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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10626153
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Meals for the Conduct of Focus Group Discussion on Tourism Standards
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-03-0055	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	1
Category:	Catering Services	Date Published	06/03/2024
Approved Budget for the Contract:	PHP 156,000.00	Last Updated / Time	06/03/2024 00:00 AM
Delivery Period:	4 Month/s	Closing Date / Time	11/03/2024 10:00 AM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

PROVISION OF MEALS AND SNACKS FOR FOCUS GROUP DISCUSSIONS ON TOURISM STANDARDS

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a service provider in the Philippines engaged business of preparing food and providing food/catering services, for the conduct of Focus Group Discussions (FGDs) on Tourism Standards. The focus group discussions aim to gather information/consult with relevant stakeholders in the industry or other agencies for the development of tourism standards.

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be PhilGEPS Registered
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense
- With at least three (3) years of experience in providing catering services/meals to government agencies and private sectors

IV. DETAILS OF SCOPE OF WORK AND DELIVERABLES

To provide meals and food/catering services during the conduct of FGDs for Tourism standards:

Particulars Unit Cost No. of Pax Estimated No. of Meetings

A. Assisted Buffet Lunch

- 2 viand (meat)
- 1 vegetable dish
- 1 dessert
- 1 rice
- Coffee or tea
- 1 bottled water PHP 500 10 pax 4 meetings

15 pax 1 meeting

20 pax 7 meetings

(PHP 500 X 195 meals) Subtotal PHP 97,500.00

B. Assisted Serviced Snacks

- Pasta or Noodle dish
- Cake, bread or sandwich
- Coffee or tea
- 1 bottled water PHP 300 10 pax 4 meetings

15 pax 1 meeting

20 pax 7 meetings

(PHP 300 X 195 snacks) Subtotal PHP 58,500.00

- Provide assisted service for buffet meals and snacks
- Must be flexible with food options (i.e. food for persons with allergy or dietary restrictions)
- Must be willing to offer food tasting

Note: The services of the awarded bidder shall be coordinated at least 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.

V. CONTRACT DURATION

The engagement of the services shall be for a period of four (4) months from the date of execution of the service contract.

VI. APPROVED BUDGET FOR CONTRACT FOR ONE HUNDRED FIFTY-SIX THOUSAND PESOS ONLY (P156,000.00)

VII. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after each activity/meeting has been completed.
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the rendering of service for each activity.
- Payment shall be based on actual expenses incurred but not to exceed ONE HUNDRED FIFTY-SIX THOUSAND PESOS ONLY (P156,000.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VIII. PROJECT OFFICER/CONTACT PERSON

Ms. JENNIFER B. RUCIO

Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 224

Mobile: 0995 510 8130

Email: sdd@tourism.gov.ph

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

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Certification/ Registration Number.

3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before March 11, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 05/03/2024

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