

TECHNICAL SPECIFICATIONS (Services)

I. NAME OF PROJECT: Procurement of Catering Services for the Hosted Lunch at the 7th Travel Talk: “The Alchemy of Effective Tourism Circuits and Curations”

II. IMPLEMENTATION: April 7, 2025

III. OBJECTIVE:

This event is part of the initiatives to promote the MIMAROPA region through tourism activities and performances showcasing the region’s rich culture and cuisine. The exclusive lunch buffet will cater to 20 VIPs and guests, while 10 cultural performers will be provided with pack meals to accommodate their schedules during the event.

IV. MINIMUM REQUIREMENTS:

1. Must have experience providing services to the DOT and other government agencies;
2. Must be able to provide services on a Send-Bill Arrangement.

V. SCOPE OF WORK/DELIVERABLES:

The service provider shall be responsible for the following:

A. Exclusive Lunch Buffet for 20 Pax

1. Venue Setup:

- Reserved dining area suitable for 20 guests.
- Clean and aesthetically pleasing table arrangements with proper linens, utensils, and glassware.
- Air-conditioned or ventilated area with comfortable seating.
- Allocated Space for cultural performers and basic sound system

2. Menu Requirements:

- A minimum of two (2) main dishes, including a mix of fish, chicken, and pork options.
- Inclusive of soup, rice, vegetable, dessert, and beverages.
- Use of fresh, high-quality ingredients and proper food preparation.
- Availability of a menu showcasing local Palawan cuisine is highly preferred.

3. Service Staff:

- Courteous and professional staff for setup, food service, and assistance during the event.

B. Pack Meals for 10 Performers

1. Meal Composition:

- One (1) rice serving.
- Two (2) protein-based dish (chicken, pork, or fish).

- One (1) vegetable side dish.
- One (1) dessert item (e.g., fruit or pastry).
- One (1) bottled water.
- 2. **Packaging:**
 - Meals must be securely packed in eco-friendly, spill-proof containers.
- 3. **Delivery:**
 - Pack meals must be delivered on time to the designated location.

C. Deliverables

The service provider must:

1. Ensure food safety and hygiene standards during preparation, delivery, and service.
2. Provide a detailed menu for approval by the event organizer prior to the event.
3. Guarantee the timely setup of the buffet and delivery of pack meals.
4. Include all necessary items such as utensils, napkins, and serving equipment.

VI. BUDGET

The total budget allocation is **THIRTY-EIGHT THOUSAND PESOS ONLY (P38,000.00)**, inclusive of taxes and fees.

VI. DOCUMENTARY REQUIREMENTS

1. Mayor's / Business Permit
2. Sec/DTI permit
3. BIR Certificate of Registration
4. PHILGEPS registration number
5. Original/ Certified True Copy of Omnibus Sworn Statement

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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