



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7976165  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and Procurement-Related Activities/Meetings for CY 2021

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ No. 2021 - 09 - 0097	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	07/09/2021
<b>Approved Budget for the Contract:</b>	PHP 144,000.00	<b>Last Updated / Time</b>	06/09/2021 11:27 AM
<b>Delivery Period:</b>	5 Month/s	<b>Closing Date / Time</b>	10/09/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and procurement-related Activities/Meetings for CY 2021

##### I. OBJECTIVE

To procure a service provider for the provision of Meals for various Bids and Awards Committee (BAC) physical Activities for CY 2021.

##### II. DURATION OF THE CONTRACT

The contract shall be for a period of five (5) months effective from the approval of contract covering the months.

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

Particulars Unit Cost  
(in PhP) No. of Pax Estimated No. of Meetings  
(per month)

- A. Individually Packed Lunch
  - Minimum two (2) viands (choices of beef, fish, pork, or chicken),
  - with soup,
  - with vegetable dish,
  - dessert,
  - rice, and
  - bottled drinking water
  - coffee and soda or juice 400.00 12 4

([PhP400.00] x [12] x [4]) Sub-total PhP19,200.00

B. Snacks (AM and PM)

- Choices of sandwich, pasta, or cake,
- bottled drinking water, and
- coffee and soda or juice 200.00 12 2

([PhP200.00] x [2] x [12] x [2]) Sub-total PhP9,600.00

(PhP28,800.00] x 5-months) TOTAL PhP144,000.00

Note: Ordering of meals shall be made/finalized at least one (1) day notice before the scheduled meeting.

QUALIFICATION REQUIREMENTS

PhilGEPS Registered

At least five (5) years in providing catering services/meals to government agencies;

Must submit at least two (2) certificate of satisfactory service rendered issued by both private and government agency/ies for the past two (2) years.

Service provider must within Metro Manila only.

IV. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)

One Hundred Forty-Four Thousand Pesos (PhP144,000.00), inclusive of applicable taxes, delivery fee, and other charges. Chargeable against FY 2021 AS-PMD (MOOE) Funds.

V. MODE OF PAYMENT

The processing of payment of services rendered shall be made upon receipt of the charge invoice billing statement on a monthly basis. The billing statement shall contain the actual services rendered for the given month but the cumulative billing for the entire contract duration shall not exceed the total contract price.

VI. CONTACT PERSONS

Ms. Melanie Claire Singzon, and/or

Ms. Maria Alma Almazan

Bids and Awards Committee Secretariat Members

Email Address: mpsingzon@tourism.gov.ph / moalmazan@tourism.gov.ph

Contact No. 4595200 to 5230 local 425

Noted by:

GODOFREDO R. MALDONADO, JR.

Chief Administrative Officer

Procurement Management Division (PMD), and

Head, Bids and Awards Committee (BAC) Secretariat

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and Procurement-Related Activities/Meetings for CY 2021	1	Lot	144,000.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 10 September 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 06/09/2021

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