

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

I. PROJECT TITLE:

**DOT MIMAROPA 9TH YEAR ANNIVERSARY:
Employees Appreciation and One (1) Day Training on “Orientation to updated
Government Statutory Programs and Services”**

II. PURPOSE/OBJECTIVES:

In lieu of the 50th anniversary of the Department of Tourism, its Regional Office MIMAROPA will also want to celebrate its 9th year service providing an opportunity to acknowledge the employees' efforts and hard works. This event aims to remind all employees that they are valued members of the organization, and recognize them as the people who have made this 9th year milestone possible.

Furthermore, this event presents an opportunity to not only celebrate workplace culture and values, but also to share positive and joyful success, thereby strengthening a sense of camaraderie and togetherness.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **available complete services requested**
- Located in **National Capital Region (NCR)**
- Must be willing to provide services **on a send bill arrangement**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPS' Registration
- Registration Certificate from SEC or DTI with copy of latest ITR
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

A. Availability

- Must be available to provide catering services on September 18-19, 2023
- Shall provide catering services for 40 pax in the Department of Tourism, 2nd floor, Training Room
- Serve Breakfast, Lunch, AM and PM Snacks in a setup specified below:

B. Food Services Requirement

Schedule	Setup
September 18, 2023	<p>Breakfast: One (1) full meal breakfast served with hot chocolate/ tea or coffee</p> <p>Lunch: Steamed Rice Soup Two (2) meat dishes (chicken/ pork and beef) One (1) fish dish One (1) vegetable dish Fresh fruits One (1) bottled juice/ soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ Provision of free-flowing Coffee, candies, chips or peanuts in the afternoon event</p>
September 19, 2023	<p>Breakfast: One (1) full meal breakfast served with hot chocolate/ tea or coffee</p> <p>Lunch: Steamed Rice/ Special Rice Soup Two (2) meat dishes (chicken/ pork and beef)</p>

	<p>One (1) fish dish One (1) vegetable dish Fresh Vegetable Salad Fresh fruits One (1) bottled juice/ soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ Provision of free-flowing Coffee, candies, chips or peanuts for the whole day event.</p>
	<p>INCLUSIONS:</p> <ul style="list-style-type: none"> - Provide adequate uniformed waiters and banquet staff - Use of utensils, chinaware, and glasses - Setup banquet table and chairs and at least two (2) uniformed waiters during each schedule - Ensure the temperature and quality of food to be served - Backdrop decoration/ Tarpaulin (will serve as a stage inside the Training Room) “DOT MIMAROPA 9TH YEAR ANNIVERSARY” <ul style="list-style-type: none"> ○ Size: 4 ft X 6 ft

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Eighty-Three Thousand Two Hundred Pesos (P83, 200.00)**, inclusive of all government taxes and charges

The winning bid, however, 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.

VII. DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on **18-19 September 2023**.

VIII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements, quotation and propose schedule of Food tasting shall be ground for disqualification of bid.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The **WINNING BIDDER** must deliver **complete stated services** as spot check will be done by END USER on the above-mentioned date of delivery.

X. PROJECT OFFICER/CONTACT PERSON

Name: **MS. SHEILA PINEDA**
Email: sheilapineda.ocasla@gmail.com;
dot4b.bacsecretariat@gmail.com
Contact No.: 0942 991 4199