



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10443656
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Catering Services for the CONduct of Year-End Assessment and Planning Session for the Staff and Officials of the office of the Chief of Staff , Legal and Special Concerns on December 27

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-1150	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	22/12/2023
Approved Budget for the Contract:	PHP 169,000.00	Last Updated / Time	21/12/2023 16:55 PM
Delivery Period:	1 Day/s	Closing Date / Time	27/12/2023 09:00 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

TECHNICAL SPECIFICATIONS

I. Project

Procurement of Service Provider to provide meals for the Year-End Assessment and Planning Session of the Office of the Chief of Staff and Legal and Special Concerns.

II. Purpose/Objectives

The Year-End Assessment and Planning Session will be conducted on 27 December 2023 at the Multi-Purpose Hall of the Department of Tourism (Makati City) to be participated by the staff and officials of the Office of the Chief of Staff and Legal and Special Concerns Sector.

The objective of the Year-End Assessment is to improve the business process of the concerned offices and sector by shortening the turnaround time of documents which require ministerial approval of the officials such as training nomination forms, daily time records, reimbursements pursuant to an approved travel order, applications for leave, and the like.

For this undertaking, the DOT is in need of a service provider to provide full board meals during the conduct of the Year-End Assessment.

III. Minimum Requirements

1. Must be PhilGEPS Registered;
2. Preferrably located within Metro Manila;
3. Must be willing to provide services on a send bill arrangement.

IV. Scope/Work Deliverables:

Particulars No. of person

A. Buffet Lunch

- Minimum three (3) viands (choices of beef, fish, pork, or chicken),
- with soup,
- with vegetable dish,
- dessert,
- rice,
- soda or juice, and
- free-flowing coffee and tea 150

B. Snacks (AM and PM)

- Choices of sandwich, pasta, or cake,
- soda or juice, and
- free-flowing coffee and tea 150

C. Catering Services

- Must provide catering equipment (plates, glass, utensils, etc.) 150

Note: Organizers should approve the menu before the Project Implementation

V. Approved Budget

The approved budget for the contract is One Hundred Sixty-Nine Thousand Pesos (PhP169,000.00), inclusive of applicable taxes, delivery fee, and other charges.

VI. Contact Persons/ Project Officers

Name: Stephen Calle Batacan

Email address: osec@tourism.gov.ph

Contact Numbers: 0961-090-9050

Noted by

Jaime V. Mar, Jr.

Executive Assistant III

Office of the Chief of Staff

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 21/12/2023

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