



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10278639  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF FBSE BASIC TRAINING FOR DOT OFFICIALS, EMPLOYEES and UTILITY PERSONNEL

#### Area of Delivery

<b>Solicitation Number:</b> RFQ NP-SVP 2023-11-693	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Catering Services		
<b>Approved Budget for the Contract:</b> PHP 224,960.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 8 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	04/11/2023
<b>Contact Person:</b> 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	<b>Last Updated / Time</b>	03/11/2023 15:12 PM
	<b>Closing Date / Time</b>	07/11/2023 10:00 AM

#### Description

TECHNICAL SPECIFICATIONS  
(Catering Service Provider)

#### I. PROJECT TITLE:

CONDUCT OF FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) BASIC TRAINING FOR DOT OFFICIALS, EMPLOYEES AND UTILITY PERSONNEL

#### II. PROJECT DESCRIPTION

The Filipino Brand of Service Excellence (FBSE) Program, working toward its goal of training 100,000 tourism professionals to enhance service quality and promote Filipino hospitality, will conduct FBSE Basic Training exclusively for DOT officials, employees, janitorial, and security personnel. This initiative instills FBSE principles and showcases the practical use of "Mabuhay" and "Salamat" Gestures, aiming to create positive and memorable service experiences within and beyond DOT premises.

- Target Participants : 38 face-to-face participants comprising of DOT officials/employees/utility personnel, FBSE Trainer and facilitators per session
- Date/Period Covered: November 14, 16, 21, 23, and 28, 2023  
December 1, 5, and 7, 2023
- Venue/Time : DOT Building, Makati City

8:00am to 5:00pm

### III. OBJECTIVES

The Office of Industry Manpower Development (OIMD) is in need of a catering service/meal provider for the conduct of eight (8) sessions of FBSE Basic Training for DOT officials/employees, and utility personnel before the end of the year.

### IV. MINIMUM REQUIREMENT

- PhilGEPS registered.
- Must be flexible to make adjustments in schedules, if necessary.

### V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

- Meals for 38 pax to include the following:
  1. AM and PM Snacks with 1 round of juice or soda
  2. Managed Buffet Lunch 1 round of juice or soda
  3. Free flowing coffee, tea and drinking water for the duration of the event.(Menu to be submitted to OIMD for choice of food to be served)

### MANPOWER REQUIREMENT

1. The service provider shall guarantee the provision of at least two (2) qualified, trained, fully-vaccinated, courteous and capable personnel per meeting/activity who observe proper hygiene and shall be required to wear clean and appropriate uniform. Said personnel shall assist in the distribution of food to the guests.
2. The service provider shall assign a point person to coordinate with the Project Officer regarding its requirements.

### OTHER REQUIREMENTS

The service provider may be requested for food tasting to determine whether the meals to be served in various meetings have passed the standards. The service provider shall obtain an overall rating of at least 90% based on the following criteria for selection:

Criteria Percentage  
Taste and Quality of food 50%  
Serving size/balanced menu/complimentary dishes 30%  
Food variety/options 10%  
Table cover (presentable & clean, table napkins, utensils, plates) 10%

Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled activity. In case of cancellation of order, service provider will be notified one (1) day before the meeting activity. Likewise, service provider shall be notified on the number of meals to be prepared for those participants with food restrictions (no-pork for Muslim, etc.).

### VI. APPROVED BUDGET COST:

TWO HUNDRED TWENTY FOUR THOUSAND NINE HUNDRED SIXTY PESOS (Php224,960.00), inclusive of applicable taxes, delivery, and other charges. The ABC is based on the following meal rates per person in accordance with Department Order No. 2018-37 ("Guidelines on Transportation and Meal Rates").

### VII. MODE OF PAYMENT:

The winning service provider shall be paid the amount of actual services rendered upon completion of services required by DOT and complete submission of documentary requirement (statement of account, etc).

### VIII. PROJECT OFFICER/CONTACT PERSON:

IMELDA C. BASTO  
Office of Industry Manpower Development  
Contact No. 459-5200 local 218 / 09153294576

Prepared by: Approved by:

IMELDA C. BASTO ARLENE A. ALIPIO  
Project Officer OIC-Director, OIMD

### 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** 03/11/2023

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