



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6102091  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Quality Management System (QMS) 3rd Management Review Meeting  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-03-0043	<b>Status</b>	<b>Active</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>	2
<b>Category:</b> Catering Services	<b>Date Published</b>	19/03/2019
<b>Approved Budget for the Contract:</b> PHP 53,200.00	<b>Last Updated / Time</b>	19/03/2019 00:00 AM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	22/03/2019 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  
Quality Management System (QMS) 3rd Management Review Meeting

#### I. REQUIREMENTS AND DELIVERABLES

Catering Service Package for 11 April 2019

Lunch - Php 480 x 70 pax = Php 33, 600.00  
PM Snacks - 280 x 70 pax = Php 19, 600.00

TOTAL APPROVED BUDGET FOR MEALS = Php 53, 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 per food station.
- Menu of AM 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.
- 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 AM Snacks and Lunch

#### IV. TERMS OF PAYMENTS

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

#### V. CONTACT PERSON

Laarni Jaraplasan  
Planning Division, Planning Service  
Tel no. 459-5200 loc. 416  
Email: dot.planningservice@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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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 March 22, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 18/03/2019

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