

TECHNICAL SPECIFICATIONS

PROCUREMENT OF PACKED MEALS FOR THE FOR THE FMS ORIENTATION/WORKSHOP SERIES: ROLL-OUT OF FINANCIAL MANAGEMENT POLICIES AND GUIDELINES

- I. **BIDDER** : Catering Service Provider / Meal Provider
- II. **PROJECT TITLE** : FMS Orientation/Workshop Series: Roll-out of Financial Management Policies and Guidelines
- III. **DURATION** : February to March 2024 or upon exhaustion of the contract cost whichever comes first
- IV. **PURPOSE**

The Department of Tourism intends to procure packed meals for the conduct of the FMS Orientation/Workshop Series: Roll-out of Financial Management Policies and Guidelines of the Financial and Management Service-Management Division. The workshop aims to update the Project Officers (POs)/personnel concerned with the financial management policies and guidelines; equip POs with the knowledge of project costing necessary in the procurement process; obtain allocative efficiency of resources while achieving the best value for money. Lastly, the workshop intends to serve as a platform for discussion to address any challenges, bottlenecks/issues, and concerns encountered in project costing to ensure smooth, efficient, and effective project implementation including related AOMs.

V. **FOOD AND BEVERAGE REQUIREMENTS**

Place of Delivery	Management Division, 4th floor, DOT Building, 351 Sen. Gil Puyat
Schedule of Delivery	The schedule of supply and delivery of packed meals for the conduct of the workshop shall be coordinated by the DOT-Management Division at least 2-3 days before the date of the workshop.

Meal Inclusions	<p>A. Individually Packed Lunch: Php 435/meal x 238 persons</p> <p>The proposed lunch menu should include:</p> <ul style="list-style-type: none"> -soup or salad -steamed rice -beef or pork -fish or chicken -vegetable dish -dessert -bottled water -bottled soda/juice <p>B. Individually Packed Snacks: PhP 300/meal x 238 persons</p> <p>The proposed snacks should include:</p> <ul style="list-style-type: none"> -pasta/noodles with bread OR clubhouse sandwich with potato chips/fries -bottled water -bottled juice/soda <p><i>Note: The services of the awarded bidder shall be coordinated two (2) days before the scheduled workshop. The bidder/service provider shall also submit a menu proposal for evaluation/approval by the Management Division prior to the scheduled workshop.</i></p>
Other requirements	<p>All packed meals and beverages must be in clean and presentable containers.</p> <p>Utensils and table napkins should also be provided by the winning bidder/meal.</p>

VI. QUALIFICATION REQUIREMENTS

- PhilGEPS registered
- At least five years in providing catering services/meals to companies
- Must submit at least two (2) certificates of satisfactory service rendered issued by the private or government agencies for the past three years
- The service provider must have a Sanitary and Health Permit/Clearance

VII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **ONE HUNDRED SEVENTY FOUR THOUSAND NINE HUNDRED PESOS ONLY (Php 174,900.00)**, inclusive of applicable taxes, delivery fees, service charges, and other charges, chargeable against the FY 2024. The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount does not exceed the above total budget. Further, the winning bidder must be willing to provide services on a send-bill arrangement.


VIII. MODE OF PAYMENT

Government Procedure (Send-bill arrangement)

IX. CONTACT PERSON

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Approved by:


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