



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9143135
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for Catering Services for the Department of Tourism (Office of the Secretary)

Area of Delivery

Solicitation Number: 2022-10-0208	Status	Active
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	21/10/2022
Approved Budget for the Contract: PHP 216,000.00	Last Updated / Time	21/10/2022 00:00 AM
Delivery Period:	Closing Date / Time	25/10/2022 10:00 AM
Client Agency:		
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE

PROCUREMENT OF CATERING SERVICE
FOR THE DEPARTMENT OF TOURISM (OFFICE OF THE SECRETARY)

I. OBJECTIVES

The Department of Tourism (DOT) is the primary government agency charged with the responsibility to encourage, promote, and develop tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to both the private and public sector.

In line with this mandate, the DOT officials will engage stakeholders to meetings and dialogues. Consequently, it is necessary to engage the services of caterers to provide meals and drinks during meetings/dialogues/fora/workshops and other analogous occasions between and/or among DOT officials and employees, DOT and its stakeholders.

II. RATIONALE

The DOT is need of a catering service/ meal provider. Thus, it will procure the services of caterers through Small Value Procurement (SVP).

III. Scope of Work/ Deliverables

1. The VIP Buffet meals for all meal requirements should include any or a combination of the following:

- a. AM Snacks;
- b. Lunch;
- c. PM Snacks; and
- d. Dinner.

2. The Meal Inclusions:

VIP MEETING- BUFFET MEALS (WITH SET UP AND WAITERS) Quantity Unit Price
AM/PM SNACKS (Choice of 2)

- Canapes
- Pastries
- Mini cakes
- Cocktail Sandwiches
- Doughnuts
- Mini Pizza

Includes:

360 PACK/S 350.00

- Free flowing brewed coffee (Robusta/Arabica/Sagada blend)
- Bottled water 350ml (any brand / water 500ml (any brand / and Bottled Juice 230ml or Soda any brand

LUNCH/DINNER (3 viands for the chosen food variant)

Food Variants: (OSEC may choose from any of the following)

- Japanese Food
- Filipino Food
- Italian Food
- Mediterranean Food
- American Food
- Chinese Food

Should Include: 180 PAX 500.00

- Desserts
- Flowing brewed coffee (Robusta, Arabica, Sagada Blend, etc.)
- Bottled water 500ml (any brand) and Bottled Juice 230ml or Soda (any brand) .

With provision of flowing coffee and tea, candies/ mints and nuts during the duration of the meeting.

1. Appropriate utensils

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. Likewise, service provider shall be notified on the number of meals to be prepared for those participants with food restrictions (no-pork Muslims, etc.)

2. The service provider must use the following materials/items during catering:

- i. White plates
- ii. Steel spoon, forks, knife
- iii. Water goblet
- iv. Table napkins
- v. Table cloths

3. The service provider MUST be mindful of the following inclusions:

- i. Provision for disposable table napkins
- ii. Proper disposal of trash
- iii. Use of environment-friendly water container for bottled water/juice
- iv. Diswashing in DOT is strictly prohibited
- v. Maintenance of sanitary and slipped-free environment

4. The Service provider shall provide the following manpower requirements:

4.2. The provision of at-least two (2) qualified, trained, fully-vaccinated, courteous, and capable personnel per meeting/ activity who observe proper hygiene and shall be required to wear clean and appropriate uniform. Said personnel shall assist in the distribution of food to the guests.

4.3. The assignment of a point person who will coordinate with the DOT regarding the schedule of meetings and its requirements.

5. The minimum guaranteed number of pax per activity is Fifteen (15) for assisted/managed buffet.

6. Before the award of the project, food tasting will be conducted by the Management.

7. To guarantee the faithful performance by the Service Provider of its obligation under the contract and after

acceptance of the award, the service provider shall post a performance security bond in an amount equal to 10% of the total contract price.

IV. OTHER REQUIREMENTS

The Service provider may be requested for food tasting to determine whether the meals to be served in various meetings have passed the standards. The Service provider shall obtain an overall rating of at least 90% based on the following criteria selection:

Criteria Percentage

Taste and Quality of food 50%

Serving size/ balanced menu/ complimentary dishes 35%

Food variety/ options 15%

V. MINIMUM QUALIFICATIONS OF PROSPECTIVE BIDDERS

1. Prospective bidders must be registered with the Philippine Government Electronic Procurement System (PhilGEPS).
2. Prospective bidders must have been engaged in business of catering services for at least three (3) years prior to the opening of bids.
3. Prospective Bidders must provide at-least two (2) Certificate of Satisfactory Service rendered issued by private and government sector within the past three (3) years.
4. The service provider must have a Sanitary and Health Permit/Clearance.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) that is based on FY 2022 General Appropriations Act is Two Hundred Sixteen Thousand Pesos (Php 216,000.00).

VII. DURATION OF THE PROJECT

The duration of the project shall be until 31 December 2022 or upon exhaustion of the Approved Budget for the Contract, whichever comes first.

VIII. MODE OF PROCUREMENT

The DOT shall use and follow the prescribed rules and regulations under Appendix 32 of the Revised IRR of RA 9184 on Framework Agreement.

IX. MODE OF PAYMENT

The winning service provider shall be paid on a Per Order Basis upon completion of the services provided to the DOT.

X. CONTACT PERSONS

Name of Project Officer: Czarina C. Cruz

Email Address: cccruz@tourism.gov.ph

Contact no.: 0917-3054433

Noted by: Alven T. Talisic
Head Executive Assistant
Office of the Secretary

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.

Created by TERESITA A. ROMANES

Date Created 20/10/2022

directed to the contact person/s of the concerned party.

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