



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11976000
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT

Area of Delivery

Solicitation Number:	RFQ NP-LOV 2025-04-0031	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 484,000.00	Document Request List	1
Delivery Period:			
Client Agency:		Date Published	22/04/2025
Contact Person:	MAITA SUMOGAD DANTE AO III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph	Last Updated / Time	22/04/2025 00:00 AM
		Closing Date / Time	25/04/2025 10:00 AM

Description

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE PROVISION OF MEALS AND SNACKS FOR THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND SECRETARIAT

I. DATE : May 1 to December 31, 2025

II. BACKGROUND/RATIONALE

The Human Resource Merit Promotion and Selection Board (HRMPSB) has been reconstituted pursuant to Department Order No 2024-0117 dated October 4, 2024. Its creation is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 24 s. 2017, as amended otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Pursuant to the aforementioned provisions, the HRMPSB is responsible for providing assistance to the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP) and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position, hence, the conduct of meetings is scheduled.

On the other hand, the HRD-Recruitment, Selection and Placement Section shall act as Secretariat to provide the administrative and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates.

III. MINIMUM REQUIREMENTS

- PhilGEPS Registered;
- With at least one (1) year of experience in providing catering services/meals to government agencies and private sectors; and
- Must be willing to provide services on a send-bill arrangement.

IV. SCOPE OF WORK/DELIVERABLES

The Human Resource Division is looking for a service provider who can provide meals for the Board during the conduct of the HRMPSB Meetings with the following details:

Particulars Unit

Cost No. of Pax Estimated No. of Meetings (per month)	
A. Individually Packed Lunch	
- 2 viand	
- with vegetable dish, dessert and rice	
- Soft drink or Juice	
Bottled drinking water	
P350.00	
11	
10 meetings per month starting May 1, 2025 to December 31, 2025 (for 8 months)	
(P350.00 x 891 meals) Sub-total P308,000.00	
B. Snacks	
- Choices of sandwich or delicacies/cake	
- Bottled drinking water and	
Coffee or Soft Drink or Juice P200.00	11
10 meetings per month starting May 1, 2025 to December 31, 2025 (for 8 months)	
(P200.00 x 891 Snacks) Sub-total P176,000.00	
TOTAL	
P484,000.00	
*Must be flexible with food options (i.e. Halal food)	
*Must be willing to offer food tasting	
*Must be flexible in change of date of delivery in view of adjustment in re-schedule of HRMPSB meeting	
Notes:	
1.) The services of the awarded bidder shall be coordinated at least two (2) days before the scheduled activity.	
2.) In case of cancellation of order, service provider will be notified one (1) day before the meeting/activity.	
3.) Order may vary depending on the no. of schedules (AM/PM/Whole day) and length of HRMPSB meetings as long as the total cost will not exceed the ABC.	
V. APPROVED BUDGET FOR CONTRACT	
Four Hundred Eighty-Four Thousand Pesos (PhP484,000) inclusive of applicable taxes.	
VI. TERMS OF PAYMENT	
Procedure – Send Bill Arrangement	
*The winning service provider shall be paid the amount of actual services rendered after each month.	
VII. CONTACT DETAILS	
Name: Sofia C. Pagsuyuin	
E-mail: scpagsuyuin@gmail.com	
Contact No.: 09985925789	
Name: Lyka Angelika B. Lucas	
E-mail: lblucas@tourism.gov.ph	
Contact No.: 09179870307	
Other Information	
In addition to the Proposal/Quotation, kindly submit the following 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 Registration Number	
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)	
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement	
5. DOT Accreditation Certificate	
Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 25 April 2025 at 10:00 am. Late and unsigned quotations shall not be accepted.	

Created by MAITA SUMOGAD DANTE

Date Created 21/04/2025

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