



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9071705  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Catering Services (Packed Meals) for the Conduct of the DOT's 2nd Management Review Meeting and Third-Party Surveillance Audit for FY 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-09-145	<b>Status</b>	<b>Active</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>	1
<b>Category:</b>	Catering Services	<b>Date Published</b>	01/10/2022
<b>Approved Budget for the Contract:</b>	PHP 341,500.00	<b>Last Updated / Time</b>	01/10/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/10/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

Bidder: Food Catering - Packed Meals Delivery Service

Project Title: DOT's 2nd Management Review Meeting and Third-Party Surveillance Audit for FY 2022

#### PURPOSE/OBJECTIVES:

The DOT - Planning Service is in need of a food catering / fast food company that will handle the preparation and delivery of packed meals for the participants to the DOT's Management Review Meeting and Third-Party Surveillance Audit for FY 2022

#### BACKGROUND

Participants: DOT Officials and Employees  
 Venue: DOT Central Office, 351 Sen. Gil Puyat Avenue, Makati City  
 Dates: 16 November 2022 and 12-13 December 2022

#### MINIMUM REQUIREMENTS

- Must be capable of providing the following services:
  - Preparation and serving of food and beverage requirements for a corporate activity/event.
  - Logistical and delivery requirements

2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS)
3. Must be willing to provide services on a send-bill agreement.

**SCOPE AND WORK DELIVERABLES**

Preparation and delivery of packed meals for the period of 16 November 2022 and 12-13 December 2022:

NOVEMBER 16:  
PM Snacks - 100 packs

DECEMBER 12:  
AM Snacks - 150 packs  
Lunch - 150 packs  
PM Snacks - 150 packs  
Dinner - 35 packs

DECEMBER 13:  
AM Snacks - 150 packs  
Lunch - 150 packs  
PM Snacks - 150 packs  
Dinner - 35 packs

inclusions:

- 300 packed AM snacks with juice or soda (sandwich/ burger/pasta/any heavy snack)
- 300 packed lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and juice or soda)
- 400 packed PM snacks with juice or soda (sandwich/ burger/pasta/any heavy snack)
- 70 packed dinners with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and juice or soda)
- all with utensils

Note: serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user. Schedule and number of packed meals may be subject to change and final notice from the end-user.

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

The total ABC is Three Hundred Forty-One Thousands Five Hundred Pesos Only (PhP341,500.00), including all applicable taxes, delivery fees and other related expense, and should cover all requirements enumerated above.

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

-----all documents attached to this Notice shall also be available in the DOT's official website-----

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Packed Meals	Packed Meals (AM Snacks, Lunch, PM Snacks, and Dinner)	1	Lot	341,500.00

**Other Information**

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

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In addition to the Proposal/Quotation, kindly submit the following 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

Note: Kind submit your quotations together with your eligibility requirements IN A SEALED ENVELOPE on or before 04 OCTOBER 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 30/09/2022

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