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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8080828

Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA

Title

PROCUREMENT OF CATERING SERVICES FOR THE 120TH FOUNDING ANNIVERSARY OF THE NATIONAL MUSEUM AND NM EMPLOYEES CHRISTMAS PARTY CELEBRATION 2021.

Area of Delivery

Metro Manila

Solicitation Number:	NMPBAC-SVP-10-02	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	3
Category:	Catering Services	Date Published	14/10/2021
Approved Budget for the Contract:	PHP 394,800.00	Last Updated / Time	14/10/2021 00:00 AM
Delivery Period:		Closing Date / Time	20/10/2021 09:30 AM
Client Agency:			
Contact Person:	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

Description

REQUEST FOR QUOTATION NO. BAC 2021-18

PROCUREMENT OF CATERING SERVICES FOR THE 120TH FOUNDING ANNIVERSARY OF THE NATIONAL MUSEUM AND NM EMPLOYEES CHRISTMAS PARTY CELEBRATION 2021.

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement - Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): Three Hundred Ninety Four Thousand Eight Hundred Pesos (Php 394,800.00).

Description Approved Budget for the Contract (ABC):

LOT. 1 120th Founding Anniversary of the National Museum Php 197,400.00

LOT. 2 NM Employees' Christmas Party Php 197,400.00

Note: Please see attached Terms of Reference

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before October 20, 2021, not later than 9:30 A.M. Kindly place your quotation/bid proposal in a SEALED

ENVELOPE together with three (3) copies the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (b) DTI Certificate/SEC Registration Certificate;
- (d) Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- (e) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address and Contact Number of the bidder; and
- (d) Addressed to the information indicated below.

The NMP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders

For further information, please refer to:

EDWIN J. DELA ROSA
Head, BAC Secretariat
2/F, Supply Section, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1029

(SGD)
EDWIN J. DELA ROSA
Head, BAC Secretariat

Created by Edwin J. Dela Rosa

Date Created 13/10/2021

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PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TERMS OF REFERENCE

I. PROJECT TITLE

Procurement of Catering Services for the 120th Founding Anniversary of the National Museum and NM Employees Christmas Party Celebration 2021.

II. OBJECTIVE

To provide *lunch and merienda (A.M. and P.M. snacks)* to Three Hundred Twenty Nine (329) persons during the 120th Founding Anniversary of the National Museum and Employees' Christmas Party to be held on October 29, 2021 and December 17, 2021, respectively.

III. APPROVED BUDGET FOR THE CONTRACT

- Total Project Cost is Three Hundred Ninety-Four Thousand Eight Hundred Pesos (P 394,800.00) inclusive of applicable taxes

With the following breakdown per activity:

- Lot 1 -120th Founding Anniversary, of the National Museum – One Hundred Ninety-Seven Thousand Four Hundred Pesos (P197,400.00) at Six Hundred Pesos (P600.00) per person inclusive of applicable taxes.
- Lot 2 - NM Employees' Christmas Party - One Hundred Ninety-Seven Thousand Four Hundred Pesos (P197,400.00) at Six Hundred Pesos (P600.00) per person inclusive of applicable taxes.

IV. SCOPE OF WORK

1. The Winning Bidder shall provide catering services for both the 120th Founding Anniversary of the National and NM Employee's Christmas Party on. Below are the specifications:

Particulars	120 th Founding Anniversary (Lot 1)	NM Employee's Christmas Party (Lot 2)
Delivery Dates	29 October 2021 (actual activity date)	17 December 2021 (actual activity date)
<ul style="list-style-type: none">• <i>In consideration of the alternative work arrangements at the NMP Central Office, there will be two delivery dates</i>	04 November 2021	21 December 2021
<ul style="list-style-type: none">• <i>NMP will provide</i>		

Procurement of Catering Services for the 120th Founding Anniversary of the National Museum and NM Employees Christmas Party Celebration

