



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11864150  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Catering Services for the Conduct of the Cluster Consultation and Rollout of Strategic Performance Management System (SPMS)

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2025-03-0053	<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 72,000.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	11/03/2025
<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>	11/03/2025 00:00 AM
		<b>Closing Date / Time</b>	14/03/2025 10:00 AM

#### Description

I. BIDDER : Catering Service

II. PROJECT TITLE : Cluster Consultation and Rollout of Strategic Performance Management System (SPMS) Manual

III. INCLUSIVE DATES : 11 April 2025 (DOT-Makati)

IV. PROJECT BACKGROUND and OBJECTIVES

The Strategic Performance Management System (SPMS) is a mechanism that links employee performance with organizational outcomes. The CSC's Memorandum Circular No. 06 and Resolution No. 1200481 created the guidelines for implementing SPMS in government organizations. In 2023, following the national government's thrust for transformation and continuous improvement, as detailed in the Philippine Development Plan (2023-2028), the DOT is likewise pursuing an internal transformation in improving its workforce competencies, including the updating of its SPMS.

A Technical Working Group (TWG) is tasked to conduct several sectoral consultation meetings to develop clearly defined success indicators for each office vis-à-vis its respective PAPs. The PMT-Secretariat is also composed of representatives from the Human Resource Division and Monitoring Division, which shall serve as Secretariat to the Performance Management Team (PMT) and the TWG. As such, the group shall submit a report/s and recommendation to the PMT concerning its undertaken activities.

The activity aims to launch the reformulated DOT SPMS Policy Guidelines and Implementation Manual which includes the following:

- DOT Performance Evaluation System based on SPMS Guidelines
- DOT Mandate/ Strategic Priorities to Office and Individual Commitments

c. DOT Offices performance indicators and rating guides for OPCR, DPCR, and IPCR.

#### V. MINIMUM REQUIREMENTS

- A. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- B. Must be willing to provide services on a send bill arrangement or government procedures.

#### VI. SCOPE OF WORK AND DELIVERABLES

MEAL REQUIREMENTS ₱72,000.00

##### DATE FOOD RATE / PAX / DAY REMARKS

April 11 ₱ 250.00 x 72 pax x 1 day = ₱ 18,000.00 Meals (AM Snacks)

₱ 250.00 x 72 pax x 1 day = ₱ 18,000.00 Meals (PM Snacks)

₱ 500.00 x 72 pax x 1 day = ₱ 36,000.00 Meals (Lunch)

#### VII. BUDGET

The total budget for the project is SEVENTY-TWO THOUSAND PESOS (Php72,000.00) inclusive of all applicable taxes 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 the above total budget.

#### VIII. CONTACT INFORMATION

Prepared by: Noted by:

JIM RAY R. BAGSIC MILAGROS Y. SAY  
Planning Officer II Director, Planning Service  
Contact Details:  
0945-125-3789  
jrbagsic@tourism.gov.ph

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

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 10/03/2025

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