

V. REGISTRATION REQUIREMENTS

Business Name Registration

Visit Department of Trade & Industry (DTI)
Provincial Office where the business is located or log
on to www.bnrs.dti.gov.ph

Mayor's Permit/Resident Certificate & Sanitary Permit

From The Local municipality where the business is
located

Tax Identification Number (TIN)

Bureau of Internal Revenue (BIR) National
Office, Agham Road, Diliman, Quezon City
Trunkline: (632) 981.7000 / 981.8888
Email: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph

VI. FINANCING FACILITY

SSS Special Financing Program

Social Security System (SSS)
Loans and Investment Office
SSS Building, East Avenue, Diliman, Quezon City
Tel. Nos.: (632)920.6401 / 920.6446
Email: member_relations@sss.gov.ph
Website: www.sss.gov.ph

Small & Medium Enterprise Credit

Phil. Business for Social Progress
18th Flr., Phil. Social Dev't. Center,
Magallanes cor. Real St. Intramuros, Manila
Tel. Nos. (632)527.7741 to 51 or 527.3751
Fax No. (632)527.3743
Email: pbsp@pbsp.org.ph or smec@pbsp.org.ph
Website: www.pbdp.org.ph

People's Credit Finance Corporation

395 Sen. Gil Puyat Ave. Makati City
Tel. Nos. (632) 897.8549 / 897.5822
Fax No. (632) 897.8523 / 897.8528
Email: info@pcfc.ph
Website: www.pcfc.gov.ph

VII. TRAINING INSTITUTIONS

DTI-Cottage Industry Technology Center (CITC)

20 Russet St., SSS Village, Makati City
Tel. Nos.: (632) 942.0880 / 942.3974
Email: citc_dti@yahoo.com

Technology Resource Center (TRC)

TLRC Building, 103 J. Abad Santos cor. Lopez Jaena
Sts., Little Baguio, San Juan, Metro Manila
Tel. Nos.: (632) 727.6205
Website: www.tlrc.gov.ph

Technical Education and Skills Development Authority for Women Center (TESDA-WC)

37 East Services Rd. South Superhighway,
Taguig City
Telefax. Nos.: (632) 818.8062
Trunkline: (632) 814.4076 loc. 278
Email: tesdawomen@yahoo.com
Website: <http://twc.tesda.gov.ph>



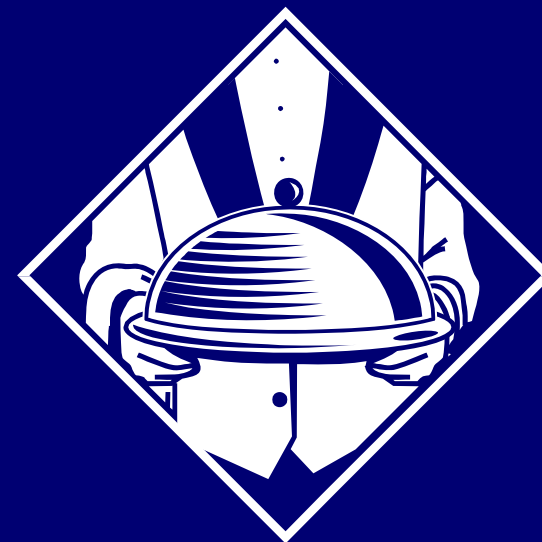
A DTI-SME PROGRAM FOR OVERSEAS FILIPINOS



BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT (BSMED)

3rd Floor, Oppen Building
349 Sen. Gil Puyat Ave., Makati City
Tel. Nos. : (632) 890.4968 / 897.7596 / 897.1693
Fax No. : (632) 896.7916
Email : bsmed@dti.gov.ph
Website : www.dti.gov.ph

Starting A Business



CATERING

I. INVESTMENT REQUIREMENTS

A. Equipment, Tools and Paraphernalias

Qty.	Descriptions (could be higher)	Amount
1	Gas Oven (w/ 4 burners) @ Php 53,000.00	Php 53,000.00
1	Gas Stove (w/ 2 burners) @ Php 1,085.00	1,085.00
1	Refrigerator (8 cu feet) @ Php 13,900.00	13,900.00
22	Monoblock tables @ Php 580.00	12,760.00
65	Monoblock chairs @ Php 330.00	21,450.00
6	Stock pots (8 quarts) @ Php 1,500.00	9,000.00
3	Wok (large) @ Php 615.00	1,845.00
3	Wok (medium) @ Php 430.00	1,290.00
4	Frying pans (large) @ Php 425.00	1,700.00
3	Frying pans (medium) @ Php 390.00	1,170.00
4	Kettle pans (medium) @ Php 570.00	2,280.00
3	Sauce pans (medium) @ Php 400.00	1,200.00
8	Food warmer @ Php 850.00	6,800.00
1	Delivery Ford Fiera (2 nd hand) @ Php 250,000.00	250,000.00
Total		Php 377,480.00

