



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

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