<i>breakdown of pax per delivery dates</i>		
Total no. of participants/ personnel	329	329
Allotment	Php 600 per pax inclusive of tax (AM snacks, lunch, PM snacks)	Php 600 per pax inclusive of tax (AM snacks, lunch, PM snacks)
Duration and Time of serving during the actual activity date	8:00 a.m. – 5:00 p.m. (activity duration)	
AM snacks	9:30 a.m.	
Lunch	11:30 a.m.	
PM snacks	2:30 p.m.	
Menu*	120th Founding Anniversary (Lot 1)	NM Employee's Christmas Party (Lot 2)
AM snacks	Snacks and beverage (not soft drinks)	Snacks and beverage (not soft drinks)
Lunch	At least 2 viands (chicken and beef), vegetable side-dish, rice, dessert, and beverage (not soft drinks)	At least 2 viands (chicken and beef), vegetable side-dish, rice, dessert, and beverage (not soft drinks)
PM snacks	Except for 10 pax = fish and vegetable dishes/viands (no pork, beef, red meat, and chicken)	Except for 10 pax = fish and vegetable dishes/viands (no pork, beef, red meat, and chicken)
Inclusions	<ul style="list-style-type: none"> • Snacks and beverage (not soft drinks) • The NM will provide tables and space for the food packing and distribution. However, setting/dressing up of tables shall be the responsibility of the winning bidder. • The winning bidder shall provide four (4) staff to take charge in the food packing preparations and distribution. • All meals should be individually packed (in separate food containers with wrapped utensils) in consideration of the health and safety protocols during the COVID-19 pandemic • Disposal and management of waste and related food waste, following proper segregation protocols, shall be the responsibility of the winning bidder. 	

**** Subject to the approval of menu options submitted by the winning bidder in consideration of the dietary restrictions of the NMP personnel.***

V. CRITERIA FOR BID EVALUATION

The Technical Working Group (TWG) of the Bids and Awards Committee, together with the members of the Task Force for Employees Day Celebration and Christmas Celebration –Interfaith and Food Committee, shall evaluate the offer of the bidder using the following criteria:

CRITERIA	RATING/POINTS
Offered Bid Price	=(Bid price/ABC) 50%
Quality of food	10%
Quantity and choices of food	10%
Presentation	5%
Type of food	10%
Cleanliness and Hygiene	15%
TOTAL :	100%

Bid evaluation shall be done prior to award in the form of free food tasting which will be scheduled by the TWG and end-user.

VI. BIDDER'S QUALIFICATION

The winning bidder must have the following qualifications:

- Must have fully vaccinated staff with recent negative swab result (at least 3 days prior to the events) and adept in the observance of COVID-19 Protocol set by the IATF for health protection and safety;
- Must have staff with no exposure to known COVID-19 positive individuals, nor has been to places with high rate of active COVID-19 infection;
- Must have staff equipped with face mask KN95 required and face shield;
- Must have personnel adequately trained in food preparation, packing and distribution;
- Must have certificate of food safety and hygiene issued by concerned government agency;
- Staff must wear appropriate attire

VII. BIDDER'S OBLIGATION

- Shall ensure the complete preparation of food packs for merienda (a.m. and p.m. snacks); and lunch to be served/distributed to NMI employees.
- Ensure and maintain sanitation and quality of the foods to be served;
- Ensure that foods shall be served on time; and
- Shall collect, properly segregate, and dispose waste and left-over food in the designated area for the food preparation and distribution after the event.

VIII. ADDITIONAL CONDITION

- In the event that the winning bidder fails to comply with the criteria as enumerated in this Terms of Reference, the National Museum has the right to unilaterally terminate the contract with the winning bidder. In this case, termination shall take effect upon receipt of the Notice of Termination and the bidder shall be paid only for the rendered services.
- The food package to be served during the event shall be of the same quality with the food presented during the food tasting activity.
- In case of food poisoning, winning bidder shall be directly and solely accountable to the victims.
- In case of discovered spoiled food or mishandled food, National Museum shall not pay for the said contaminated food.
- In case of undelivered or unserved food, National Museum shall not pay the same.
- Pork, beef, seafoods, chicken shall not be mixed with other food so that employees who are prohibited from consuming the same shall have options.

IX. PROCESSING OF PAYMENT

- Payments per completed activity will be processed upon the satisfactory acceptance of the services provided during the last delivery date of each activity (120th Founding Anniversary on 04 November 2021 and NM Employee's Christmas Party on 21 December 2021).

Prepared and submitted by:


ZENY MAE B. GARCIA-BUDHI
Chief Administrative Officer
Human Resource Management Division

Recommending Approval:


ANA MARIA THERESA P. LABRADOR, Ph.D.
Deputy Director-General for Museums and
Chairperson, NM Task Force Committee

Approved:


JEREMY BARNS, CESO III
Director-General