

## TECHNICAL SPECIFICATIONS

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

V. **MINIMUM REQUIREMENTS**

- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- 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 days = <b>₱ 18,000.00</b>	Meals (AM Snacks)
	₱ 250.00 x 72 pax x 1 days = <b>₱ 18,000.00</b>	Meals (PM Snacks)
	₱ 500.00 x 72 pax x 1 day = <b>₱ 36,000.00</b>	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:



**JIM RAY R. BAGSIC**

Planning Officer II

Contact Details:

0945-125-3789

[jrbagsic@tourism.gov.ph](mailto:jrbagsic@tourism.gov.ph)

Noted by:



**MILAGROS Y. SAY**

Director, Planning Service