



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5545279  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Catering Services(Document Management System Trainings)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2018-08-0198	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods - General Support Services	<b>Document Request List</b>	1
<b>Category:</b> Catering Services	<b>Date Published</b>	08/08/2018
<b>Approved Budget for the Contract:</b> PHP 281,300.00	<b>Last Updated / Time</b>	08/08/2018 00:00 AM
<b>Delivery Period:</b> 7 Day/s	<b>Closing Date / Time</b>	13/08/2018 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

TERMS OF REFERENCE  
Document Management System Training

I. REQUIREMENTS AND DELIVERABLES  
Catering Service Package for the following:

14 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

15 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

16 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

17 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

20 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

23 August 2018

AM Snacks – 55 pax x Php 280 = Php 15,400.00

PM Snacks – 55 pax x Php 280 = Php 15,400.00

Lunch – 25 pax x Php 500 = Php 12,500.00

24 August 2018

AM Snacks – 15 pax x Php 300 = Php 4,500.00

PM Snacks – 15 pax x Php 300 = Php 4,500.00

Lunch – 25 pax x Php 500 = Php 12,500.00

TOTAL APPROVED BUDGET FOR MEALS = PHP 281,300.00

## II. VENUE

- Department of Tourism (DOT) Building, Makati City

## III. INCLUSIONS

- Must provide waiter service/ food servers;
- Must be able to provide uniformed and well-trained banquet service personnel per food station.
- Menu of AM/PM Snacks should include local delicacies, pasta, muffins and chips; (menu must be approved by the end-user).
- Menu of Lunch should include two dishes, rice, and dessert with one round of drink (menu must be approved by the end-user). In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices.
- Drinks should not be limited to iced tea and soda.
- Must provide the following:
  - Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies. (must be provided per food station)
  - Food Station shall be determined by the Project Officer
  - Table and Table set-up with complete utensils for AM/PM Snacks and Lunch

## IV. TERMS OF PAYMENTS

- Must be willing to provide service on a send-bill arrangement (Government Procedure)

## V. CONTACT PERSON

BRYAN DU

Planning Service

Tel no. 459-5200 loc. 620

Email: dot.monitoringdivision@gmail.com

Note: The winning bid 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.

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

### PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 13, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 07/08/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system.