

Annex A Terms of Reference Catering, food preparation and events services for the Philippine Independence Day celebration	
<b>Background</b> In celebration of the Proclamation of Philippine Independence, the Embassy of the Philippines in Switzerland intends to hold activities that will showcase Philippine cuisine.	
<b>Objectives</b> To secure a competent catering and events services for the commemoration activities to be organized by the Embassy.	
<b>Scope of Work:</b>	
Provision of catering services, food and refreshments, and related events and infrastructure services.	
<b>Contractor's Obligations:</b>  The Contractor shall: <ol style="list-style-type: none"> <li>1. Be located within Switzerland</li> <li>2. Provide necessary professional personnel that will deliver efficient catering, events and related services for at least 100 pax</li> <li>3. Comply with Swiss food and drinks, and health safety regulations</li> <li>4. Accept MWST or VAT exemption; and</li> <li>5. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery</li> </ol>	
<b>Terms of Payment</b> <ol style="list-style-type: none"> <li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and</li> <li>2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail.</li> </ol>	