



TERMS OF REFERENCE – CATERING SERVICES

Title of Assignment:	Catering Services for 3 Days PLMAM 2025
Period	4-6 November 2025
Location:	Honiara, Solomon Is.
Budget:	AUD \$80,000.00/ SBD \$400,000.00

I. Background

The PACER Plus Implementation Unit (PPIU) will host the 2025 Pacific Labour Mobility Annual Meeting (PLMAM) in Honiara, Solomon Islands from 3 to 6 November 2025. The event brings together key stakeholders from across the region to discuss labour mobility initiatives under the PACER Plus Agreement.

To support this event, the PPIU seeks the services of a qualified and experienced catering service provider to provide high-quality catering for 350 participants over the period 4–6 November 2025.

II. Scope of work

The Service Provider shall be responsible for the provision of catering services for the Pacific Labour Mobility Annual Meeting (PLMAM) hosted by the PACER Plus Implementation Unit. Services shall be delivered at the Honiara Aquatic Centre from 4–6 November 2025, and shall include the preparation, delivery, and service of morning tea, lunch, and afternoon tea for approximately 350 participants.

The scope of the work shall include but not be limited to the following:

- a. Daily catering (4–6 November 2025) for 350 participants.
- b. Morning tea, lunch, and afternoon tea each day.
- c. Running supply of coffee, tea, and water throughout the day.
- d. All meals must be freshly prepared, with options that cater to dietary requirements, including vegetarian, gluten-free, and allergy-friendly alternatives.
- e. Service must be provided at the Honiara Aquatic Centre, the confirmed venue for the PLMAM meeting.

III. Deliverables

The service provider is expected to:

- a. Provide a daily meal schedule with proposed menus at least two months before the event.
- b. Ensure food is served hot with the use of preheated storage equipment.
- c. Supply and operate all necessary equipment (e.g., heating units, serving tables, coffee/tea dispensers).
- d. Provide well-trained serving staff to assist with meal and beverage distribution during each break.
- e. Ensure continuous availability of water, tea, and coffee from 8:30am–4:30pm daily.

IV. Eligibility and Selection Criteria

Interested applicants must:

- a. Demonstrate previous experience in catering for large-scale events (minimum 300 participants).
- b. Provide at least two (2) references or testimonials from past clients.
- c. Demonstrate possession of commercial kitchen facilities and food preparation equipment suitable for high-volume catering.
- d. Confirm availability and use of food warming and preheating equipment to maintain food quality.
- e. Commit to providing adequately trained staff to manage catering stations and serve participants during meal breaks.

V. Submission Requirements

Applicants must submit:

- A detailed catering proposal, including sample menus.
- Company profile, outlining experience with similar events.
- List of equipment and facilities.
- Names and roles of staff who will support the event.
- Two recent references from similar or larger-sized events.
- Pricing structure for all services and inclusions.

VI. Submission Deadline and Contact

Proposals must be submitted electronically to the PACER Plus Implementation Unit by the Wednesday **27th August 2025**.