



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6633544
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for the Conduct of 4th Quality Management System (QMS) Management Review Meeting on 20 November 2019
Area of Delivery Metro Manila

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|---|------------------------------|---------------------|
| Solicitation Number: 2019-11-0297 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 83,200.00 Delivery Period: 1 Day/s Client Agency: <hr/> 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 | Status | Pending |
| | Associated Components | 3 |
| | Bid Supplements | 0 |
| | Document Request List | 0 |
| | Date Published | 09/11/2019 |
| | Last Updated / Time | 08/11/2019 14:44 PM |
| | Closing Date / Time | 12/11/2019 10:00 AM |

Description

TERMS OF REFERENCE
 4th Quality Management System (QMS) Management Review Meeting
 20 November 2019, 6th Floor Multi-Purpose Hall, DOT Building, Makati City

I. REQUIREMENTS AND DELIVERABLES

- Catering Service Package for 20 November 2019
 Lunch Buffet: Php480 x 80 pax = Php 38,400.00
 AM & PM Snacks: Php560 x 80 pax = Php 44,800.00
- TOTAL APPROVED BUDGET = Php 83,200.00

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 at the food station.
- Menu of AM and PM Snacks should include local delicacies, pasta/noodles, 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.
- Drinks should not be limited to iced tea and soda.
- Must provide the following:
- Free flowing coffee/hot tea and water station with nuts, chips and candies.

- Food Station shall be determined by the Project Officer.
- Table and Table set-up with complete utensils for Lunch, AM and PM Snacks.
- Catering Service Provider must possess the following qualifications:
- A minimum of five (5) years of providing catering services to government agencies; and
- At least two (2) certificates of satisfactory service rendered issued by another government agency/ies for the past two (2) years.

IV. TERMS OF PAYMENT

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

V. CONTACT PERSON

Ms. Laarni Jaraplasan
Planning Division, Planning Service
Tel no. 459-5200 loc. 416
Email: lani.jaraplasan@yahoo.com.ph

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 12, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 08/11/2019

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