



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6597672
Procuring Entity DEPARTMENT OF TOURISM
Title Catering Services for the 2nd QMS Internal Quality Audit for 2019
Area of Delivery Metro Manila

Solicitation Number: 2019-10-0283	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Catering Services	Date Published	29/10/2019
Approved Budget for the Contract: PHP 111,000.00	Last Updated / Time	28/10/2019 16:29 PM
Delivery Period: 2 Day/s	Closing Date / Time	04/11/2019 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE
2nd QMS INTERNAL QUALITY AUDIT FOR 2019

I. REQUIREMENTS AND DELIVERABLES

Catering Service Package for 07-08 November 2019:

07 November 2019

AM Snacks Php 180 x 75 pax = Php 13,500.00
 Lunch Php 380 x 75 pax = Php 28,500.00
 PM Snacks Php 180 x 75 pax = Php 13,500.00

08 November 2019

AM Snacks Php 180 x 75 pax = Php 13,500.00
 Lunch Php 380 x 75 pax = Php 28,500.00
 PM Snacks Php 180 x 75 pax = Php 13,500.00

TOTAL APPROVED BUDGET FOR MEALS = Php 111,000.00

II. VENUE

- Department of Tourism (DOT) Building, Makati City

III. INCLUSIONS

- Must provide waiter service/ food servers;
- Must be able to provide uniformed and well-trained banquet service personnel per food station.
- Menu of AM/PM Snacks should include local delicacies, pasta, muffins, chips, and round of drinks; (menu must be approved by the end-user).
- Menu of Buffet Lunch should include soup, beef, fish, pork or chicken, vegetable, dessert, rice, salad with one round of drink (menu must be approved by the end-user). In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices.
- Drinks should not be limited to iced tea and soda only.
- Must provide the following:
 - Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
 - Food Stations shall be determined by the Project Officer
 - Tables and set-up with complete utensils for AM/PM Snacks and Lunch

IV. TERMS OF PAYMENTS

- Must be willing to provide service on a send-bill arrangement (Government Procedure).

V. CONTACT PERSON

Ms. Laarni Jaraplasan/ Ms. Jessa Gomez
 Planning Service
 Tel no. 459-5200 loc. 416
 Email: dot.planningservice@gmail.com / dot.qms@gmail.com

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

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before November 04, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 28/10/2019

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