



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10697618  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting Procurement of Packed Meals for the Conduct of Meetings re:Formulation/Enhancement of Internal Policy Guidelines and Systems Review/Improvements-April-December 2024

#### Area of Delivery

<b>Solicitation Number:</b> RFQ NP-SVP-2024-03-0075 2nd Posting	<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	<b>Document Request List</b>	1
<b>Category:</b> Catering Services	<b>Date Published</b>	26/03/2024
<b>Approved Budget for the Contract:</b> PHP 75,000.00	<b>Last Updated / Time</b>	26/03/2024 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	01/04/2024 15:00 PM
<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

##### TECHNICAL SPECIFICATIONS

PROCUREMENT OF MEAL REQUIREMENTS FOR THE CONDUCT OF MEETINGS RE: FORMULATION/ENHANCEMENT OF INTERNAL POLICY GUIDELINES AND SYSTEMS REVIEW

- I. TARGET BIDDER : Catering / Fast Food Service Provider  
II. PROJECT TITLE : Meetings re: Formulation/Enhancement of Internal Policy Guidelines and Systems Review/Improvements  
III. DURATION : April – December 2024

##### IV. PURPOSE

The DOT Financial and Management Service – Management Division intends to procure packed meals for the participants of the Formulation/Enhancement and Systems Review/Improvements meetings. The primary objective of this project is the conduct of comprehensive assessment of existing administrative and financial methods, procedures, and systems, and formulation of recommendations for improvement.

##### V. FOOD AND BEVERAGE REQUIREMENTS

Place of Delivery Management Division, 4th floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Schedule of Delivery The schedules of production and delivery of packed meals for the conduct of the meetings shall be coordinated by the FMS-Management Division at least 2 days before the meeting dates.

Meal Inclusions A. Individually Packed Lunch: PhP 320 /meal x 150 meals

The proposed lunch menu should include:

- steamed rice
- beef or pork dish
- fish or chicken dish
- dessert
- bottled water
- bottled soda/juice

B. Individually Packed Snacks: PhP 180/meal x 150 meals

The proposed snacks should include:

- sandwich/burger with chips/fries
- bottled water
- bottled juice/soda

Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled meetings. The bidder/service provider shall also submit a menu proposal for evaluation/approval by the Management Division prior to the scheduled meetings.

Other requirements All packed meals and beverages must be in clean and presentable containers.

Utensils and table napkins should also be provided by the winning bidder/meal.

#### VI. QUALIFICATION REQUIREMENTS

- PhilGEPS registered
- At least five years in providing catering/fast food services to companies
- Must submit at least two (2) certificates of satisfactory service rendered issued by private or government agencies for the past three years

#### VII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is SEVENTY-FIVE THOUSAND PESOS ONLY (PhP 75,000.00), inclusive of applicable taxes, delivery fees, service charges, and other charges, chargeable against the FY 2024. The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount does not exceed the above total budget. Further, the winning bidder must be willing to provide services on a send-bill arrangement.

#### VIII. MODE OF PAYMENT

Government Procedure (Send-bill arrangement)

#### IX. CONTACT PERSON

Name : Ms. Edmelin Grace Felizarte  
Office : Management Division, FMS  
Number : 8459 5200 local 410  
E-mail : egafelizarte@tourism.gov.ph

Prepared by:

Edmelin Grace Felizarte  
Administrative Officer II

Noted by:

Rhea G. Ison  
Chief, Management Division

#### 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** 25/03/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2024 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)