



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6653864  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Catering Services for the Year End Assessment of DOT Plans and Programs  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-11-0316	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b> Catering Services	<b>Date Published</b>	15/11/2019
<b>Approved Budget for the Contract:</b> PHP 228,000.00	<b>Last Updated / Time</b>	14/11/2019 09:40 AM
<b>Delivery Period:</b> 2 Day/s	<b>Closing Date / Time</b>	18/11/2019 15:00 PM
<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

- The Department of Tourism thru the Planning Service will conduct the Yearend Assessment of DOT Plans and Programs on 28-29 November 2019 in Makati City. This will be participated by Undersecretaries, Assistant Secretaries, Heads of Attached Agencies and Corporation, Directors from Regional and Central Office, Planning and Budget Officers, and Division Chiefs. This activity aims to achieve the following objectives:
  - Provide an update on the accomplishments of the delivery units for FY 2019; and
  - Present the Work and Financial Plan for FY 2020.
- Requirement: CATERING SERVICE PACKAGE
  - 28 November 2019
  - AM/PM Snacks, Buffet Lunch for 120 pax
  - Php 950/pax x 120 pax
  - Php 114,000.00
  - 29 November 2019
  - AM/PM Snacks, Buffet Lunch for 120 pax
  - Php 950/pax x 120 pax
  - Php 114,400.00
- Venue: Department of Tourism (DOT) Building, Makati City
- Inclusions
  - Must provide waiter service/ food servers for the VIP (type of service for VIP's will be determined by the DOT);
  - Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of each sessions (each day will end at around 1800H)
  - Menu of AM/PM Snacks should include local delicacies, pasta, muffins and chips; (menu must be approved by the end-user).
  - Menu of Buffet Lunch/Dinner 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. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.
  - Drinks should not be limited to iced tea and soda.

- Must provide the following:
  - Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies. (must be provided per food station)
  - Food Station per floor (2nd Floor Conference Room and Training Room, 3rd Floor Conference Room, 5th Floor Conference Room and Penthouse).
  - Table and Table set-up with complete utensils for AM/PM Snacks and Buffet Lunch/Dinner
  - Ingress should be completed by 0730H
- 5. Other Requirements: Service Provider must have provided a catering service for government agencies over the last five (5) years
- 6. Budget: Php 228,000.00
- 7. Terms of Payment: Government Procedure | Send Bill Arrangement
- 8. Contact Person:
  - BRYAN DU
  - 459-5200 local 418 | +639179735476
  - dot.monitoringdivision@gmail.com

Prepared by:

ORLANDO BRYAN D. DU  
Project Officer

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 18, 2019 at 3:00 pm

**Created by** John Paulo Samonte Francisco

**Date Created** 14/11/2019

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