

## DEPARTMENT OF TOURISM

### TERMS OF REFERENCE

I. **BIDDER** : Food Catering - Packed Meals Delivery Service

II. **PROJECT TITLE** : Department of Tourism's 2<sup>nd</sup> Management Review Meeting and Third-Party Surveillance Audit for FY 2022

III. **PURPOSE/OBJECTIVES** :  
The Department of Tourism – Planning Service is in need of services 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.

#### IV. BACKGROUND:

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

#### V. MINIMUM REQUIREMENTS :

1. 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 arrangement

#### VI. SCOPE AND WORK DELIVERABLES:

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

<b>November 16, 2022</b>	
PM Snacks	100 packs
<b>December 12, 2022</b>	
AM Snacks	150 packs
Lunch	150 packs
PM Snacks	150 packs
Dinner	35 packs
<b>December 13, 2022</b>	
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
- Free flowing coffee / tea and water with chips / nuts / candies
- 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.***

**VII. APPROVED BUDGET FOR THE CONTRACT**

The total Approved Budget for the Contract is **THREE HUNDRED FORTY-ONE THOUSAND FIVE HUNDRED PESOS ONLY (P341,500.00)**, including all applicable taxes, delivery fees and other related expenses, and should cover all requirements enumerated above.

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

**VIII. CONTACT PERSON**

Contact Person : Mr. Ronell M. Alicante  
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