



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11754651  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of a Service Provider for Meals for the Conduct of the First (1st) Regional Director's Meeting for FY 2025  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ NP-SVP 2025-02-0026	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Catering Services		
<b>Approved Budget for the Contract:</b>	PHP 75,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	13/02/2025
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	13/02/2025 00:00 AM
		<b>Closing Date / Time</b>	17/02/2025 10:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

I. BIDDER : Meals and Catering Services

II. PROJECT TITLE : First Regional Directors' Meeting

##### III. BACKGROUND :

The Regional Directors' Meeting is a regular activity of the Tourism Regulation, Coordination, and Resource Generation (TRCRG) sector. It serves as an avenue to guide DOT Regional Directors on the plans and programs of the TRCRG Sector, as well as those of the Department. Additionally, it functions as a coordination meeting with DOT Attached Agencies and DOT Central Offices, ensuring the precise alignment and calibration of projects, activities, and programs (PAPs) with other partner agencies.

IV. INCLUSIVE DATES : February 24, 2025

##### V. MINIMUM REQUIREMENTS

1. Must agree to Government Procurement and Send Bill Arrangement
2. Inclusive of VAT and other government taxes
3. Unutilized particulars, if any, must not be charged to the Department

##### VI. SCOPE AND WORK DELIVERABLES

a. Meals and Catering Services

- Please see below details:

Date and Time Event Seat Setup Meal Requirement  
February 24, 2025 (Monday)

7:00AM – 8:00PM First Regional Directors' Meeting U-Shaped Seating for 20 pax and additional tables and chairs at the side / behind for the staff AM Snacks, Lunch, PM Snacks, Dinner

- Number of attendees: 50 participants.
- Venue: 6F, Multipurpose Hall, Department of Tourism, 351 Sen Gil Puyat Avenue, Brgy Bel-Air, Makati City
- All tables must be covered with well-ironed, clean, and presentable tablecloths that complement the event.
- At least two presentable standby waiters are required.
- Meal requirements:
  - o Snacks: To include a pastry, sandwich, pasta, or similar items, accompanied by juice (must be served at 9:00AM and 3:00PM)
  - o Lunch and Dinner: To include rice, a vegetable dish, hot soup, a chicken or fish dish, a beef dish, dessert, and juice. (must be served at 12:00PM and 6:00PM / 7:00PM)
  - o Bidders may propose alternative menu options, subject to approval.
  - o Must be in a buffet setup, however, the supplier must be prepared to provide table service for participants, if needed.
- Complimentary free-flowing water, hot coffee, and tea throughout the event.
- All meals must be pork-free.

VII. PAYMENT PROCEDURES / TERMS OF PAYMENT

Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price. Further, winning bidder must be willing to provide services on send-bill arrangement.

VIII. TOTAL BUDGET

The approved budget for this project PHP 75,000.00 inclusive of all applicable taxes and other applicable fees and should cover all requirements enumerated above. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed above total budget.

The amount shall be chargeable against the OUSEC-TRCRG Funds, subject to existing accounting and auditing rules.

IX. PROJECT OFFICER / CONTACT PERSON:

Camille Simpao  
Senior Administrative Assistant III  
Office of the Undersecretary – TRCRG  
+63 2 8459 5200 loc 202  
ousec\_tamano@tourism.gov.ph

X. NOTED BY:

JUDILYN S. QUIACHON  
Assistant Secretary for TRCC

XI. APPROVED BY:

SHAHLIMAR HOFER TAMANO  
Chief of Staff and Undersecretary for TRCRG

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

**Date Created**

12/02/2025

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