



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6663372
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for the Upcoming Department of Tourism Holistic Health and Wellness Program
Area of Delivery Metro Manila

Solicitation Number: 2019-11-0320	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Catering Services	Date Published	17/11/2019
Approved Budget for the Contract: PHP 360,000.00	Last Updated / Time	16/11/2019 11:31 AM
Delivery Period:	Closing Date / Time	20/11/2019 10:00 AM
Client Agency:		
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		

Description

Department of Tourism Holistic Health and Wellness Program

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE: Procurement of Catering Services for the Upcoming Department of Tourism Holistic Health and Wellness Program

II. QUALIFICATIONS

- The catering provider must be duly established in the Philippines;
- The catering provider must have undertaken a similar event and must have served/serviced the same or more number of pax.

A. Scope of Work and Deliverables

- To provide managed buffet lunch for six hundred (600) pax for the opening ceremony;
- To provide packed PM snacks for six hundred (600) pax for the opening ceremony;
- To provide packed AM snacks for six hundred (600) pax for the closing ceremony;
- To provide service crew for the managed buffet;
- To set-up food station per floor (5 floors and Penthouse)

B. Requirements for the Opening Ceremony

- Managed Buffet Lunch and Packed PM snacks
 - Food tasting on the proposed menu must be conducted two (2) days prior to the event date to be able to finalize the variations of food to be served on the event proper;
 - Lunch (meat, fish, and vegetable);
 - Catering staff may set-up the food station per floor as early as 5:00AM;
 - Lunch must be ready to serve by 11:00 AM; Snacks by 3:00PM;

- Food stubs to be provided by DOT must be collected by a designated catering staff before the serving/distribution of food;
- A supervisor/team leader must be present to oversee/manage the entire event as well as to acknowledge any concerns that may arise;
- Provide materials in case of take out or packed as necessary.

C. Requirements for the Closing Ceremony

1. Packed AM snacks

- Food tasting on the proposed menu must be conducted two (2) days prior to the event date to be able to finalize the variations of food to be served on the event proper;
- Snacks must be ready by 9:00AM;
- Food stubs to be provided by DOT must be collected by a designated catering staff before the serving/distribution of food; and
- A supervisor/team leader must be present to oversee/manage the entire event as well as to acknowledge any concerns that may arise;

D. Project Duration and Budget

- The budget for the opening and closing ceremony shall be Two Hundred Eighty Thousand Pesos (Php 270,000.00) @ Php 450.00 per pax and Ninety Thousand Pesos (P 90,000.00) @ Php 150.00 per pax respectively, inclusive of VAT and other applicable taxes;
 - Event proper for opening ceremony is scheduled on November 22, 2019;
 - Event proper for closing ceremony schedule will be in March 2020, exact date will be communicated to the winning bidder; and
- a. Food provider shall provide billing of the total cost to the DOT once all deliverables have been completed, but in no case shall exceed the contract cost as stated in the approved contract.

III. TERMS OF PAYMENT

Government Procedure

IV. CONTACT PERSON

SOFIA C. PAGSUYUIN
 Chief, Human Resource Division
 (02) 459-5200 local 408
 scpagsuyuin@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
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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