



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6663448  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Catering Services for the Conduct of Gender and Development Orientation Seminar  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-11-0321	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Catering Services	<b>Date Published</b>	17/11/2019
<b>Approved Budget for the Contract:</b> PHP 60,000.00	<b>Last Updated / Time</b>	16/11/2019 12:34 PM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	20/11/2019 10:00 AM
<b>Client Agency:</b>		
<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  
(Catering Services)

I. PROJECT: GENDER AND DEVELOPMENT ORIENTATION SEMINAR  
 Venue: DOT Multi-purpose Hall, Department of Tourism, Makati City  
 Date: December 05, 2019

#### II. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- Must be able to provide catering service package for December 05, 2019, 8:00 a.m.-5:00 p.m.;
- Must be able to provide meal arrangements for fifty (50) pax;

#### III. SCOPE OF WORK/DELIVERABLES:

##### A. MEAL REQUIREMENTS:

Catering Services for December 05, 2019  
(including the resource person/s, facilitator and secretariat)

Lunch Buffet

PhP 500.00 x 50 pax = PhP 25,000.00

AM Snacks

PhP 350.00 x 50 pax = PhP 17,500.00

PM Snacks

PhP 350.00 x 50 pax = PhP 17,500.00

TOTAL APPROVED BUDGET : PhP 60,000.00

#### IV. INCLUSIONS:

- Must provide waiter service/ well-groomed food servers;
- Must be able to provide uniformed and well-trained banquet service personnel at the food station;
- Menu of AM and PM snacks should include local delicacies, pasta/noodles, sandwich 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 with one round 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 free flowing coffee/hot tea and water station;
- Table and table set-up with complete utensils for Lunch, AM and PM snacks.

**V. QUALIFICATIONS:**

- Catering service provider must meet a minimum of five (5) years of providing catering services to government agencies;
- At least two (2) certificates of satisfactory service rendered issued by another government agency/ies for the past two (2) years

**VI. TERMS OF PAYMENT:**

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

**VII. APPROVED BUDGET FOR THE CONTRACT:**

- Sixty Thousand Pesos (Php 60,000.00) inclusive of applicable taxes.

**VIII. CONTACT PERSON:**

MS. EZRAH GRACE C. BAYUGA  
Administrative Officer IV  
Training and Development Division  
Email: ezrahgrace\_bayuga@yahoo.com  
Contact No. 459 – 5200 to 5230 Local 318

Prepared by:

EZRAH GRACE C. BAYUGA  
Administrative Officer IV,  
Training and Development 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 November 20, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 16/11/2019

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