



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11743976
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a Service Provider for the Meals for various Bids and Awards Committee (BAC) and Procurement Related Activities/ Meetings of FY 2025

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2025-02-0024	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 459,000.00	Document Request List	2
Delivery Period:	9 Month/s		
Client Agency:		Date Published	11/02/2025
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	Last Updated / Time	11/02/2025 00:00 AM
		Closing Date / Time	14/02/2025 10:00 AM

Description

TECHNICAL SPECIFICATIONS
PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS FOR VARIOUS BIDS AND AWARDS COMMITTEE (BAC) AND PROCUREMENT-RELATED ACTIVITIES/MEETINGS

I. OBJECTIVE

To procure a service provider for the provision of Meals for various Bids and Awards Committee (BAC) and Procurement-related Activities/Meetings.

II. DURATION OF THE CONTRACT

From March 2025 until 31 November 2025, or upon exhaustion of the contract cost – whichever comes first.

III. SCOPE OF WORK/DELIVERABLES

Particulars Unit Cost

(in PhP)1

No. of

Pax2

Estimated No.

of Meetings

(Per month)

Individually Packed Lunch

- Minimum two (2) viands (choices of beef, fish, pork or chicken),

- with soup, vegetable dish, dessert, rice

and bottled water

- soft drink

PhP500.00 17 6

Note: The services of the awarded bidder shall be coordinated 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. Likewise, service provider shall be notified on the number of meals to be prepared for those participants with food restrictions (no-pork for Muslims, etc.)

IV. QUALIFICATION REQUIREMENTS

- At least five (5) years in providing catering services/meals to government agencies and private sectors
- Must submit at least two (2) certificates of satisfactory service rendered issued by private and government sectors for the past three (3) years.
- PhilGEPS Registered
- The service provider must have a sanitary and health permit/clearance.

V. OTHER REQUIREMENTS:

The service provider may be requested for food tasting to determine whether the meals to be served in meetings have passed the standards. The service provider shall obtain an overall rating of at least 80% based on the following criteria selection:

1 Department of Tourism (DOT) Department Order No. 2024-0147, "Guidelines on Meal Rates for Official Functions/Activities of the Department of Tourism."

2 Five (5) BAC Members, Six (6) Technical Working Group members, and Six (6) BAC Secretariat/Procurement Management Division (PMD) personnel.

- Taste and quality of food - 50%
- Serving size/balanced menu - 35%
- Food variety/options - 15%
- Total - 100%

VI. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)
FOUR HUNDRED FIFTY-NINE THOUSAND PESOS (₱459,000.00), inclusive of applicable taxes, delivery, and other charges. Chargeable against FY 2025 PMD (MOOE) Funds.

VII. MODE OF PAYMENT

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

VIII. CONTACT PERSONS

KATHLEEN MAE E. BISARES/CLARA BUSCANO

Administrative Officer II/Administrative Assistant III

Email Address: kebisares@tourism.gov.ph/ccbuscano@tourism.gov.ph

Contact No. 84595-200 to 5230 local 425

NOTED BY:

GODOFREDO R. MALDONADO, JR.

Chief, Procurement Management Division, and

Head, BAC Secretariat

APPROVED BY:

ATTY. JOHN BENEDICT T. TIGSON

Director, Administrative Service

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 14 February 2025 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 10/02/2025

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