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Friday, December 6, 2019 09:20 AM

Norjannah Lucman

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Bid Notice Abstract[Detail Tracking Report](#)**Request for Quotation (RFQ)**

Reference Number 6733981
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services - DOT Executive Assistants Summit 2019
Area of Delivery Metro Manila

 [Printable Version](#)

Solicitation Number:	2019-12-0359	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	06/12/2019
Approved Budget for the Contract:	PHP 145,600.00	Last Updated / Time	06/12/2019 12:00 AM
Delivery Period:	2 Day/s	Closing Date / Time	09/12/2019 9:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com		

Description

Terms of Reference

I. PROJECT: DOT EXECUTIVE ASSISTANTS SUMMIT 2019
 Venue: DOT Multi-Purpose Hall, Department of Toursim, Makati City
 Date: December 13-14, 2019

II. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- * Must be able to provide catering service package for December 13 & 14, 2019, 8:00 am - 7:00 pm
- * Must be able to provide meals (AM snacks, Lunch, PM snack and dinner) for Sixty Five (65) employees;

III. SCOPE OF WORK/DELIVERABLES:

A. Meal Requirements:

Catering Service for December 13 & 14, 2019

AM Snacks
 Lunch Buffet
 PM Snacks
 Dinner Buffet

Total Approved Budget: PhP145,600.00 (PhP2,240.00 per person for 2 days)

IV. INCLUSIONS

- *Must provide waiter services/ well-groomed food services;
- *Menu of AM and PM snacks should include local delicacies, pasta/noodles, sandwich and chips (menu must be approved by the Project Officer/s);
- *Menu of Buffet Lunch should include soup, beef, fish pork or chicken, vegetable, dessert, rice qith soda or iced tea and water (menu must be approved by the Project Officer/s);
- *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;
- *Table and table set-up with complete utensils for Lunch, AM and PM Snacks, and Dinner

V. QUALIFICATIONS

- *Catering service provider must have a minimum of five (5) year-experience in providing caterign services to government agencies;
- *With at least two (2) certificates of satisfactory service rendered issued by another agency/ies for the past two (2) years

VI. TERMS OF PAYMENT:

- *Must be willing oto provide service on a send-bill arrangment (Government Procedure)

VII. APPROVED BUDGET FOR THE CONTRACT:

*One Hundred Forty Five Thousand Six Hundred Pesos only (PhP145,600.00) inclusive of all applicable taxes.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM
1	Catering Services	Catering Services for 2 days (AM & PM Snacks and Lunch)	1	Lot

Other Information

Please submit the following valid documents:

1. Omnibus Sworn Statement (notarized)
2. Two (2) Certificates of Satisfactory Service Rendered
3. Proof of Five (5) years of providing catering services to Government Agencies (i.e., certificate)
4. Reply Slip (duly accomplished and signed)
5. Mayor's Permit
6. PhilGEPS Number

Created by Norjannah P Lucman

Date Created 05/12/2019

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