



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10427537  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2023 Year-End Assessment of Administration and Finance  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-12-732	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	15/12/2023
<b>Approved Budget for the Contract:</b>	PHP 171,000.00	<b>Last Updated / Time</b>	15/12/2023 00:00 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	18/12/2023 10:00 AM
<b>Client Agency:</b>			
<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		

#### Description

TERMS OF REFERENCE  
(Meals/Catering Services)

#### I. PROJECT DETAILS:

Title: 2023 Year-End Assessment of Administration and Finance  
 Date: December 19, 2023  
 No. of Participants: 180 pax  
 Venue: DOT Multipurpose Hall

#### II. OBJECTIVES

A Year-End Assessment for the DOT Administration and Finance Sector will be conducted on December 19, 2023 to improve the business processes of the offices under the Administration and Finance with focus on a whole-of-government approach in the streamlining of the multiple overlapping intra-office processes.

This is also aimed at evaluating individual and team accomplishments, identifying strengths, weaknesses opportunities for improvement of the several operating units in the administration and finance sector.

#### III. MINIMUM REQUIREMENTS

- A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps);
- B. Must have experience handling catering services for the DOT;
- C. Must present a certification from previous projects/ Certificate of Satisfactory Services Rendered as part of the bid;
- D. Must not have pending project deliverables with the Department on or before opening of the Bids;

E. Must be willing to provide services in a send bill arrangement.

#### IV. SCOPE OF WORK AND DELIVERABLES

The Catering Service shall provide the following:

1. Lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, beef), rice, dessert, and juice or soda for 180pax;
2. AM and PM Snacks with juice or soda (sandwich/burger/pasta/any heavy snack) for 180pax;
3. Free flowing coffee and tea;
4. The lunch, AM and PM snacks must be plated.

#### a. APPROVED BUDGET

Total approved budget for the contract is One Hundred Seventy-One Thousand Pesos Only (Php 171,000.00) inclusive of all applicable taxes.

The amount shall be charged against the 2023 GAA of the Office of the Undersecretary for Administration and Finance.

#### V. PAYMENT TERMS

Government Procedure – Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents including the event documentation. Bill must be addressed to the Department of Tourism.

#### VI. CONTACT PERSON

Project Officer: Atty. Hannah Mae M. Medes  
Office of the Undersecretary, Administration and Finance  
Address: Penthouse, New DOT Building, 351 Sen. Gil Puyat Ave., Bel-Air, Makati City  
Contact Number: 8459-5230 loc. 615  
Email Address: adminandfinance@tourism.gov.ph

Prepared by:

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Executive Assistant IV, OUSEC-AF

Approved by:

ATTY. SHEREEN GAIL C. YU-PAMINTUAN  
Undersecretary, Administration and Finance

#### 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** 14/12/2023

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