



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6197536
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for ISO 9001:2015 Awareness Training
Area of Delivery Metro Manila

Solicitation Number: 2019-05-0094 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Catering Services Approved Budget for the Contract: PHP 509,600.00 Delivery Period: 7 Day/s Client Agency:	Status	Active
	Associated Components	3
	Bid Supplements	1
	Document Request List	5
	Date Published	18/05/2019
	Last Updated / Time	20/05/2019 15:55 PM
	Closing Date / Time	21/05/2019 10:00 AM
Contact Person: 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
 ISO 9001:2015 Awareness Training
 29-31 May and 03-06 June 2019

I. REQUIREMENTS AND DELIVERABLES

Catering Service Package for Seven (7) Days

Date : 29-31 May 2019
 03-06 June 2019

AM Snacks Php 280 x 70 pax x 7 days = Php 137,200.00
 Lunch Php 480 x 70 pax x 7 days = Php 235,200.00
 PM Snacks Php 280 x 70 pax x 7 days = Php 137,200.00

TOTAL APPROVED BUDGET FOR MEALS = Php 509, 600.00

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 Buffet Lunch 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.

- Must dismantle the set-up after the activity or upon advise of DOT.
- Drinks should not be limited to iced tea and soda.
- Must provide the following:
 - Set-up a separate coffee station serving brewed coffee with cups and saucers.
 - Free flowing hot chocolate/tea and water station with nuts or nachos, chips and candies
 - 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

Ms. Lani Jaraplasan/ Ms. Alyssa Malabanan
Planning Service
Tel no. 459-5200 loc. 416
Email: dot.planningservice@gmail.com / dot.qms@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 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 May 21, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 17/05/2019

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