

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
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Email: dotncr.bac@tourism.gov.ph

Date: November 18, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
ONE (1)	LOT	SERVICES FOR A CATERING COMPANY FOR MEALS	
		PROJECT NAME : 1st Philippine Parks Congress	
		PLACE OF DELIVERY: Chinese Garden and Japanese Garden at Luneta Park, Manila City	
		<p>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.</p>	
		SPECIFICATIONS/DELIVERABLES	
		<p>1. Buffet Lunch to be served at the Chinese Garden on 24 November 2022, Thursday for two hundred fifty (250) participants</p> <p>Must be able to provide the following catering set-up:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 <p>2. Heavy Cocktails and Drinks at the Japanese Garden on 24 November 2022, Thursday for two hundred fifty (250) participants</p> <p>Must be able to provide the following catering set-up:</p> <ol style="list-style-type: none"> 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: 	

		<ul style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: ERNESTO S. TESTON Head, Product and Market Development Unit, DOT-NCR ernieteston@tourism.gov.ph 0917-8791718 COLLINS KARLA E. TELMO TOO I, TDD DOT NCR cetelmo@tourism.gov.ph 0955-9030026	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) sets</u> – 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	
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This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.
Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME