

**TERMS OF REFERENCE  
PROCUREMENT OF MEALS FOR THE PHILGUARANTEE ANNIVERSARY  
CELEBRATION**

**I. Objective**

To procure meals for the PHILGUARANTEE Anniversary celebration.

**II. Specifications**

➤ Lunch

a. 25 orders of the following:

- 2 Viands
- 1 Rice
- 1 Vegetable
- 1 Dessert of fresh fruits
- 1 Canned soda or bottled drink

a.1. Managed buffet set-up with complete catering equipment and utensils; and

b. 391 orders of the following:

- 1 Viand
- 1 Rice
- 1 Vegetable
- 1 Dessert
- 1 Canned soda or bottled drink

Delivery Date: September 25, 2023 (tentative)

Time: 09:00 a.m.

➤ Menu to be approved by PHILGUARANTEE.

**III. Other Requirements**

1. Submission of a written statement that the provider complies with the criteria specified under the Technical Specification for Food and Catering Service and GPPB Green Public Procurement.
2. Submission of the copy of environmental policy signed by the Chief Executive Director 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 packing samples or internal waste reduction management initiative must be submitted.

**IV. Approved Budget for Contract**

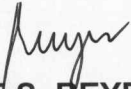
The approved budget for contract is One Hundred Sixty Thousand Pesos & 00/100 (₱160,000.00) only, inclusive of all applicable taxes and other charges.

**V. Payment Terms**

Thirty (30) calendar days after acceptance of complete delivery.

**VI. Delivery Terms**

Delivery shall be made during the celebration.

  
**ATTY. RONCES ANNE S. REYES-DE LEON**  
Officer-in-Charge

Human Resource and Organizational Development Department