

**TERMS OF REFERENCE**  
**Food and Beverage Caterer for**  
**Trade and Tourism Networking Night 2019 with Philippine Exporters and MICE Players**  
**13 September 2019, Philippine Trade Training Center (PTTC) Lobby**

**Purpose:**

As part of our building relationship, an informal gathering (Trade and Networking Night) will be organized among Philippine Exporters, Industry Leaders, Association Members, Government Officials, Resource Persons and Trade & Tourism experts on 13 September (Friday) at the Philippine Trade Training Center (PTTC) Lobby, from 5:00pm to 9:00pm:

1. Expand network and connections with business community (trade and tourism);
2. Spot business opportunities for growth amidst current market shifts;
3. Gather ideas, perspectives, and opinions on how to revitalize export as a national growth strategy and positioning Philippines as an alternative market to China amidst current US-China trade war;
4. Aggressive promotion of PH as export trade, tourism and investment hub.

**Requirements:**

1. Projected number of attendees	200 pax
2. Budget Cost (P500.00 per head)	PhP 100,000.00
3. Amenities	<ul style="list-style-type: none"> <li>✓ Elegantly presented Buffet Table</li> <li>✓ Round Dining Tables</li> <li>Qty: 20 (10 pax per table, with linens, accents, centerpiece and chairs)</li> <li>Well groomed, uniformed and trained food attendants (should always be ready to serve with a smile)</li> </ul>
4. Food Requirements	<ul style="list-style-type: none"> <li>➤ Soup</li> <li>➤ Salad bar or pica pica</li> <li>➤ Noodles or Pasta</li> <li>➤ 4 main course (meat, chicken, fish, vegetables)</li> <li>➤ Rice</li> <li>➤ Desserts (fresh fruits, rice cakes)</li> <li>➤ Drinks (soda) or fruit juice</li> <li>➤ Coffee or tea</li> <li>➤ Purified Water</li> </ul>
5. Qualifications	<ul style="list-style-type: none"> <li>➤ The company should be at least 10 years in the food industry;</li> <li>➤ Must have eligibility requirements by RA 9184; and</li> <li>➤ Must have no prior record of unsatisfactory service for previous CITEM projects</li> <li>➤ Must have international catering experience for a government overseas projects.</li> </ul>
6. Theme/Motif	➤ "Croachella"

**Prepared by:**

  
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**Approved by:**

  
 Ma. Lourdes D. Mediran  
 Deputy Executive Director