



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10018902
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Catering Services for the Conduct of Strategic Performance Management System (SPMS) Cluster Consultation and FGD

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-08-522	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	08/08/2023
Approved Budget for the Contract:	PHP 337,000.00	Last Updated / Time	07/08/2023 17:34 PM
Delivery Period:	17 Day/s	Closing Date / Time	11/08/2023 10:00 AM
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 taromanes@tourism.gov.ph		

Description

: Catering Service

II. PROJECT TITLE : Strategic Performance Management System (SPMS)
Cluster Consultation and FGD

III. INCLUSIVE DATES : August - October 2023

IV. PROJECT OBJECTIVES

The DOT Strategic Performance Management System (SPMS) was put into effect in 2014 after being approved by the CSC. The DOT Strategic Performance Management System (SPMS) links individual performance with the DOT's organizational mission, vision, and strategic priorities. It aims to ensure that each DOT employee contributes to achieving set goals and objectives. The management role in SPMS is to bolster employees executing their duties and responsibilities efficiently to raise organizational productivity.

SPMS uses three (3) forms in performance evaluation, the Individual Performance Commitment Review (IPCR), Division Performance Commitment Review (DPCR), and Office Performance Commitment Review (OPCR). The rating period is semi-annually from January to June and July to December.

The DOT SPMS, however, needs to be updated. The current SPMS uses the Major Final Output (MFO) which only represents the two DOT core mandated functions; MFO 1- Technical Advisory Services and MFO 2-Tourism Regulatory Services. In restructuring the budget according to programs and outcomes, the SPMS update should consider the DBM's PREXC. The PREXC also allows monitoring of performance through indicators relating to program inputs,

outputs, or outcomes that are related to the SPMS framework.

In this regard, the Planning Service will conduct Focus group discussion and Workshop among DOT Operating Units to review and revised the DOT-SPMS to align with the PREXC budgeting framework and link individual, division, and office performance in achieving the organizational outcome of increasing arrivals, employment, and revenues.

V. MINIMUM REQUIREMENTS

- A. Must be a catering service provider accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

VI. SCOPE OF WORK AND DELIVERABLES

1. MEALS ₱ 337,000.00

Detailed Catering Package:

Strategic Performance Management System (SPMS) Cluster Consultation and FGD and Presentation to Performance Management Team (PMT) Members and TWG

DOT Makati City, August – October 2023

Central Office Focused Group Discussion

OPMD – August 14-15, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 22 pax x 2 days ₱ 17,600.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 22 pax x 2 meals x 2 days ₱ 26,400.00

SUBTOTAL ₱ 44,000.00

OTDPRIM – August 16-17, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 22 pax x 2 days ₱ 17,600.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 22 pax x 2 meals x 2 days ₱ 26,400.00

SUBTOTAL ₱ 44,000.00

OSC – August 18, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

OIMD – August 22-23, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 22 pax x 2 days ₱ 17,600.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 22 pax x 2 meals x 2 days ₱ 26,400.00

SUBTOTAL ₱ 44,000.00

OTSR – August 24-25, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 22 pax x 2 days ₱ 17,600.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 22 pax x 2 meals x 2 days ₱ 26,400.00

SUBTOTAL ₱ 44,000.00

FMS – August 29, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

AS – August 30, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

PS – August 31, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

LLU – September 04, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

OPAA – September 05, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

LEGAL – September 06, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

IAS – September 07, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 17 pax x 1 day ₱ 6,800.00

Meals (AM and PM Snacks) Php 300 / pax / day Php 300 x 17 pax x 2 meals x 1 day ₱ 10,200.00

SUBTOTAL ₱ 17,000.00

Presentation to PMT Members and TWG – October 24, 2023

Meals (Lunch) Php 400 / pax / day Php 400 x 25 pax x 1 day ₱ 10,000.00

Meals (PM Snacks) Php 300 / pax / day Php 300 x 25 pax x 2 meals x 1 day ₱ 15,000.00

SUBTOTAL ₱ 25,000.00

GRAND TOTAL ₱ 337,000.00

Winning bidder should be able to provide the following:

- Must provide waiter service/ food servers for the participants.
- Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of training.
- Menu must be approved by the project officer.
- Menu of Buffet Lunch should include soup, beef or pork, fish or chicken, vegetable, dessert, rice, salad with unlimited round of drink.
- Snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)

- Free flowing coffee/tea and water station with nuts, chips and candies.
- Table and Table set-up with complete utensils for AM/PM Snacks and Lunch
- Dates may be subject to change provided that project officer will advise winning bidder at least 2 workings days.

VII. BUDGET

The total budget for the project is THREE HUNDRED THIRTY-SEVEN THOUSAND PESOS (₱ 337,000.00) inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. CONTACT INFORMATION

Prepared by:

Mr. Jim Ray R. Bagsic
Planning Officer II
Contact Details:
0945-125-3789
jrbagsic@tourism.gov.ph

Noted by:

MILAGROS Y. SAY
Director, Planning Service

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.Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 07/08/2023

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