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Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10705007
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Catering Services for the Sound the Alarm: Fire Drill and Workshop
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-03-0090	Status	Active
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	3
Category:	Catering Services	Date Published	28/03/2024
Approved Budget for the Contract:	PHP 72,800.00	Last Updated / Time	28/03/2024 00:00 AM
Delivery Period:		Closing Date / Time	02/04/2024 15:00 PM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

TERMS OF REFERENCE Procurement of Meals

I. PROJECT TITLE Sound the Alarm: Fire Drill and Workshop

DATE/VENUE April 19, 2024 | 9:00 AM to 5:00 PM 1 6th fir., MultiPurpose Hall, The IPO Building, 351 Sen. Gil J. Puyat Ave, Makati City

III. BACKGROUND/RATIONALE

According to Health and Safety Solutions (2024), establishments in the Philippines must be ready for natural disasters, like typhoons, earthquakes, floods, and bomb threats. Emergency plans, training, and equipment are crucial for employee safety and business continuity. Adequate measures like evacuation procedures, first aid kits, and communication systems should be in place to respond effectively to a crisis. A prepared workplace saves lives, minimizes damage, and protects a company's reputation.

Establishments and companies can implement various emergency drills, such as fire, earthquake, and typhoon. These drills ensure employee safety, promote preparedness, and cultivate a culture of safety in the workplace.

In its continuous effort to strengthen the capacity of its workforce and advance the Department's resiliency to deal and cope with the effects of disasters brought about by natural and human-induced hazards. The Administrative Service Training and Development Division acknowledges the importance of staging a fire drill not only to comply with the Occupational Safety and Health Standard (OSHS) for accreditation but also to ensure that all employees and occupants of the Department can quickly and safely exit the designated evacuation/safe area. Also, regular practice helps to familiarize everyone with the fastest and safest routes out of the building to designated evacuation points.

IV. MINIMUM REQUIREMENTS FOR SUPPLIER:

Must be able to provide meals on the abovementioned date;

Must be able to provide meal arrangements (buffet set-up) for seventy (70) pax;

Must be able to provide safe, clean, and well-disinfected kitchen utensils;

Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
Must be willing/flexible to provide meals in case of a change in schedule; Location must be near DOT Central Office, Makati City;

Must be amenable to government payment procedures.

V. SCOPE OF WORK/DELIVERABLES:

The Training and Development Division is looking for an establishment to provide meals intended for the Resource Person and DOT Employees for the said program.

MEALS

For seventy (70) in-house participants, Resource Persons, and TDD facilitators.

Meal Arrangements:

A.M. Snacks: (Pansit, bread, and juice or softdrink)

• PhP 280.00 x 70 pax x 1 day = PhP 19,600.00

Lunch: Managed buffet — (3 dishes (beef vegetable, fish rice, dessert or

• salad, and juice or softdrink)

PhP 480.00 x 70 pax x 1 day = PhP 33,600.00

• P.M. Snacks (Pasta, bread, and juice or softdrink)

PhP 280.00 x 70 pax x 1 day = PhP 19,600.00

Inclusions:

• Provision of free-flowing coffee, tea, and water from 8:00 am — 5:00 pm.

• Clean and well-disinfected/sanitized kitchen utensils.

• Provision of table cloth, napkins/tissues, and glasses/paper cups.

VI. PROJECT COST

Description	Unit	Quantity	Unit Price	Amount
Meal requirements				
A.M. Snacks	1	70 ax	PhP 280.00	PhP 19,600.00
Lunch	1	70 ax	PhP 480.00	PhP 33,600.00
P.M. Snacks	1	70 ax	PhP 280.00	PhP 19,600.00
GRAND TOTAL			PhP 72,800.00	

VII. APPROVED BUDGET

Seventy-Two Thousand Eight Hundred Pesos (PhP 72,800.00) inclusive of applicable taxes. Expenses shall be charged to the General Administrative Expense (GAE).

TERMS OF PAYMENT

Government Procedure

IX. CONTACT DETAILS

Name: Carolyn P. Gabriel or Anne Jillian R. Liwanag

E-mail: arliwanag@tourism.gov.ph

Contact No.: 8459-5200 local 426/ Viber - 09396535219 or 09179069569

Other Information

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 Certification/ Registration Number.

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

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before April 2, 2024 at 3:00 PM. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 27/03/2024

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