



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10716521
Procuring Entity DEPARTMENT OF TOURISM
Title 3rd Posting Procurement of Packed Meals for the Conduct of Meetings re: Formulation/Enhancement of Internal Policy Guidelines and Systems Review/Improvements-April to December 2024

Area of Delivery

Solicitation Number: RFQ NP-SVP-2024-03-0075 3rd Posting	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	3
Category: Catering Services	Date Published	03/04/2024
Approved Budget for the Contract: PHP 75,000.00	Last Updated / Time	03/04/2024 00:00 AM
Delivery Period:	Closing Date / Time	08/04/2024 10:00 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

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 02/04/2024

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