



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6185080
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for Conduct of Re-Orientation Seminar-Workshop on Strategic Performance Management System (SPMS)

Area of Delivery

Solicitation Number: 2019-05-0087 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Catering Services Approved Budget for the Contract: PHP 168,000.00 Delivery Period: Client Agency:	Status	Active
	Associated Components	3
	Bid Supplements	0
	Document Request List	1
	Date Published	10/05/2019
	Last Updated / Time	10/05/2019 00:00 AM
	Closing Date / Time	14/05/2019 14:00 PM
	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

Re-Orientation Seminar-Workshop on Strategic Performance Management System (SPMS)
 May 15-16, 2019, June 4-5, 2019
 Makati City

TECHNICAL SPECIFICATIONS (CATERING SERVICES)

The Department of Tourism-Administrative Service/Human Resource Division (AS/HRD), in coordination with DOT Performance Management Team (PMT) will conduct a 2-day Re-Orientation Seminar-Workshop on the Agency Strategic Performance Management System (SPMS) for our officials and heads of operating units for two (2) runs scheduled on and May 15 to 16, 2019 and June 4-5, 2019. We are targeting 60 participants per run.

The seminar-workshop aims to provide awareness and updates on the SPMS as well as revisit/enhance the existing success indicators and calibrate the respective Office Performance Commitment Rating (OPCR), Division Performance Commitment Rating (DPCR) and Individual Performance Commitment Rating (IPCR) indicators for each of the different units.

REQUIREMENTS:

- Meals for sixty (60) participants per run – Buffet lunch, AM/PM Snacks
- Willing to provide services on a send-bill arrangement on government terms

I. MEALS AND VENUE SET-UP (BANQUET)

VENUE SET-UP

- Physical arrangement/set-up
- Round Table set-up good for ten (10) pax per table
- Provision of the following amenities/equipment:
- Provision of free-flowing coffee and tea during seminar
- Provision of service crew during the whole duration of the seminar

MEALS

- May 15-16, 2019 (First Run) and June 4-5, 2019 (Second Run) with 60 pax per run
- Buffet Lunch
- AM/PM Snacks

- AM Snacks (with Drinks)
- Buffet Lunch (Meat, Fish, Vegetables, Rice, Dessert, and Drinks)
- PM Snacks (With Drinks)

Note: the prospective bidder shall submit proposed menu

II. APPROVED BUDGET FOR THE CONTRACT

One Hundred Sixty Eight Thousand Pesos (Php 168,000.00) (Php 700 /pax x 60 participants x 2 days x 2 runs) inclusive of applicable taxes

Note:

- Billing for meals to be incurred on the two (2) runs will be based on actual number of pax.

III. TERMS OF PAYMENT

Payment terms shall follow the usual government procedure

IV. CONTACT PERSONS:

ALLAN B. BACULI/JACKIELOU NIÑA R. DELLOSA
Human Resource Division
Tel. No. 459-5200 loc 408

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 May 14, 2019 at 2:00 pm

Created by John Paulo Samonte Francisco

Date Created 09/05/2019

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