



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6505240
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for the Training on Laws and Rules on Government Expenditures (LARGE)
Area of Delivery Metro Manila

Solicitation Number: 2019-09-0246	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	28/09/2019
Approved Budget for the Contract: PHP 228,800.00	Last Updated / Time	27/09/2019 16:02 PM
Delivery Period: 4 Day/s	Closing Date / Time	01/10/2019 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

TERMS OF REFERENCE

I. BIDDER : Food Catering Service

II. PROJECT TITLE : Training on Laws and Rules on Government Expenditures (LARGE)

III. PURPOSE/OBJECTIVES :

The Department of Tourism – Financial and Management Service (DOT – FMS) is in need of services of a food catering company that will handle the preparation and serving of meal requirements of the LARGE training participants and facilitators.

IV. BACKGROUND:

Participants : DOT Officials and Employees,
DBM BTMS Team Representatives

No. of Pax : 55 pax

Venue : DOT Multi-purpose Hall

Dates : October 22 – 25, 2019 (4 days)

Approved Budget
for the Contract : P228,800.00
(Daily am and pm snacks, and lunch)

V. MINIMUM REQUIREMENTS :

A. Must be a Philippine organization capable of providing the following services:

1. Preparation and serving of food and beverage requirements for a corporate activity/event
2. Logistical requirements

B. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);

C. Must be willing to provide services on send – bill arrangement

VI. SCOPE AND WORK DELIVERABLES :

A. MEALS

Day 1 - October 22, 2019 (Tuesday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)
- Candies/chips per table

Day 2 – October 23, 2019 (Wednesday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)
- Candies/chips per table

Day 3 - October 24, 2019 (Thursday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)
- Candies/chips per table

Day 4 – October 25, 2019 (Friday)

- Provision of coffee and tea for the whole day
- AM snacks with drinks
- Buffet lunch (meat, fish, vegetables, rice, dessert and drink)
- PM snacks with drinks (pasta/heavy snack)
- Candies/chips per table

Note: Serving portions should be incorporated in the proposal, preferably with pictures. For discussion.

B. LOGISTICAL REQUIREMENTS

- Servers
- Buffet Equipment
- Plates, glasses, cutlery
- Table setting

C. BUFFER

- Provision of buffer serving of food and drinks for 10 pax.

VII. BUDGET

The total Approved Budget for the Contract is TWO HUNDRED TWENTY-EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (P228,800.00) ONLY, including all applicable taxes, and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with most advantageous package cost, provided that the amount of bid does not exceed the above total budget.

VIII. CONTACT PERSON

Contact Person : Anna Isabelle Malay
Address : Financial and Management Service (FMS) –
Management Division
4th Floor, DOT Building
351 Sen Gil Puyat Avenue, Makati City
Contact Number : 459 5200 local 410
Email Address : managementdivision.dot@gmail.com

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 October 01, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 27/09/2019

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