



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4903233

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Thanksgiving Mass Celebration and Annual Recognition Ceremony

**Area of Delivery**

<b>Solicitation Number:</b>	2017-10-0338	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	2
<b>Category:</b>	Catering Services	<b>Date Published</b>	26-Oct-2017
<b>Approved Budget for the Contract:</b>	PHP 420,000.00	<b>Last Updated / Time</b>	26-Oct-2017 00:00 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	30-Oct-2017 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Melanie Claire Pasion Singzon Supervising Administrative Officer 4th Floor, DOT Bldg. No. 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 msingzon_gsd@yahoo.com		

#### Description

Terms of Reference

Thanksgiving Mass Celebration and Annual Recognition Ceremony  
November 3, 2017

I. Specifications :

- a. Catering Service package of the following :
- Managed buffet lunch for 700 pax
  - Packed PM Snacks for 500 pax
  - Managed buffet PM Snack for 200 pax
  - Lechon for 700 pax

b. Package Cost per Head : Php 600.00

c. Venue : DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

II. Inclusions :

- Service Crew for managed buffet
- Table and table set-up with utensils for buffet lunch / PM snacks
- Service Crew for distribution of packed PM snacks
- Flowing coffee during the ceremony
- Food station per floor (5 floors and Penthouse)

III. Terms of Payment : Government procedure

IV. Total Budget : Four Hundred Twenty Thousand Pesos (Php 420,000.00)

V. Contact Person :

Ms. Sofia Pagsuyuin  
Chief, Human Resource Division  
Tel. No. 459-5200 to 30 local 407 and 408

Deadline for submission of sealed quotation : OCTOBER 30, 2017 AT 10:00 AM

Note: 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.

Kindly submit your quotation together with the documentary requirements listed below, indicating our Solicitation Number & Company Name IN A SEALED ENVELOPE, addressed to Ms. Melanie Claire P. Singzon (Procurement Management Division) at 4th Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

- Current Mayor's / Business Permit
- PhilGEPS Registration Number
- Latest Income/ Business Tax Return
- Duly Notarized Omnibus Sworn Statement (Please see attached)

For Land Bank Payment Purposes:

Bank Name : \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

Note : OTHER BANK WITH BANK CHARGES

**Created by** Melanie Claire Pasion Singzon

**Date Created** 25-Oct-2017

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