

# 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:

#### **B. 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	Participants (31 participants)	AM Snack	₱180.00	₱180 x 31 pax x 8 days	₱44,640.00
Week 1 (Dec.,6, 2024) Week 2 (Dec. 9,10,12,13, 2024) Week 3 (17,19, 20, 2024)		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
				<i>Grand Total</i>	<b>₱186,480.00</b>

**VII. APPROVED BUDGET:**

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

**VII. PROJECT OFFICERS/CONTACT PERSONS:**

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A handwritten signature in black ink, appearing to read 'Ryan N. Sebastian', is written over the printed name.

**RYAN N. SEBASTIAN**

Chief Tourism Operations Officer  
Manpower Training Development  
Office of Human Capital Development