



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11501879
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Catering Services for the Third Regional Director's Meeting
Area of Delivery

Solicitation Number: RFQ NP-SVP 2024-11-0375	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification: Goods	Bid Supplements	0
Category: Catering Services		
Approved Budget for the Contract: PHP 76,000.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	20/11/2024
Contact Person: 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	Last Updated / Time	20/11/2024 00:00 AM
	Closing Date / Time	25/11/2024 13:00 PM

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Meals and Catering Services

II. PROJECT TITLE : Third Regional Directors' Meeting

III. BACKGROUND :

The Regional Directors' Meeting is a regular activity of the Tourism Regulation, Coordination, and Resource Generation (TRCRG) sector. It serves as an avenue to guide DOT Regional Directors on the plans and programs of the TRCRG Sector, as well as those of the Department. Additionally, it functions as a coordination meeting with DOT Attached Agencies and DOT Central Offices, ensuring the precise alignment and calibration of projects, activities, and programs (PAPs) with other partner agencies.

IV. INCLUSIVE DATES : December 5, 2024

V. MINIMUM REQUIREMENTS

1. Must agree to Government Procurement and Send Bill Arrangement
2. Inclusive of VAT and other government taxes
3. Unutilized particulars, if any, must not be charged to the Department

VI. SCOPE AND WORK DELIVERABLES

a. Meals and Catering Services

- Please see below details:

Date and Time Event Seat Setup Meal Requirement

December 5, 2024

8:00AM – 8:00PM Third Regional Directors' Meeting U-Shaped Seating for 20 pax and additional tables and chairs at the side / behind for the staff AM Snacks, Lunch, PM Snacks, Dinner

- Number of attendees: minimum of 35 participants and a maximum of 50 participants.
- Venue: Multipurpose Hall, Department of Tourism, 351 Sen Gil Puyat Avenue, Brgy Bel-Air, Makati City
- All tables must be covered with well-ironed, clean, and presentable tablecloths that complement the event's theme or ambiance.
- At least two presentable standby waiters are required.
- Meal requirements:
 - o Snacks: To include a pastry, sandwich, pasta, or similar items, accompanied by juice
 - o Lunch and Dinner: To include rice, a vegetable dish, hot soup, a chicken or fish dish, a beef dish, dessert, and juice.
 - o Bidders may propose alternative menu options, subject to approval.
 - o Must be in a buffet setup, however, the supplier must be prepared to provide table service for participants, if needed.
- Complimentary free-flowing water, coffee, and tea throughout the event.
- All meals must be pork-free.

VII. PAYMENT PROCEDURES / TERMS OF PAYMENT

Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price. Further, winning bidder must be willing to provide services on send-bill arrangement.

VIII. TOTAL BUDGET

The approved budget for this project PHP 76,000.00 inclusive of all applicable taxes and other applicable fees and should cover all requirements enumerated above. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed above total budget.

The amount shall be chargeable against the OUSEC-TRCRG Funds, subject to existing accounting and auditing rules.

IX. PROJECT OFFICER / CONTACT PERSON:

Camille Simpao
Senior Administrative Assistant III
Office of the Undersecretary – TRCRG
+63 2 8459 5200 loc 202
ousec_tamano@tourism.gov.ph

X. NOTED BY:

JUDILYN S. QUIACHON
Assistant Secretary for TRCC

XI. APPROVED BY:

SHAHLIMAR HOFER TAMANO
Chief of Staff and Undersecretary for TRCRG
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 November 25, 2024 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 19/11/2024

contact person/s of the concerned party.