



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10736748  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF CATERING SERVICE PACKAGE FOR TECHNICAL WRITING WORKSHOP  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ-NP-SVP 2024-04-0108	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	09/04/2024
<b>Approved Budget for the Contract:</b>	PHP 109,200.00	<b>Last Updated / Time</b>	08/04/2024 13:45 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/04/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

Procurement of Meals/Catering Service Package

I. PROJECT TITLE : TECHNICAL WRITING WORKSHOP

II. DATE/VENUE : April 22-24, 2024/ Department of Tourism, Makati City

III. RATIONALE:

Pursuant to the approved Work and Financial Plan (WFP) for FY 2024, the Administrative Service- Training and Development Division (AS-TDD) has scheduled the conduct of the Technical Writing Workshop for DOT employees. This program has been underscored as one of the priority needs of the employees based on the result of the Learning Needs Assessment (LNA) conducted by the AS-TDD in 2023.

Therefore, in order to implement the program, the AS-TDD needs to ensure that all requirements such as meals for the participants are procured, hence the need of a catering service provider.

#### IV. MINIMUM REQUIREMENTS:

For the catering service provider:

- Must be able to provide meals that are served in buffet style (AM snacks, Lunch, and PM snacks) for thirty five (35) participants including resource person/s and facilitators on April 22-24, 2024 from 8:00 a.m. to 5:00 p.m.;

- Must be able to provide safe, clean and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols;
- Location must be near DOT Central Office, Makati City.
- Must be amenable to government pay procedure.

#### V. DELIVERABLES:

The catering service provider must provide/deliver the following from April 22 to April 24, 2024:

1) Three (3) A.M. Snacks with drinks/beverage (coffee, tea or juice)  
PhP 280.00 x 35 pax x 3 days = PhP 29,400.00

2) Three (3) Lunches: 1 main course (beef/pork/fish, vegetables, rice and dessert with beverage/ softdrinks)  
PhP480.00 x 35pax x 3 days= PhP 50,400.00

3) Three (3) P.M. Snacks with drinks/beverage (coffee, tea or juice)  
PhP 280.00 x 35pax x 3 days= PhP 29,400.00

#### Inclusions:

- Provision of free flowing coffee/tea and bottled water from 8:00 am to 5:00 pm - Clean and well-disinfected/sanitized kitchen utensils
- Provision of table cloth, napkins/tissues and glasses/paper cups

#### VI. PROJECT COST

Description	Unit	Quantity	Unit Price	Amount
I. Meals				
A.M. Snacks	3	35pax	PhP 280.00	PhP 29,400.00
Lunch	3	35pax	PhP 480.00	PhP 50,400.00
P.M. Snacks	3	35pax	PhP 280.00	PhP 29,400.00
GRAND TOTAL			PhP 109,200.00	

#### VII. APPROVED BUDGET:

One Hundred Nine Thousand and Two Hundred Pesos (PhP109,200.00) only, inclusive of applicable taxes.

Expenses shall be charged to the TDD's Human Resource Development Funds for FY 2024.

#### VIII. TERMS OF PAYMENT

Government Procedure

#### IX. CONTACT DETAILS

Name: Jerlie S. Ganiga/Ezrah Grace C. Bayuga  
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Prepared by: Noted by:

EZRAH GRACE C. BAYUGA WILSON J. TELIG  
Admin. Officer IV, TDD Chief, TDD

Approved by:

ATTY. JOVENCIO M. ZARAGOZA  
Director, Administrative Service

#### **Other Information**

In addition to the Proposal/Quotation, kindly submit the following 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 Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

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

Note: Kindly submit your quotations together with your eligibility requirements to [mbbuscano@tourism.gov.ph](mailto:mbbuscano@tourism.gov.ph) on or before 12 April 2024 at 1:00PM. Late and unsigned quotations shall not be accepted.

**Created by** MAITA SUMOGAD DANTE

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