



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5569900
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services (Document Management System Trainings)
Area of Delivery Metro Manila

Solicitation Number:	2018-08-0208	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 322,800.00	Document Request List	0
Delivery Period:	9 Day/s		
Client Agency:		Date Published	17/08/2018
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 almaalmazan@yahoo.com.ph	Last Updated / Time	17/08/2018 00:00 AM
		Closing Date / Time	22/08/2018 10:00 AM

Description

TERMS OF REFERENCE

Document Management System Training

REQUIREMENTS AND DELIVERABLES Catering Service Package for the following:

06 September 2018

AM Snacks — 15 pax x Php 300

PM Snacks — 10 pax x Php 300

Lunch — 25 pax x Php 500

07 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

10 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

11 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

12 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

13 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

14 September 2018

AM Snacks — 55 pax x Php 280

PM Snacks — 55 pax x Php 280

Lunch — 25 pax x Php 500

17 September 2018

AM Snacks — 15 pax x Php 300

PM Snacks — 15 pax x Php 300

Lunch — 25 pax x Php 500

18 September 2018

AM Snacks — 15 pax x Php 300

PM Snacks — 15 pax x Php 300

Lunch 25 pax x Php 500

Total Approved Budget for Meals: Php322,800.00

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

Dates indicated herein are flexible. Training schedules can be moved at an earlier or later date. Project Officer will notify the winning bidder once the training schedules are modified.

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 22, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 16/08/2018

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