



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	5501928
Procuring Entity	DEPARTMENT OF TOURISM
Title	Catering Services (Midterm Assessment of DOT Plans and Programs)
Area of Delivery	Metro Manila

Solicitation Number:	2018-07-0177	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 497,500.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	20/07/2018
Contact Person:	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	Last Updated / Time	20/07/2018 00:00 AM
		Closing Date / Time	24/07/2018 10:00 AM

Description

REQUEST FOR QUOTATION

The Department of Tourism (DOT) invites all interested suppliers to submit their lowest price proposal/quotation on the item listed below:

Midterm Assessment of DOT Plans and Programs (MAPP) for FY 2018 on
30 July – 02 August 2018

I. REQUIREMENTS AND DELIVERABLES

Catering Service Package for the following:

30 July 2018 (Day 1)

· AM/PM Snacks, Buffet Lunch for 80 pax

Php 1,000 x 80 pax

Total: Php 80,000.00

31 July 2018 (Day 2)

· AM/PM Snacks, Buffet Lunch for 150 pax

Php 1,000 x 150 pax

Total: Php 150,000.00

· Buffet Dinner for 70 pax
Php 500 x 70 pax
Total: Php 35,000.00

01 August 2018 (Day 3)

· AM/PM Snacks, Buffet Lunch for 110 pax
Php 1,000 x 110 pax
Total: Php 110,000.00

· Buffet Dinner for 25 pax
Php 500 x 25 pax
Total: Php 12,500.00

02 August 2018 (Day 4)

· AM/PM Snacks, Buffet Lunch for 110 pax
Php 1,000 x 110 pax
Total: Php 110,000.00

TOTAL BUDGET FOR MEALS FOR THE MIDTERM ASSESSMENT
OF DOT PLANS AND PROGRAMS: PHP 497,500.00

VENUE

· Department of Tourism (DOT) Building, Makati City

INCLUSIONS:

- Must provide waiter service/ food servers for the VIP (type of service for VIP's will be determined by the DOT);
- 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 Buffet Lunch/Dinner should include soup, beef, fish, pork or chicken, vegetable, dessert, rice, salad 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 per floor (Investment Lounge (Ground Floor), 3rd Floor Conference Room, 5th Floor Conference Room and Penthouse).
 - Table and Table set-up with complete utensils for AM/PM Snacks and Buffet Lunch/Dinner

OTHER REQUIREMENTS

· Caterer/food service supplier must have an operation within Makati City in order to provide faster and efficient service.

TERMS OF PAYMENTS

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

CONTACT PERSONS:

MS. NICHELLE ANNE S. DELA PAZ
MS. TEODORA LAARNI T. JARAPLASAN
Planning Service
Tel no. 459-5200 loc. 620
Email: nichelledp91@gmail.com
lani.jaraplasan@yahoo.com

Please use the attached Reply Slip Form in submitting price quotation in a sealed envelope at the contact information indicated below. Proposal/quotation must be received not later than 10:00 am of July 24, 2018.

MARIA ALMA O. ALMAZAN
Tel# 459-52-00 loc 425
Procurement Management Division
4th Flr., DOT Bldg. Sen. Gil Puyat Avenue, Makati City

REPLY SLIP

Name of Company : _____

Address : _____

Contact Information : _____

After having carefully read the Request for Quotation for the Catering Services in connection with the Midterm Assessment of DOT Plans and Programs, I/we quote you on the item at prices noted below :

Item and Description

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(Government Procedure)

TOTAL COST:

Signature Over Printed Name of Supplier / Authorized Representative

Position : _____

Date : _____

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 for the purchase of the above requirement, indicating our Solicitation Number & 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 Bid: on or before July 24, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 19/07/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.