



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6323490  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Catering Services for the Conduct of BTMS Orientation  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-07-0149 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Catering Services <b>Approved Budget for the Contract:</b> PHP 129,542.40 <b>Delivery Period:</b> 2 Day/s <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	2
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	17/07/2019
	<b>Last Updated / Time</b>	16/07/2019 16:11 PM
	<b>Closing Date / Time</b>	22/07/2019 10:00 AM
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

#### Description

##### TERMS OF REFERENCE

I. BIDDER : Food Catering Service

II. PROJECT TITLE : Budget and Treasury Management System (BTMS) Orientation / Training for End-Users

##### III. PURPOSE/OBJECTIVES :

The Philippine Department of Tourism (PDOT) is in need of services of a food catering company that will handle the preparation and serving of meal requirements of the BTMS training participants and facilitators.

##### IV. BACKGROUND:

Participants : DOT Officials and Employees,  
DBM BTMS Team Representatives

No. of Pax : 60 pax

Venue : DOT Multi-purpose Hall

Dates : July 23 – 24, 2019 (2 days)

Budget : Php 280 / pax for AM and PM snacks  
Php 480 pax for Lunch

##### V. MINIMUM REQUIREMENTS :

A. Must be a Philippine organization capable of providing the following services:

- a. Preparation and serving of food and beverage requirements for a corporate activity/event
- b. Logistical requirements
- B. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- C. Must be willing to provide services on send – bill arrangement

#### VI. SCOPE AND WORK DELIVERABLES :

##### A. MEALS

1st run - July 23, 2019 (Tuesday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)

2nd run - July 24, 2019 (Wednesday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)

##### B. LOGISTICAL REQUIREMENTS

- Servers
- Buffet Equipment
- Plates, glasses, cutlery
- Extra tables and chairs (additional rental fee may be billed as necessary)

#### IV. BUDGET

The total working budget is ONE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED FORTY TWO PESOS AND FORTY CENTAVOS ONLY (P129,542.40) ONLY and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

#### V. CONTACT PERSON

Contact Person : Anna Isabelle Malay  
Address : Financial and Management Service (FMS) –  
Management Division  
4th Floor, DOT Building  
351 Sen Gil Puyat Avenue, Makati City  
Contact Number : 459 5200 local 410  
Email Address : managementdivision.dot@gmail.com

Prepared by:

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Anna Isabelle Malay  
Project Officer  
FMS – Management Division

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 & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 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
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before July 22, 2019 at 10:00 am

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**Created by** John Paulo Samonte Francisco  
**Date Created** 16/07/2019

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