



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10667337
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Provision of Meals and Snacks for the Human Resource Merit Orinition and Selection Board and Secretariat

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2024-03-0072	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods	Document Request List	1
Category:	Food Stuff	Date Published	16/03/2024
Approved Budget for the Contract:	PHP 491,400.00	Last Updated / Time	19/03/2024 09:37 AM
Delivery Period:		Closing Date / Time	21/03/2024 09:00 AM
Client Agency:			
Contact Person:	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

Description

TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT

I. DATE : April 1, 2024 to December 31, 2024

II. BACKGROUND/RATIONALE

The Human Resource Merit Promotion and Selection Board (HRMPSB) has been reconstituted pursuant to Department Order No 2024-0009 dated February 5, 2024. Its creation is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 24 s. 2017, as amended otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Pursuant to the aforementioned provisions, the HRMPSB is responsible for providing assistance to the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP) and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position, hence, the conduct of meetings is scheduled.

On the other hand, the HRD-Recruitment, Selection and Placement Section shall act as Secretariat to provide the administrative and technical support to the HRMPSB for the comparative assessment and final evaluation of

candidates.

III. MINIMUM REQUIREMENTS

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

IV. SCOPE OF WORK/DELIVERABLES

The Human Resource Division is looking for a service provider who can provide meals for the Board during the conduct of the HRMPSB Meetings with the following details:

Particulars Unit
Cost No. of Pax Estimated No. of Meetings
(per month)

A. Individually Packed Lunch

- 1 viand
- with vegetable dish, dessert and rice
- Soft drink or Juice
- Bottled drinking water

P400.00

9

8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024

(for 9 months)

(P400.00 x 630 meals) Sub-total P252,000.00

B. Snacks (AM)

- Choices of sandwich, pasta, or delicacies/cake
- Bottled drinking water and
- Coffee or Soft Drink or Juice

P200.00 9

8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024

(for 9 months)

(P200.00 x 630 AM Snacks) Sub-total P126,000.00

B. Snacks (PM)

- Choices of sandwich or delicacies/cake
- Bottled drinking water and
- Coffee or Soft Drink or Juice

P180.00 9

8 meetings per month starting April 1, 2024 to October 31, 2024 and 7 meetings per month starting November 1, 2024 December 31, 2024

(for 9 months)

(P180.00 x 630 PM Snacks) Sub-total P113,400.00

TOTAL

P491,400.00

*Must be flexible with food options (i.e. Halal food)

*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. APPROVED BUDGET FOR CONTRACT

Four Hundred Ninety-One Thousand and Four Hundred Pesos () inclusive of applicable taxes.

VI. TERMS OF PAYMENT

Procedure – Send Bill Arrangement

*The winning service provider shall be paid the amount of actual services rendered after each month.

VII. CONTACT DETAILS

Name: Sofia C. Pagsuyuin

E-mail: scpagsuyuin@gmail.com

Contact No.: 09985925789

Name: Lyka Angelika B. Lucas

E-mail: lblucas@tourism.gov.ph
Contact No.: 09179870307

Approved by:

ATTY. JOVENCIO M. ZARAGOZA
Director, Administrative Service

Remarks

The deadline of submission of quotations will be moved to 21 March 2024, 9:00 A.M.

Created by Val Raymund Cristobal Cervantes

Date Created 15/03/2024

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