

## TERMS OF REFERENCE

### Background

The Philippines will host the Association of Southeast Asian Nations (ASEAN) in 2017 and the Department of Tourism (DOT) has been assigned to Chair the Committee on Tourism Hospitality, Tours, Social Events, and Site Enhancement.

The Tourism Promotions Board (TPB), as the marketing arm of DOT was designated to Chair the DOT ASEAN 2017 Working Group on Social Events tasked to plan, execute, and supervise all cultural presentations for the ASEAN 2017 welcome dinner receptions for the ASEAN Summits, Ministerial Meetings and Senior Officials Meetings which will take place in various parts of the country.

ASEAN aims to create a rules-based, people-centered and people-oriented community that has the following characteristics:

1. United, resilient and inclusive;
2. Highly integrated and cohesive; competitive, innovative and dynamic; with enhanced connectivity; and integrated with the global economy; and
3. One that engages and benefits the people.

Since the Philippine hosting will also coincide with the *50th Anniversary of ASEAN*, the Philippines can highlight ASEAN's success and achievements over the last 50 years and its instrumental role in the continuing evolution of ASEAN as one of its five founding members.

### Requirement: Catering Services for the ASEAN Dinner Receptions

#### Dinner Receptions:

1. **Special Meeting of ASEAN Intergovernmental Commission on Human Rights**

#### Dinner Reception

Host Agency : Department of Foreign Affairs  
Date : 03 August 2017  
Venue : Ayuntamiento  
Pax : 100 Pax

2. **Socio-Cultural Community, Coordinating Conference on the ASEAN Socio-Cultural Retreat**

Host Agency : Department of Social Welfare and Development  
Date : 13 August 2017  
Venue : Ayuntamiento  
Pax : 100 Pax

### Food and Beverage Requirements

- Establishment must be able to cater/ provide the event's food and beverage requirements (buffet dinner and cocktails) for 100 pax per dinner reception;
- Complete customized set-up for the buffet stations, cocktails/ lounge setup and ambient décor styled according to the evening's theme;
- Must be able to provide a minimum of 5 course menu that will showcase Filipino and International cuisine and offer continental dishes as well with one round of drinks for the dinner buffet;

- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, vegan, gluten-free, diabetic, food allergies, etc.);
- Must be able to provide pass around canapés and welcome drinks at the pre-function lobby;
- Open Bar for the duration of the dinner
- Must be able to provide waiter service / food servers for the VIP (type of service for VIPs is Plated);
- Must be able to provide uniformed and well-trained banquet service personnel;
- Must conduct food sampling/tasting for selected members of the DOT-TPB and present a mock-up banquet set-up presentation at least one week prior to the event;
- Final F&B minimum guarantee should be based on participant estimates before the event;

#### **Eligibility Requirements**

- Must be Filipino owned, operated and legally registered events venue under Philippine laws;
- Must have at least three years' experience in holding/staging large international conventions/conferences and catered for dinner receptions;
- Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
- Human Resource list for the Catering Company must be submitted at least two days prior;

#### **Technical Eligibility Requirements**

- DTI Business Registration/SEC Certificate or its equivalent
- Mayor's Permit or License/Permit to Operate or its equivalent
- BIR Registration with TIN
- Income/Business Tax Return
- PhilGEPS Number/Certificate (if applicable)
- Company profile

#### **Contract of Service/Financial Computation**

The financial proposal should cover the following expenditures:

- Food
- Floral Arrangements
- Catering equipments
- Human Resource
- Catering services

**Budget/Amount: Php 995,000.00 inclusive of taxes**

#### **Contact Person:**

Mr. Alex M. Macatuno  
Telephone Number: (02) 459-5200 to 30 ext. 514  
Email: [ammacatuno@tourism.gov.ph](mailto:ammacatuno@tourism.gov.ph)

Mr. Jim Ray Bagsic  
Telephone Number: (02) 459-5200 to 30 ext. 514  
Email: [jrbagsic@tourism.gov.ph](mailto:jrbagsic@tourism.gov.ph) | [bagsicjimray@gmail.com](mailto:bagsicjimray@gmail.com)

Mr. Elijah Joy Alonzo  
Telephone Number: (02) 459-5200 to 30 ext. 514  
Email: [alonzo.elijahjoy@gmail.com](mailto:alonzo.elijahjoy@gmail.com)