



TERMS OF REFERENCE

Procurement of Meals

- I. **PROJECT TITLE** : **GENDER AND DEVELOPMENT AWARENESS PROGRAM FOR FY 2023**
- II. **DATE/VENUE** : March 17, 2023/ Department of Tourism, Makati City
- III. **BACKGROUND/ RATIONALE**

The Training and Development Division (TDD) in its aim to develop and implement personnel programs including employee welfare has included in its Work Program the Gender and Development Awareness Programs for the DOT officials and employees to provide awareness and knowledge on gender and development related issues not only in the workplace but also in the community. Also, it addresses different issues that women are facing specifically concerning their health and well-being.

Two (2) programs are proposed in accordance with the following events:

1. **Basic Self-Defense for Women** - The activity aims to provide basic self-defense techniques that can be used by women in times of difficulty/danger.
2. **Workplace Sexual Harassment** - The program aims to raise awareness of the occurrence of the sexual harassment acts in the workplace, educational or training institution and to give information about the R.A. 7877 or the Anti-Sexual Harassment Act.

The aforementioned programs will be necessary to promote well-being, health and safety of the employees and achieve equal opportunities particularly promoting gender equality in the Department.

IV. MINIMUM REQUIREMENTS

- Must be able to provide meals on March 17, 2023, 8:00 a.m.- 5:00 p.m.;
- Must be able to provide meal arrangements for thirty two (32) pax;
- Must be able to provide safe, clean and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Location must be nearby DOT Central Office, Makati City.
- Must be amenable to government pay procedure.

V. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for an establishment to provide meals intended for the Resource Person/ and DOT Employees for the said program.

LOT 1. Meals

For thirty two (32) in-house participants/ resource persons and TDD facilitators.

- ✓ Meal Arrangements:

A.M. Snacks with drinks/beverage (coffee, tea or juice)

- PhP 280.00 x 32 pax = PhP 8,960.00

Lunch: 1 main course (beef/pork/fish, vegetables, rice and dessert with beverage/ softdrinks)

- PhP 480.00 x 32 pax = PhP 15,360.00

P.M. Snacks with drinks/beverage (coffee, tea or juice)

- PhP 280.00 x 32 pax = PhP 8,960.00

Inclusions:

- Provision of free flowing coffee/tea and water from 7:00 am – 5:00 pm
- Clean and well-disinfected/ sanitized kitchen utensils

VI. PROJECT COST

Description	Unit	Quantity	Unit Price	Amount
I. Meal requirements				
A.M. Snacks	1	32 pax	PhP 280.00	PhP 8,960.00
Lunch	1	32 pax	PhP 480.00	PhP 15,360.00
P.M. Snacks	1	32 pax	PhP 280.00	PhP 8,960.00
GRAND TOTAL				PhP 33,280.00

VII. APPROVED BUDGET

Thirty Three Thousand Two Hundred Eighty Pesos (PhP 33,280.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) FY 2023 Funds.

VIII. TERMS OF PAYMENT

Government Procedure


IX. CONTACT DETAILS

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 2/3/2023
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