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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9061930

Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA

Title PROCUREMENT OF FOOD CATERING SERVICES DURING THE NATIONAL MUSEUM EMPLOYEES DAY AND YEAR-END ACTIVITIES (CULTURAL PRESENTATION FOR CY2022)

Area of Delivery Metro Manila

Solicitation Number:	Request for Quotation No. BAC 2022-54	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Food Stuff	Date Published	29/09/2022
Approved Budget for the Contract:	PHP 520,800.00	Last Updated / Time	29/09/2022 00:00 AM
Delivery Period:	1 Day/s	Closing Date / Time	05/10/2022 10:00 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	<p>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".</p> <p>Approved Budget for the Contract (ABC): Five Hundred Twenty Thousand Eight Hundred pesos (PHP 520,800.00)</p> <p>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.</p> <p>In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before October 05, 2022, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies of the following documentary requirements:</p> <p>(a) PhilGEPS Registration Number; (b) Mayor's /Business Permit; (c) Latest Income tax/Business Tax (paid through the BIR EFPS with Stamp), and; (d) Notarized Omnibus Sworn Statement (GPBB-Prescribed Form).</p> <p>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.</p>		

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:

Mr. Edwin J. dela Rosa,
Head - BAC Secretariat
2/F, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1014

(SGD)
EDWIN J. DELA ROSA
Head - BAC Secretariat
Bids and Awards Committee

Created by	Edwin J. Dela Rosa
Date Created	28/09/2022

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PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TERMS OF REFERENCE

I. PROJECT TITLE

Procurement of Food Catering Services during the National Museum (NM) Employees Day and Year-End Activities (Cultural Presentation for CY2022).

II. OBJECTIVE

To provide *meals and snacks* to Four Hundred Thirty Four (434) persons during the National Museum (NM) Employees Day and Year-End Activities (Cultural Presentation for CY2022) to be held on October 28, 2022 and December 16, 2022, respectively.

III. APPROVED BUDGET FOR THE CONTRACT

- Total Project Cost is Five Hundred Twenty Thousand Eight Hundred Pesos and 00/100 (P 520,800.00) inclusive of applicable taxes.

With the following breakdown per activity:

- Lot 1 – National Museum (NM) Employees Day – Two Hundred Sixty Thousand Four Hundred Pesos and 00/100 (P 260,400.00) at Six Hundred Pesos (P600.00) per person inclusive of applicable taxes.
- Lot 2 – Year-End Activities (Cultural Presentation for CY2022) – Two Hundred Sixty Thousand Four Hundred Pesos and 00/100 (P 260,400.00) at Six Hundred Pesos (P600.00) per person inclusive of applicable taxes.

IV. SCOPE OF WORK

- The Winning Bidder shall provide catering services for each activity on the National Museum (NM) Employees Day and Year-End Activities (Cultural Presentation for CY2022). Below are the specifications:

Particulars	NM Employees Day (Lot 1)	Year-End Activities (Cultural Presentation for CY2022) (Lot 2)
Delivery Dates (actual activity date)	28 October 2022	16 December 2022
Total no. of participants/ personnel	434	434

Allotment	Php 600 per pax inclusive of tax (meal and snack)	Php 600 per pax inclusive of tax (meal and snack)
Time of delivery	Subject to agreed schedule with the winning bidder	Subject to agreed schedule with the winning bidder
Menu*	NM Employees Day (Lot 1)	Year-End Activities (Cultural Presentation CY2022) (Lot 2)
Meals	At least 3 viands: 1. Kare-Kare 2. Embutido 3. Inihaw na manok-thigh/pitcho part with atchara 4. Steamed rice 5. Dessert (Buko salad, buko pandan) 6. Drinks (unlimited sago't gulaman	At least 3 viands: 1. Roast beef with mashed potato 2. Chicken hamonado 3. Buttered shrimp 4. Vietnamese spring roll 5. Steamed rice 6. Dessert (assorted cakes) 7. Drinks (unlimited Lemon ice tea)
Snacks	Note: ➤ Above menu are to be served except for 6 pax who are VEGANS and 1 pax with fish and vegetable dishes/ viands ➤ Beef and chicken dishes should be HALAL	Note: ➤ Above menu are to be served except for 6 pax who are VEGANS and 1 pax with fish and vegetable dishes/ viands ➤ Beef and chicken dishes should be HALAL
Inclusions	1. Sorbetes (ice cream) in cart 2. Fried lumpiang ubod 3. Taho 4. Assorted bola-bola, kikiam, etc. (Tusok-tusok) 5. Drinks (unlimited gulaman/pandan flavour) Note: ➤ Foods served should be Halal	1. Japchae 2. California maki / assorted sushi 3. Drinks (unlimited Red tea) Note: ➤ Above menu are to be served except for 6 pax who are VEGANS and 1 pax with fish and vegetable dishes/ viands ➤ Beef and chicken dishes should be HALAL
	<ul style="list-style-type: none"> The NM will provide tables and space for the four (4) food stations for the catering services including two (2) separate tables for the beverage stations. However, setting/dressing up of tables shall be the responsibility of the winning bidder. The winning bidder shall provide staff for the four (4) food stations to be set up to take charge during the catering of foods. 	

	<ul style="list-style-type: none"> • Disposal and management of waste and related food waste, following proper segregation protocols, shall be the responsibility of the winning bidder.
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*** Subject to consideration of the dietary restrictions of NMP personnel.**

V. CRITERIA FOR BID EVALUATION

The Technical Working Group (TWG) of the Bids and Awards Committee, together with the members of the Food Committee/Sub-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 event/s) and vaccination ID and adept in the observance of COVID-19 Protocol set by the LATF 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;
- Must have personnel adequately trained in food catering services;
- Must have certificate of food safety and hygiene issued by concerned government agency;
- Staff must be well groomed with appropriate attire.

VII. BIDDER'S OBLIGATION

- Shall ensure the complete preparation of foods to be served/catered to NIM employees and guests during each activity.
- 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 foods in the designated area after each event.

VIII. ADDITIONAL CONDITION

Procurement of Catering Services for the National Museum (NM) Employees Day and Year-End Activities (Cultural Presentation for CY2022)

- 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 foods 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 foods 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 after the delivery date of each activity (NM Employees Day on 28 October 2022 and Year-End Activities (Cultural Presentation for CY2022 on 16 December 2022).

Submitted by:



ZENDY MAE B. GARCIA-BUDHIL
Chief Administrative Officer
Human Resource Management Division

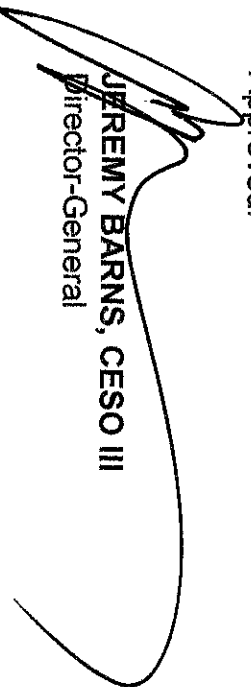
Recommending Approval:



ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director-General for Administration and
Chairperson, NM Task Force Committee

Approved:



JEREMY BARNES, CES0 III
Director-General