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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5768792
Procuring Entity DEPARTMENT OF TOURISM
Title YEAR END ASSESSMENT OF DOT PLANS AND PROGRAMS 11-15 November 2018
Area of Delivery

Solicitation Number:	2018-10-0340	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Catering Services	Date Published	01/11/2018
Approved Budget for the Contract:	PHP 332,800.00	Last Updated / Time	31/10/2018 11:59 AM
Delivery Period:	3 Day/s	Closing Date / Time	05/11/2018 14:00 PM
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 t_romanesh@yahoo.com.ph		

Description

1. The Year End Assessment of DOT Plans and Programs is an activity to be organized by the Planning Service to align the plans and programs as well as budgets of all operating units with the overall thrust of the Administration and the realization of the NTDP. Specifically, this workshop aims to address the following objectives:

- To assess the performance of various operating units during the 1st nine months of FY 2018;
- To review the various PAPs of operating units to ensure that resources are efficiently allocated;
- To identify catch-up plans for the Operating Units, if necessary, in order to achieve targets as stipulated in the General Appropriations Act, and NTDP; and
- To inform the Panelists of the PAPs of the Delivery Units for FY 2019 including Gender and Development PAPs, as well as its Tier 2 proposal for FY 2020.

2. Requirement: CATERING SERVICE PACKAGE

- 12 November 2018
- AM/PM Snacks, Buffet Lunch for 100 pax
- Php 1,040/pax x 100 pax
- Php 104,000.00
- 13 November 2018
- AM/PM Snacks, Buffet Lunch for 100 pax
- Php 1,040/pax x 100 pax
- Php 104,000.00
- 14 November 2018
- AM/PM Snacks, Buffet Lunch for 120 pax
- Php 1,040/pax x 120 pax
- Php 124,800.00

3. Venue: Department of Tourism (DOT) Building, Makati City

4. Inclusions

- Must provide waiter service/ food servers for the VIP (type of service for VIP's will be determined by the DOT);
- Must be able to provide uniformed and well-trained banquet service personnel per food station.
- Menu of AM/PM Snacks should include local delicacies, pasta, muffins and chips; (menu must be approved by the end-user).
- Menu of Buffet Lunch/Dinner should include soup, beef, fish, pork or chicken, vegetable, dessert, rice, salad with

one round of drink (menu must be approved by the end-user). In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.

- Drinks should not be limited to iced tea and soda.

- Must provide the following:

- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies. (must be provided per food station)

- Food Station per floor (2nd Floor Conference Room and Training Room, 3rd Floor Conference Room, 5th Floor Conference Room and Penthouse).

- Table and Table set-up with complete utensils for AM/PM Snacks and Buffet Lunch/Dinner

5. Other Requirements: Service Provider must have provided a catering service to the Department of Tourism in the past six (6) months

6. Budget: Php 332,800.00

7. Terms of Payment: Government Procedure | Send Bill Arrangement

8. Contact Person:

- BRYAN DU

- 459-5200 local 620 | +639179735476

- dot.monitoringdivision@gmail.com

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. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)

5. Original or certified true copy of duly

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to Ms. Teresita A. Romanes at the Department of Tourism #351 Sen. Gil Puyat Avenue, Makati City Telephone Nos. 459-5200/30 loc. 425

Created by TERESITA A. ROMANES

Date Created 31/10/2018

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