



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8733699
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Meals for the Public Service Ethics and Accountability (PSEA)
Area of Delivery

Solicitation Number:	2022-06-063	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	08/06/2022
Approved Budget for the Contract:	PHP 52,800.00	Last Updated / Time	07/06/2022 10:11 AM
Delivery Period:		Closing Date / Time	13/06/2022 14:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TERMS OF REFERENCE

Procurement of Meals

I. PROJECT TITLE : Public Service Ethics and Accountability (PSEA)

II. DATE/VENUE : July 19-20, 2022 / Makati City

III. BACKGROUND/ RATIONALE

The Civil Service Commission (CSC), as the central human resource institution of the government, through (Civil Service Commission- National Capital Region (CSC NCR), provides direct training and human resource development interventions to government officials and employees in accordance with its strategic priority of developing a competent and credible government workforce towards a governance of high integrity and excellence.

The Civil Service Commission's flagship training programs such as the Supervisory Development Course Track 1, Supervisory Development Course Track 2 & 3, Public Service Ethics and Accountability and the Values Orientation Workshop was not offered by the CSC-NCR last year due to COVID-19 pandemic situation which led them to revise and update their modules to keep pace with global trends and world class standards of training delivery, as well as be responsive to the current situations.

The program on Public Service Ethics and Accountability is fundamental in reinforcing appropriate public service values, ethics and accountability in the delivery of service that is aligned with the government's anti-corruption /red-tape advocacy. It is also aims to enhance capacity of DOT personnel to perform and discharge their duties with the highest degree of professionalism, exemplifying norms and ethical behavior, as well as empower them to detect and prevent any form of misconduct.

Pursuant to the 1987 Philippine Constitution Article XI Section 1 on the Accountability of a Public Officer, every public

official and employee must exhibit and live certain values while in government service. With this seminar, participants are expected to promote ethical and accountable service to the public, make public service work culture more participative, efficient and effective and formulate an action plan to prevent, detect and correct corruption.

The aforementioned programs will enhance work performance, leadership ability and instill positive attitudes for the Department's workforce. As such the TDD is inclined in proposing the engagement of the CSC-NCR for the conduct of the above-mentioned flagship programs for DOT.

IV. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for an establishment to provide meals intended for the Resource Person/ and DOT Employees for the said program.

V. MINIMUM REQUIREMENTS FOR SUPPLIER

- Must be able to provide packed meals on July 19-20, 2022, 8:00 a.m.- 5:00 p.m.;
- Must be able to provide meal arrangements for forty (40) pax;
- Must be able to provide safe, clean and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Location must be near DOT Central Office, Makati City.
- Must be amenable to government pay procedure

VI. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for an establishment to provide meals intended for the Resource Person/ and DOT Employees for the said program.

LOT 1. Meals

For forty (40) in-house participants/ resource persons and facilitators.

Packed meals

Meal Arrangements:

Breakfast: 1 main course/ 2 viands with sides, dessert with coffee/hot chocolate

Lunch: 1 main course/ 2 viands, rice, dessert with beverage/ softdrinks

P.M. Snacks: pasta/sandwich with sides, dessert and drinks

VII. PROJECT COST

Description	Unit	Quantity	Unit Price	Amount
1. Meal requirements on July 19-20, 2022 (2 days)				
1 40 pax	PhP	660.00	PhP	52,800.00
GRAND TOTAL	PhP			52,800.00

VIII. APPROVED BUDGET

Fifty Two Thousand Eight Hundred Pesos (PhP 52,800.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) Internal Training Programs for FY 2022.

IX. TERMS OF PAYMENT

Government Procedure

X. CONTACT DETAILS

Name: Shirley B. Abad/ Ezra Grace C. Bayuga

E-mail: shirleybasco67@gmail.com/ ecbayuga@tourism.gov.ph/ tdd@tourism.gov.ph

Contact No.: 459-5200 local 426/ 09951776604

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/business Permit/BIR cert. of Registration (Individual)
2. PhilGEPs' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPs' registration number.
3. Latest annual Income Tax Return (for ABC's above PhP500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

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