



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9668689
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT on April 26, 2023 to August 31, 2023

Area of Delivery

Solicitation Number:	2023-04-236	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 262,800.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	18/04/2023
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph	Last Updated / Time	17/04/2023 16:45 PM
		Closing Date / Time	24/04/2023 14:00 PM

Description

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT

I. DATE : April 26, 2023 to August 31, 2023

II. BACKGROUND/RATIONALE

The Human Resource Merit Promotion and Selection Board (HRMPSB) has been reconstituted pursuant to Department Order No 2022-111 dated August 31, 2022. Its creation is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 24 s. 2017, as amended otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Pursuant to the aforementioned provisions, the HRMPSB is responsible for providing assistance to the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP) and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position, hence, the conduct of meetings is scheduled.

On the other hand, the HRD-Recruitment, Selection and Placement Section shall act as Secretariat to provide the administrative and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates.

III. MINIMUM REQUIREMENTS

- PhilGEPS Registered;
- With at least three (3) years of experience in providing catering services/meals to government agencies and private sectors; and
- Must be willing to provide services on a send-bill arrangement.

IV. SCOPE OF WORK/DELIVERABLES

The Human Resource Division is looking for a service provider who can provide meals for the Board during the conduct of the HRMPSB Meetings with the following details:

Particulars Unit

Cost No. of Pax Estimated No. of Meetings
(per month)

A. Individually Packed Lunch

- 1 viand
- with vegetable dish, dessert and rice
- Soft drink or Juice
- Bottled drinking water

P350.00

9

8 meetings per month starting April 26, 2023 to August 31 2023

(for 5 months)

(P350.00 x 360 meals) Sub-total P126,000.00

B. Snacks (AM)

- Choices of sandwich, pasta, or delicacies/cake
- Bottled drinking water and
- Coffee or Soft Drink or Juice

P200.00

9

8 meetings per month starting April 26, 2023 to August 31 2023

(for 5 months)

(P200.00 x 360 AM Snacks) Sub-total P72,000.00

B. Snacks (PM)

- Choices of sandwich or delicacies/cake
- Bottled drinking water and
- Coffee or Soft Drink or Juice

P180.00

9

8 meetings per month starting April 26, 2023 to August 31 2023

(for 5 months)

(P180.00 x 360 PM Snacks) Sub-total P64,800.00

TOTAL

P262,800.00

*Must be flexible with food options (i.e. Halal food)

*Must be willing to offer food tasting

Note: The services of the awarded bidder shall be coordinated at least two (2) days before the scheduled activity. In case of cancellation of order, service provider will be notified one (1) day before the meeting/activity.

V. APPROVED BUDGET FOR CONTRACT

Two Hundred Sixty-Two and Eight Hundred Pesos (PhP262,800) inclusive of applicable taxes.

VI. TERMS OF PAYMENT

Procedure – Send Bill Arrangement

*The winning service provider shall be paid the amount of actual services rendered after each month.

VII. CONTACT DETAILS

Name: Dinnah Mee B. Lunjas-Cruz

E-mail: dmlunjas@tourism.gov.ph

Contact No.: 09771330741

Other Information

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 24 APRIL 2023 at 2 pm. Late and unsigned quotations shall not be accepted.

Created by

MAITA SUMOGAD DANTE

Date Created

17/04/2023

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