a.1 Utensils

Qty	Materials	Amount
2 pcs	Cutting Boards @ Php 150.00	Php 300.00
3 pcs	Measuring Cups @ Php 60.00	180.00
4 sets	Kitchen Utensils @ Php 940.00	3,760.00
2 pcs	Starliner Bowl @ Php 230.00	460.00
3 sets	Kitchen Knives @ Php 740.00	2,220.00
Sub - Total		Php 6,920.00

a.2 Chinaware

Qty	Materials	Amount
75 pcs	Dinner plates @ Php 110.00	Php 8,250.00
75 pcs	Soup bowl @ Php 95.00	7,125.00
75 pcs	Salad bowl @ Php 90.00	6,750.00
15 pcs	Fish plates @ Php 90.00	1,350.00
75 pcs	Dessert plates @ Php 55.00	4,125.00
75 sets	Coffee cups & saucer @ Php 140.00	10,500.00
75 sets	Tea cups & saucer @ Php 100.00	7,500.00
Sub - Total		Php 45,600.00

75 pcs	Water Goblet @ Php 70.00	Php 5,250.00
75 pcs	Soft drinks glass @ Php 50.00	3,750.00
75 pcs	Champagne glass @ Php 80.00	6,000.00
75 pcs	Red/white wine glass @ Php 90.00	6,750.00
15 pcs	Glass pitcher @ Php 170.00	2,550.00
15 pcs	Ice bucket @ Php 160.00	2,400.00
Sub - Total		Php 26,700.00

a.3 Hollowware

Qty	Materials	Amount
8 pcs	Soup tureen @ Php 800.00	Php 6,400.00
8 pcs	Supreme bowl @ Php 650.00	5,200.00
8 pcs	Water pitcher @ Php 270.00	2,160.00
5 pcs	Wine cooler @ Php 100.00	500.00
3 pcs	Chafing dish @ Php 3,500.00	10,500.00
8 pcs	Fish tray @ Php 160.00	1,280.00
Sub - Total		Php 26,040.00

a.4 Cutlery

Qty	Materials	Amount
13 sets	Spoon (6 pc/set) @ Php 50.00	Php 650.00
13 sets	Fork (6 pc/set) @ Php 50.00	650.00
75 pcs	Knife @ Php 90.00	6,750.00
19 sets	Dessert spoon (4 pc/set) @ Php 65.00	1,235.00
19 sets	Dessert fork (4 pc/set) @ Php 65.00	1,235.00
19 sets	Dessert teaspoon (4 pc/set) @ Php 50.00	950.00
75 pcs	Steakknife @ Php 60.00	4,500.00
30 pcs	Serving spoon @ Php 25.00	750.00
30 pcs	Serving fork @ Php 25.00	750.00
2 pcs	Ice cream scoop @ Php 300.00	600.00
Sub - Total		Php 18,070.00

a.5 Other

Qty	Materials	Amount
25 pcs	Table cloth @ Php 125.00	Php 3,125.00
75 pcs	Table napkin @ Php 35.00	2,625.00
5 pcs	Sugar/Creamer Tray set @ Php 300.00	1,500.00
5 pcs	Salt & Pepper Shaker w/ Tray @ Php 115.00	575.00
Sub - Total		Php 7,825.00
GRAND TOTAL		Php 508,635.00

Sample Menus: (catering for 50 heads)

Pork Adobo	
Fried Tilapia	Juice
Pancit Bihon	Leche Flan
Rice	

I. Direct Materials

Particulars	Cost
5.5 kgs pork @ Php 140.00/kg	Php 770.00
10 kgs tilapia @ Php 80.00/kg	800.00
5 kgs Pancit Bihon @ Php 28.00/kg	140.00
Vegetable and other ingredients for pancit and adobo	710.00
5.5 kgs Rice @ Php 25.00/kg	137.50
Leche Flan and Juice ingredients	510.00
TOTAL	Php 3,067.50

III. Indirect Cost

Particulars	Cost
2 cooks half-day (Php 350.00/head)	Php 700.00
4 waiters half-day (Php 175.00/head)	700.00
1 driver half-day (Php 175.00/head)	175.00
1 dishwasher half-day (175.00/head)	175.00
TOTAL	Php 1,750.00

IV. Overhead Cost

Particulars	Cost
Fuel	Php 180.00
Water	150.00
Electricity	250.00
Gasoline	350.00
Equipment (cooking oil & cleaning utensils)	400.00
TOTAL	Php 1,330.00
TOTAL COST	Php 6,147.50

Particulars	Cost
Cost per meal (total cost / # of heads) Php 6,047.50/ per heads	Php 120.95
Mark-up 40% (cost per meal x mark-up) Php 120.95 x 40%	48.38
Package price (cost per meal + mark-up) Php 120.95 + 48.38	169.33
Total catering package (package price x # of heads) Php 169.33 x 50	8,466.50
Market Price Package	Php 10,000.00
Net Income (Php10,000 less Cost package)	Php 1,533.50/catering
Return of Investment (ROI)	
*** assuming there are 12 catering services per month	4 months