



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division of Pasig City

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**Term of Reference - Catering Service for 1<sup>st</sup> Pasig City Senior High School Congress and Awarding Ceremony**

To seek a professional catering service to provide meals for an upcoming event, **1st Pasig City Senior High School Congress and Awarding Ceremony** which will take place on June 26 and June 27, 2023. The event will be attended by approximately 1550 guests. The catering service will be responsible for delivering meals on both days, with specific requirements outlined as follows:

1. Event Details:

- Event Name: 1st Pasig City Senior High School Congress and Awarding Ceremony
- Event Dates: June 26 and June 27, 2023
- Number of Guests: 1550 guests (310 per meal) – **Day 1- Full Meal Day 2 – Lunch & Snack**

2. Meal Requirements:

- Day 1 (June 26, 2023):
  - Full meal service including breakfast, lunch, and a snack.
- Day 2 (June 27, 2023):
  - Lunch service, consisting of a packed meal in bento packaging.
  - A snack should also be provided, packed separately from the lunch.

3. Menu Specifications:

- Day 1 (June 26, 2023): (in bento packaging)
  - Breakfast: **1 rice, 1 chicken tocino, 1 sunny side up egg and 1 banana** with bottled water
  - Lunch: 2 viands (meat & chicken) with rice, dessert and bottled water
    - **Pork hamonado & Grilled chicken, leche flan**
  - Snack: pasta with sandwich, bottled water
    - **lasagna with ham sandwich**
- Day 2 (June 27, 2023):
  - Packed Lunch (in bento packaging):
    - 1 rice, 2 viands (meat & chicken) with rice, dessert and bottled water
      - **Beef caldereta & cordon bleu, coffee jelly**
  - Snack (packed separately):
    - **Pasta with sandwich, bottled water**
    - **Baked mac with egg sandwich**

4. Dietary Restrictions and Preferences:

- Provide a variety of meal choices to accommodate diverse preferences.

5. Delivery Requirements:

- Meals should be delivered on time and in an organized manner.
- Delivery times and locations will be provided closer to the event date.  
Delivery Time : 2 hrs before the schedule breakfast, lunch. Snack  
Location: Tanghalang Rizal  
Look for: Lovely Rollaine B. Cruz – 09059320623      Romina Labrador- 09228695874

6. Service Requirements:

- The catering service provider should ensure the cleanliness and hygiene of the food preparation and delivery process.
- All necessary equipment, utensils, and packaging materials should be provided.
- Professional and well-trained staff should be available to handle the catering service.





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7. Proposal Submission:

- Interested catering service providers should submit their proposals .
- The proposal should include the proposed menu, cost breakdown, sample packaging, and any relevant certifications.

8. Selection Criteria:

- The selection of the catering service provider will be based on factors such as menu variety, cost-effectiveness, quality of service, experience, and responsiveness.

9. The total ABC for the said catering service is 255,130.00.

Prepared by:

*LR Boria*

**LOVELY ROLLAINÉ B. CRUZ**  
SEPS-Planning and Research

