)

#### I. Rationale

The Metropolitan Waterworks & Sewerage System-Corporate Office (MWSS-CO) will be having a Recognition Day for its Stakeholders of the Annual Million Trees Challenge on 23 July 2018. The event is part of the celebration of the MWSS' 140<sup>th</sup> Anniversary - a milestone in the life of MWSS-CO as it continuously pursues its thrust of properly operating and maintaining waterworks system, ensure an uninterrupted and adequate supply and distribution of potable water for domestic and other purposes, and the proper operation and maintenance of sewerage systems in its service areas.

In view of this celebration, the MWSS-CO intends to engage the services of a **CATERING SERVICES** with long years of experience in the business. The Catering Services shall provide the following:

Cocktails	<ul style="list-style-type: none"> <li>• Nachos with Cheese and Ground Meat</li> <li>• Finger Foods – chicken, ham, cheese, pork, tuna tart</li> <li>• Sandwiches – clubhouse, mini-burger, French bread w/chicken</li> <li>• Drinks - 3 different juices / punch and coffee/tea</li> <li>• Dessert Bar</li> <li>• Pasta Bar</li> </ul>
Set-Up	<ul style="list-style-type: none"> <li>• Motif is white, blue and silver</li> <li>• 20 round tables of 10 pax/table for the guests with floor-length linen and centerpiece/floral arrangement</li> <li>• Buffet Table with centerpiece/floral arrangement</li> <li>• Chairs with cover and accent/ribbon</li> <li>• Complete catering equipment and utensils, glassware and dinnerware</li> <li>• Purified drinking water and ice for drinks</li> <li>• Additional ice in three (3) 55-liter cooler boxes</li> <li>• Chafing dish and chopper for lechon</li> </ul>
<b>Brief Description</b>	Procurement of Catering Services Provider
Number of Attendees	200 PAX
Venue	MWSS Multi-Purpose Hall
TIME	4:30 TO 6:00 PM

## **II. Approved Budget for the Contract**

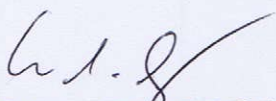
The approved budget for the contract is **Two Hundred Sixty Thousand Pesos (P100,000.00)** including government taxes and charges.

## **IV. Mode of Procurement**

The procurement/engagement of the **CATERING SERVICES** shall be in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 or the "Government Procurement Act."

## **V. Payment Scheme**

Payment shall be made not later than fifteen (15) days upon presentation by the provider of the bill receipt which is after the completion of the event through bank draft net of all applicable taxes/charges.



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