

## **TERMS OF REFERENCE**

### **Procurement of Catering Services for In-House Training of IMS (ISO) Core Team**

#### **I. REQUIREMENTS:**

Individually food packs (lunch and afternoon snacks) for 40 personnel in four (4) days on the agreed date and time of delivery between April 19, 2022 to April 22, 2022, at Jade Building, Sen. Gil Puyat Avenue and Cititower Office, 17<sup>th</sup> Floor BDO Towers Valero, 8741 Paseo De Roxas Street, Makati City.

##### Food Requirements (Lunch):

Viand:	2 Main Dish (Fish and Pork/Chicken)
Rice:	Steamed Rice
Side Dish:	Vegetable
Dessert:	Muffin, Fruits, Caramel Bar
Drinks:	Canned Soda
	Table napkins and utensils

##### Food Requirements (Afternoon Snacks):

Viand:	Pasta/Noodles
Additional:	Sandwich/Bread or Native Cakes
Drinks:	Juice or Iced Tea

(Proposed menus shall be submitted to PHILGUARANTEE for approval)

##### Other Requirements:

1. Submission of a written statement that the provider complies with the criteria specified under the Technical Specification for Food and Catering Services of GPPB Green Public Procurement.
2. Submission of a copy of environmental policy signed by the Chief Executive Officer or counterpart and indicate how it is made available to guests and staff personnel.
3. Submission of written statement declaring compliance with the requirements on waste and packaging. Pictures of packaging samples or internal waste reduction management initiative must be submitted.

## **II. APPROVED BUDGET FOR THE CONTRACT**

The Approve Budget for the Contract is Ninety Thousand Pesos (Php 90,000.00) inclusive of applicable taxes.

A handwritten signature in black ink, appearing to read 'Estrellita N. Tesoro', written in a cursive style.

**ESTRELLITA N. TESORO**

**Vice President**

**Compliance Management and Standards Office**