



TERMS OF REFERENCE

Procurement of Meals

- I. PROJECT TITLE :** Modernized Philippine Government Electronic Procurement System (M-PhilGEPS) Training
- II. DATE/VENUE :** July 1 – 3, 2024 | 9:00 AM to 5:00 PM | 6th flr.
Multi- Purpose Hall, The IPO Building, 351 Sen. Gil J. Puyat Ave, Makati City

III. BACKGROUND/RATIONALE

As per Section 3(c) of RA No. 9184 and its 2016 revised IRR, all procurement must follow a streamlined process that applies uniformly to all government procurement. This process should be simple and adaptable to modern technology to ensure efficiency.

Section 8.1.1 of the 2016 revised IRR designates the Philippine Government Electronic Procurement System (PhilGEPS) as the primary source of information on government procurement. PhilGEPS has been modernized to provide a fully electronic procurement system, covering all stages from planning to contract implementation.

On August 18, 2023, Procurement Service-PhilGEPS met with 20 pioneer agencies, including the Department of Tourism (DOT), to implement the Modernized PhilGEPS for FY 2023. As a result, the Administrative Service – Procurement Management Division (PMD) and the Training and Development Division (TDD) will conduct the M-PhilGEPS Training for 55 officials and employees. The training is scheduled on 01-03 July 2024 from 9:00 AM to 5:00 PM at 6th flr. Multi-Purpose Hall, The IPO Building, 351 Sen. Gil J. Puyat Ave, Makati City.

IV. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be able to provide meals on the abovementioned date;
- Must be able to provide meal arrangements (buffet set-up) for fifty-five (55) pax;
- Must be able to provide safe, clean, and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be willing/flexible to provide meals in case of a change in schedule;
- Location must be near DOT Central Office, Makati City;
- Must be amenable to government payment procedures.

V. SCOPE OF WORK/DELIVERABLES:

The Training and Development Division is looking for an establishment to provide meals intended for the resource person, facilitator, and DOT Employees for the said program.

MEALS

For fifty-five (55) in-house participants, resource persons, facilitators, and DOT Employees.



Meal Arrangements:

- **A.M. Snacks:** (Pansit/pasta, bread, and juice or softdrink)
PhP 280.00 x 55 pax x 3 days = PhP 46,200.00
- **Lunch: Managed buffet** – (3 dishes (beef, vegetable, fish), rice, dessert or salad, and juice or softdrink)
PhP 480.00 x 55 pax x 3 days = PhP 79,200.00
- **P.M. Snacks** (Pansit/pasta, bread, and juice or softdrink)
PhP 280.00 x 55 pax x 3 days = PhP 46,200.00

Inclusions:

- Provision of free-flowing coffee, tea, and water from 8:00 am – 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
Meal requirements				
A.M. Snacks	3	55 pax	PhP 280.00	PhP 46,200.00
Lunch	3	55 pax	PhP 480.00	PhP 79,200.00
P.M. Snacks	3	55 pax	PhP 280.00	PhP 46,200.00
GRAND TOTAL				PhP 171,600.00

VII. APPROVED BUDGET

One Hundred Seventy-One Thousand Six Hundred Pesos (PhP 171,600.00) inclusive of applicable taxes. Expenses shall be charged to the FY 2024 MOOE – AS-PMD.


VIII. TERMS OF PAYMENT

Government Procedure

IX. CONTACT DETAILS

Name: Anne Jillian R. Liwanag
E-mail: arliwanag@tourism.gov.ph
Contact No.: 8459-5200 local 426/ Viber – 09179069569

Prepared by:


ANNE JILLIAN R. LIWANAG
Administrative Officer II
Training and Development Division

Approved by:


WILSON J. TELIG
Division Chief
Training and Development Division