



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8618752  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Catering Services for the Provision of Meals and Snacks for the Various Bids and Awards Committee (BAC) Procurement-Related Activities/Meetings  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2022 - 04 - 0039	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	22/04/2022
<b>Approved Budget for the Contract:</b>	PHP 384,000.00	<b>Last Updated / Time</b>	21/04/2022 15:46 PM
<b>Delivery Period:</b>	10 Month/s	<b>Closing Date / Time</b>	25/04/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

Procurement of Service Provider for the provision of Meals and Snacks for the various Bids and Awards Committee (BAC) and procurement-related Activities/Meetings

##### I. OBJECTIVE

To procure a service provider for the provision of Meals and Snacks for various Bids and Awards Committee (BAC) physical Activities.

##### II. DURATION OF THE CONTRACT

The contract shall be for a period of ten (10) Months effective from the approval of contract covering the months of May 2022 to February 2023.

##### III. SCOPE OF WORK/DELIVERABLES

Particulars Unit Cost  
(in Php) No. of Pax Estimated No. of Meetings

(per month)

A. Individually Packed Lunch

- Minimum three (3) viands (choices of beef, fish, pork, or chicken),
- with soup,
- with vegetable dish,
- dessert,
- rice, and
- bottled drinking water
- soft drink or juice 500.00 12 4

([PhP500.00] x [12] x [4]) Sub-total PhP24,000.00

B. Snacks (AM or PM)

- Choices of sandwich, pasta, or cake,
- bottled drinking water, and
- coffee, soft drink or juice 300.00 12 4

([PhP300.00] x [12] x [4]) Sub-total PhP14,400.00

(PhP38,400.00 x 10-months) TOTAL PhP384,000.00

Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled activity. In case of cancellation of order, service provider will be notified one (1) day before the meeting/activity.

QUALIFICATION REQUIREMENTS

PhilGEPS Registered

At least five (5) years in providing catering services/meals to government agencies and private sectors;

Must submit at least two (2) certificates of satisfactory service rendered issued by private and government sectors for the past three (3) years.

IV. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Three Hundred Eighty-Four Thousand Pesos (PhP384,000.00), inclusive of applicable taxes, delivery, and other charges. Chargeable against FY 2022 ASPM-AS (MOOE) Funds.

V. MODE OF PAYMENT

The winning service provider shall be paid the amount of actual services rendered after each month.

VI. CONTACT PERSONS

Ms. Maria Alma Almazan / Ms. Clara Buscano

Email Address: moalmazan@tourism.gov.ph/ccbuscano@tourism.gov.ph

Contact No. 4595200 to 5230 local 425

Noted by:

GODOFREDO R. MALDONADO, JR.

Chief Administrative Officer

Procurement Management Division (PMD), and

Head, Bids and Awards Committee (BAC) Secretariat

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	Procurement of Catering Services for the Provision of Meals and Snacks for the Various Bids and Awards Committee (BAC) Procurement-Related Activities/Meetings	1	Lot	384,000.00

**Other Information**

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to

jsfrancisco@tourism.gov.ph on or before 25 April 2022 at 02:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco  
**Date Created** 21/04/2022

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