

Dear **Sir/Ma'am**,

The Legal Affairs Service (LAS) of the Department of Tourism (DOT) has the requirement for the **Procurement of a Service Provider for the Provision of Meals and Snacks for the conduct of Seminar on RA 6713 Code of Conduct and Ethical Standards for Public Officials and Employees on 21 April 2023**

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 (electronic and/or physical submission) is on or before **14 April 2023 (Friday), 04:00 p.m.**

Thank you.

TERMS OF REFERENCE
(Catering Services)

I. PROJECT

Procurement of service provider for the provision of meals for the seminar on **R.A No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees** for DOT personnel on 21 April 2023.

II. BACKGROUND AND LEGAL BASIS

Pursuant to Section 23 (b)(4) of the Implementing Rules and Regulations (IRR) of R.A. 9593 or *Tourism Act of 2009*, the Legal Affairs Service (LAS) shall organize and/ or conduct seminars, workshops and similar trainings on legal procedures for the Department and its personnel.

The seminar aims to educate the participants of the high standard of ethics required in public service, the corresponding administrative cases and penalties under RA No. 6713, and the pertinent details on the submission of the Statement of Assets, Liabilities, and Net Worth (SALN).

III. DETAILS OF THE EVENT

The seminar will be held on 21 April 2023 from 8:00am to 5:00pm at the DOT Multipurpose Hall, Makati City.

IV. NUMBER OF PARTICIPANTS

At least thirty (30) DOT Employees

V. MINIMUM REQUIREMENTS

1. Must be PhilGEPS Registered
2. Must be located within Makati City
3. Must be willing to provide services on a send bill arrangement

VI. SCOPE OF WORK/DELIVERABLES

Particulars	Unit Cost (in PhP) ¹	No. of Pax
A. Plated/ Managed Buffet Lunch - Minimum of two (2) to three (3) viands (choices of beef, fish, pork, or chicken) - with soup - with vegetable dish - dessert - rice, and - bottled drinking water - free flowing coffee, soda or juice	480.00	45 (including organizers, resource speaker and buffer meals)
<i>(PhP480.00 x 45) Sub-total</i>		PhP21,600.00
B. Individually Packed/Plated Snacks at PhP280.00 each - Choices of clubhouse sandwich, cream or	560.00	45 (including organizers,

¹Based on Department of Tourism (DOT) Department Order No. 2018-37, "Guidelines on Transportation and Meal Rates."

tomato-based pasta with garlic bread, or cake - bottled drinking water, and coffee and soda or juice		resource speaker and buffer meals)
	(PhP560.00 x 45) Sub-total	PhP25,200.00
	TOTAL	<u>PhP46,800.00</u>

Notes: Menu should be approved by organizers before the workshop proper

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **FORTY-SIX THOUSAND EIGHT HUNDRED PESOS (PhP46,800.00)**, inclusive of applicable taxes, delivery fee, and other charges.

VIII. CONTACT PERSON

Contact Person/s: Ralph Rodney S. Lozano and Alexandria Bethina Cruz
Office: Legal Affairs Service
Email addresses: rslozano@tourism.gov.ph or agcruz@tourism.gov.ph
Mobile/Viber Nos.: Rodney – 0905 142 2613
Alex – 0998 979 8015

Prepared by:



RALPH RODNEY S. LOZANO
Administrative Assistant II, LAS-LRRDD

Approved by:



ATTY. JENNIFER A. OLBA
OIC-Director, Legal Affairs Service