

**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 (₱156,000.00)**

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 (₱156,000.00)** 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

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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.*

Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation