



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10885395  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Catering Services for the Conduct of the Creative and Critical Thinking Skills Seminar

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-05-0179	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	24/05/2024
<b>Approved Budget for the Contract:</b>	PHP 109,200.00	<b>Last Updated / Time</b>	24/05/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	28/05/2024 11:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nlallanigue@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

Procurement of Meals/Catering Service Package

I. PROJECT TITLE : CREATIVE AND CRITICAL THINKING SKILLS SEMINAR

II. DATE/VENUE June 19-21, 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 Creative and Critical Thinking Skills Seminar 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 June 19-21, 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 June 19 to 21, 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: 2 viands (a choice of beef, pork, chicken, fish), vegetables, rice and dessert with drinks/beverage (soft drinks or juice) PhP480.00 x 35 pax 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 and/or 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
<b>I. Meals</b>				
A.M. Snacks	35 pax	PhP 280.00	PhP 29,400.00	
Lunch 3 days	35 pax	PhP 480.00	PhP 50,400.00	
P.M. Snacks	35 pax	PhP 280.00	PhP 29,400.00	
<b>GRAND TOTAL</b>			<b>PhP 109,200.00</b>	

**I. Meals****VII. APPROVED BUDGET:**

One Hundred Nine Thousand Two Hundred Pesos (PhP 109,200.00) 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

**CONTACT DETAILS**

Name: Jerlie S. Ganiga/Ezrah Grace C. Bayuga

E-mail: tdd@tourism.gov.ph

Tel. : 8459-5200 local 426

**Other Information****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 Certification/ Registration Number.

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

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before May 28, 2024 at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 23/05/2024

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