



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11556742
Procuring Entity DEPARTMENT OF TOURISM
Title Procurment of a Service Provider for the Conduct of Filipino Brand of Service Excellence Training (FBSE)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-11-0394	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	01/12/2024
Approved Budget for the Contract:	PHP 186,480.00	Last Updated / Time	01/12/2024 00:00 AM
Delivery Period:		Closing Date / Time	04/12/2024 10:00 AM
Client Agency:			
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		

Description

TECHNICAL SPECIFICATIONS

Procurement of Meals/Catering Service Package

I. PROJECT TITLE : FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING FOR DOT EMPLOYEES

II. DATE/VENUE : Dec. 6, 9, 10, 12, 13, 17, 19, 20, 2024 (8 batches)

Department of Tourism Central Office, Makati City

III. BACKGROUND/PROJECT DESCRIPTION

The Filipino Brand of Service Excellence (FBSE) is a flagship program of the Department of Tourism which envisions to provide frontliners and professionals in the tourism and hospitality industry with a benchmark for delivering excellent service in the Filipino way, thereby establishing it as our "brand." The training seeks to instill and propagate the FBSE culture among tourism professionals across the tourism industry.

The conduct of the FBSE Train-the-Trainers Course aims to expand our current pool of trainers to help achieve our goal of training 150,000 tourism professionals and stakeholders, including the employees of DOT, under the FBSE program.

IV. MINIMUM REQUIREMENT

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-one (31) participants and one (1) resource person/s and facilitators on Dec. 6, 9, 10, 12, 13, 17, 19, 20, 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:

A. FOR PARTICIPANTS:

- 1) Eight (8) Days A.M. Snacks: Pasta/Noodles with sandwich/bread and drinks/beverage (coffee, tea or juice)
PhP 180.00 x 31 pax x 8 days = PhP 44,640.00
- 2) Eight (8) Days Lunches: (a choice of beef, pork, fish and chicken) vegetables, soup, rice and dessert with drinks/beverage (softdrinks or juice)
PhP 380.00 x 31 pax x 8 days = PhP 94,240.00
- 3) Eight (8) Days P.M. Snacks: Pasta/Noodles with sandwich or bread with drinks/beverage (coffee, tea or juice)
PhP 180.00 x 31 pax x 8 days = PhP 44,640.00

B. FOR EXTERNAL RESOURCE PERSON:

- 1) Four (4) Days A.M. Snacks: Pasta/Noodles with sandwich/bread and drinks/beverage (coffee, tea or juice)
PhP 180.00 x 1 pax x 4 days = PhP 720.00
- 2) Four (4) Days Lunches: (a choice of beef, pork, fish and chicken) vegetables, soup, rice and dessert with drinks/beverage (softdrinks or juice)
PhP 380.00 x 1 pax x 4 days = PhP 1,520.00
- 3) Four (4) Days P.M. Snacks: Pasta/Noodles with sandwich or bread with drinks/beverage (coffee, tea or juice)
PhP 180.00 x 1 pax x 4 days = PhP 720.00

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, paper boxes and/or microwaveable containers

VI. PROJECT COST

Dates Clients Particulars

Unit

Cost

Computation Total Amount

8 Batches

Week 1 (Dec.,6, 2024)

Week 2 (Dec. 9,10,12,13, 2024)

Week 3 (17,19, 20, 2024)

Participants

(31 participants)

AM Snack ₱180.00

₱180 x 31 pax
x 8 days

₱44,640.00

Lunch ₱380.00

₱380 x 31 pax
x 8 days

₱94,240.00

PM Snack ₱180.00

₱180 x 31 pax
x 8 days

₱44,640.00

4 Batches

Week 2 (Dec. 10,12,13, 2024)

Week 3 (Dec. 17, 2024)

Resource

Speaker

(1 Resource

Speaker)

AM Snack ₱180.00

₱180 x 1 pax x
4 days

₱720.00

Lunch ₱380.00

₱380 x 1 pax x
4 days

₱1,520.00

PM Snack ₱180.00

₱180 x 1 pax x
4 days

₱720.00

Grand Total ₱186,480.00

VII. APPROVED BUDGET:

One Hundred Eighty Six Four Hundred Eighty Pesos (PhP186,480.00) only, inclusive of applicable taxes.

VII. PROJECT OFFICERS/CONTACT PERSONS:

RYAN LORENZO C. MANALO

Office of Human Capital Development
(02) 8459-5200 | rlcmanalo@tourism.gov.ph

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 December 4, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

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