

## 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:

<i>Date and Time</i>	<i>Event</i>	<i>Seat Setup</i>	<i>Meal Requirement</i>
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:
  - Snacks: To include a pastry, sandwich, pasta, or similar items, accompanied by juice (must be served at 9:00AM and 3:00PM)
  - 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)
  - Bidders may propose alternative menu options, subject to approval.
  - 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:**

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**X. NOTED BY:**

  
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**XI. APPROVED BY:**

  
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Chief of Staff and Undersecretary for TRCRG