

DEPARTMENT OF TOURISM – MIMAROPA

TECHNICAL DESCRIPTIONS

I. PROJECT TITLE:

DOT MIMAROPA 10TH YEAR ANNIVERSARY: PROMOTING HEALTH AND WELLNESS IN THE WORKPLACE

II. PURPOSE/OBJECTIVES:

This September, as we celebrate the Civil Service Anniversary and World Tourism Day, the Regional Office MIMAROPA will also celebrate 10 years of service. This event, titled “DOT MIMAROPA 10th Year Anniversary: Promoting Health and Wellness in the Workplace,” is an opportunity to recognize the hard work and contributions of our employees. Their efforts have been instrumental in achieving this milestone, and this celebration aims to reinforce their value within the organization.

Beyond acknowledging our workplace culture and values, this event seeks to foster a positive and joyful atmosphere, strengthening the sense of camaraderie and togetherness among our personnel. As part of this celebration, the Department of Tourism MIMAROPA will organize an Annual Physical Examination and conduct a vaccination program. These health initiatives align with our commitment to promoting the well-being of our employees, ensuring that they remain healthy and productive.

The focus on health and wellness in the workplace emphasizes the importance of creating a safe and healthy work environment. By integrating ergonomic practices, we aim to prevent work-related injuries and enhance overall employee well-being.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **available complete services requested**
- Located in **National Capital Region (NCR), preferably.**
- Must be willing to provide services **on a send bill arrangement**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPS' Registration
- Registration Certificate from SEC or DTI with copy of latest ITR
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. INCLUSIONS/SPECIFICATIONS

A. Availability

- Must be available to provide catering services on September 18-20, 2024
- Shall provide catering services for **40 pax** in the Department of Tourism-MIMAROPA, 5th floor, NEX 54 Bldg. 778 Boni Ave. cor. EDSA Brgy. Barangka Ilaya, Mandaluyong City
- Serve Breakfast, Lunch, AM and PM Snacks in a setup specified below:

B. Food Services Requirement

| Schedule | Setup |
|--------------------|--|
| September 18, 2024 | <p>Breakfast: One (1) full meal breakfast served with hot chocolate/ tea or coffee</p> <p>Lunch: Steamed Rice Soup One (1) meat dish (chicken/ pork/ beef) One (1) fish dish One (1) vegetable dish Fresh fruits One (1) bottled water and soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ Provision of free-flowing Coffee, candies, chips or peanuts in the afternoon event</p> |
| September 19, 2024 | <p>Lunch: Steamed Rice Soup One (1) meat dish (chicken/ pork/ beef) One (1) fish dish One (1) vegetable dish Fresh Vegetable Salad Fresh fruits One (1) bottled water and soft drinks</p> <p>AM & PM Snacks:</p> |

| | |
|---------------------------|--|
| | <p>Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ Provision of free-flowing Coffee, candies, chips or peanuts for the whole day event.</p> |
| <p>September 20, 2024</p> | <p>Lunch: Steamed Rice Soup One (1) meat dish (chicken/ pork/ beef) One (1) fish dish One (1) vegetable dish Fresh Vegetable Salad Fresh fruits One (1) bottled water and soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>Provision of free-flowing Coffee, candies, chips or peanuts for the whole day event.</p> |
| | <p>INCLUSIONS:</p> <ul style="list-style-type: none"> - Provide adequate uniformed waiters and banquet staff - Use of utensils, chinaware, and glasses - Setup banquet table and at least two (2) uniformed waiters during each schedule - Ensure the temperature and quality of food to be served - Backdrop decoration/ Tarpaulin (will serve as a stage inside the Training Room) “DOT MIMAROPA 10TH YEAR ANNIVERSARY” <ul style="list-style-type: none"> ○ Size: 4 ft X 6 ft |

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Eighty-One Thousand Two Hundred Pesos (P 81, 200.00)**, inclusive of all government taxes and charges.

The winning bid, however, 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.

VII. DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on or before **18-20 September 2024**.

VIII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements, quotation and propose schedule of Food tasting shall be ground for disqualification of bid.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The **WINNING BIDDER** must deliver **complete stated services** as spot check will be done by END USER on the above-mentioned date of delivery.

X. PROJECT OFFICER/CONTACT PERSON

Name: **MS. SHEILA PINEDA**
Email: sheilapineda.ocasla@gmail.com;
dot4b.bacsecretariat@gmail.com
Contact No.: 09760237164/ 8735 5970