

TERMS OF REFERENCE
CATERING SERVICE PROVIDERS FOR SCHEDULED
MEETINGS AT ASEAN SECRETARIAT FY2024

1. BACKGROUND

Most of meetings and events organized at the ASEAN Secretariat (ASEC), coffee/tea and lunch are always provided. There are scheduled meetings/events which are organized regularly and unscheduled meetings/events, which are organized on ad-hoc and needed basis.

The Administration and General Affairs Division (AGAD) is responsible to manage the catering services for scheduled meetings/events in close liaison with the concerned Departments/Directorates/Divisions.

Due to the nature of scheduled meetings/events are organized on regular basis, it is essential to conduct the procurement of catering providers in a fast track by selecting "Qualified Catering Vendors" to provide the services for one financial year on a needed basis.

2. OBJECTIVE

- 2.1 To invite catering service providers to participate in the catering pricing evaluation by submitting quotations based on the types of package.
- 2.2 To conduct the catering pricing evaluation based on the types of package.
- 2.3 To register the selected vendors in the ASEC list of "Qualified Catering Vendors" for ASEC regular meetings/events for the concerned Departments/Directorates/Divisions for selection.

3. SCOPE OF CATERING SERVICES

- 3.1 Validity: Up to 12 months within a Calendar year.
- 3.2 Type of meeting/function:
 - 3.2.1 Scheduled meetings; and
 - 3.2.2 other scheduled events.
- 3.3 Types of package:
 - 3.3.1 Coffee Break
 - 3.3.2 Half Day Meeting
 - 3.3.3 Full Day Meeting
 - 3.3.4 Full Board Meeting

- 3.3.5 Buffet
- 3.3.6 Set Menu
- 3.3.7 Meal Box
- 3.3.8 Coffee Break Box
- 3.3.9 Snack Box
- 3.3.10 Ala Carte/Additional

4. CONDITIONS

- 4.1 Interested vendors are required to submit certificates, business registration, or any relevant documents related to their services.
- 4.2 Interested vendors need to fill the expected deliverables list in Annex 1 and the catering pricing evaluation guideline in Annex 2. Prices provided must include VAT and delivery costs. Failure to submit and complete Annex 1 and 2, will not be included in the ASEC list of Qualified Catering Vendors.
- 4.3 No deposits or advance payments will be made for catering vendor prior its services. ASEC will pay after the services are provided by the vendor based on ASEC's order.
- 4.4 In the case of poor performance or unacceptable quality of foods/services provided by a catering vendor, **AGAD** may request the catering vendor to rectify the situation immediately in addition to any other remedy required. **AGAD** has the right to blacklist the said vendor should the poor performance or unacceptable quality of foods/services provided not be rectified and occur on a few times.
- 4.5 Any adjustment (add or reduce) on the catering specification including but not limited to food items and arrangements may be discussed and agreed by ASEC and vendor on a case-by-case basis.

5. REGISTRATION IN THE “Qualified Catering Vendor” Master List

AGAD will issue an offer letter to all participated vendors stating the price cap of each type of package. Those vendors who accept ASEC's offer will be registered in the ASEC list of “Qualified Catering Vendors” for the selection of ASEC's concerned Departments/Directorates/Divisions to provide catering services for their meetings/events organized at ASEC.

In order to convince ASEC's concerned Departments/Directorates/Divisions to choose the vendor from the list, it is advised that each vendor should provide the best services, for both quantity and quality, to meet its customers' requirements and within ASEC's allocating budget for each category/type as listed above.