

Request for Quotation (RFQ) No. NP-SVP 2023-03-176: Procurement of a Service Provider for the Provision of Meals for the conduct of the Talakayan Series on 14 April 2023 in DOT-Makati City

Dear **Sir/Ma'am**,

The Training and Development Division (TDD) of the Department of Tourism (DOT) has the requirement for the **Procurement of a Service Provider for the Provision of Meals for the conduct of the Talakayan Series on 14 April 2023** in DOT-Makati City.

Attached is a copy of the approved Terms of Reference (TOR) for the complete details of the requirements.

Please note that the following Documentary Requirements are also required to be submitted together with your price quotation/proposal:

1. Valid Mayor's/Business Permit, and
2. PhilGEPS Registration Number.

The **deadline** for the submission of the price quotation/proposal is on or before **24 March 2023 (Friday), 05:00 p.m.**

Thank you.

TERMS OF REFERENCE
Procurement of Meals

I.	PROJECT	:	TALAKAYAN SERIES 2023
II.	DATE	:	14 APRIL 2023
III.	VENUE	:	DOT Multipurpose Hall
IV.	BACKGROUND	:	

The *Talakayan Series* is a forum for the Department's training grantees to share their recent training program experiences, insights, and knowledge, as well as how they can integrate such learning into their work and other learning activities, on topics that are deemed relevant, timely, and beneficial to the employees.

V. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be able to provide a packed meal on 14 April 2023 at 2:00 pm to 5:00 pm;
- Must be able to provide meal arrangements for forty (40) pax;
- Must be able to provide safe, clean and well-disinfected utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with safety Seal;
- Must be amenable to government pay procedure.

VI. SCOPE OF WORK/ITEMS/DELIVERABLES:

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

Meals

For forty (40) in-house participants, resource person and TDD Facilitators.

- Packed Meals
- Meal Arrangement

PM Snacks: 1 Main course with drinks (coffee or Soda)
PhP 280.00 x 40 Pax = PhP11,200.00

VII. APPROVED BUDGET FOR THE CONTRACT:

Eleven Thousand Two Hundred Pesos (PhP11,200.00) inclusive of applicable tax.

VIII. CONTACT PERSON:

Mr. Joseph R. Pastrana (Training and Development Division)
Contact No.: 459-5200 to 5230 Local 426
Email Address: jrapastrana@tourism.gov.ph / tdd@tourism.gov.ph

Prepared by:


JOSEPH R. PASTRANA
Administrative Officer III
Training and Development Division

Approved by:


WILSON J. TELIG
Chief Administrative Officer
Training and Development Division