



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9253955  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** PROCUREMENT OF CATERING SERVICES FOR LUNCH MEALS  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR--22-11-013	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	19/11/2022
<b>Approved Budget for the Contract:</b>	PHP 312,500.00	<b>Last Updated / Time</b>	18/11/2022 16:00 PM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	22/11/2022 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

#### Description

PROJECT NAME : 1st Philippine Parks Congress

PLACE OF DELIVERY: Chinese Garden and Japanese Garden at Luneta Park, Manila City

BACKGROUND AND PROJECT DESCRIPTION:

The National Parks Development Committee (NPDC), in partnership with the Nayong , Pilipino Foundation, Intramuros Administration and Urban Land Institute Philippines, shall conduct the 1st Philippine Parks Congress on 23-25 November 2022. The 1st Philippine Parks Congress aims to gather public and private sector groups to lay - the foundation of creating a national framework in developing urban parks and open spaces in the Philippines. This shall also serve as an avenue for agencies and companies to share best practices in maintaining and operating public parks and open spaces and to learn more about the services and programs of the government in technical assistance for urban parks development and tourism.

SPECIFICATIONS/DELIVERABLES

1. Buffet Lunch to be served at the Chinese Garden on 24 November 2022, Thursday for two hundred fifty (250) participants

Must be able to provide the following catering set-up:

1. Elegant buffet setup
2. Tables with center piece and chairs with cover
3. Complete set of dining materials such as chinaware, glassware, silverwares, and table napkins

4. Uniformed waiters and/or food attendants
5. Buffet must include the following viands:
  - a. Appetizer
  - b. Soup
  - c. Salad
  - d. 3 main entrees (seafoods, beef, pork, fish, and chicken)
  - e. Steamed rice or fried rice
  - f. Dessert
  - g. Bottomless juice, water and coffee

2. Heavy Cocktails and Drinks at the Japanese Garden on 24 November 2022, Thursday for two hundred fifty (250) participants

Must be able to provide the following catering set-up:

1. Elegant Cocktail Setup
2. Tables
3. Complete set of dining materials such as chinaware, glassware, silverwares, and table napkins
4. Uniformed waiters and/or food attendants
5. Delicious and best-selling set of dishes and menus:
  - a. 5 kinds of Premium Cheese
  - b. 5 kinds of Premium Cold Cuts
  - c. 4 kinds of fresh fruits
  - d. 5 kinds of Pastry/Sweets (Creampuff/Donuts)
  - e. 3 kinds of Chips with 3 choices of dips
  - f. Nuts
  - g. 3 kinds of heavy cocktail food (cocktail shrimp/tapas/gambas/ croquettes/meatballs/smallsandwiches/ satay or barbeque/ gyoza/ sushi)
  - h. Overflowing iced tea and water
  - i. Premium wine and cocktail drinks

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

Pesos: Three Hundred Twelve Thousand Five Hundred (PhP 312,500.00).

**QUALIFICATION AND REQUIREMENTS OF BIDDERS**

1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws;
2. Must be PHILGEPS Registered
3. Must provide sanitary permit
4. Must be able to provide proof of transaction/services rendered to Department of Tourism, its Attached Agencies, or Regional Offices
5. Rates must include ingress, egress, transportation fees
6. Willing to engage in a send-bill arrangement

**OTHER TERMS AND CONDITIONS**

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

**DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

1. Valid Mayor's/Business Permit
2. PhilGEPs Registration Number
3. Latest Income/Business Tax Return with Audit Financial Statement
4. Original and Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Sanitary Permit
6. Proof of transaction/services rendered to Department of Tourism, its Attached Agencies, or Regional Offices

Contact Person:

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**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) sets – 1 original copy IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT  
Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat

2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on November 22, 2022 at 8:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 18/11/2022

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