



# PHILGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9082456

**Procuring Entity** NATIONAL MUSEUM - MANILA METRO MANILA

**Title** PROCUREMENT OF CATERING SERVICES FOR THE TRAINING COURSE ON AUDITING QUALITY MANAGEMENT SYSTEM

**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	REQUEST FOR QUOTATION NO. BAC 2022-58	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	06/10/2022
<b>Approved Budget for the Contract:</b>	PHP 54,000.00	<b>Last Updated / Time</b>	06/10/2022 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	12/10/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014		
<b>Description</b>	<p>bae@nationalmuseum.gov.ph</p> <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): Fifty-Four Thousand Pesos (PHP 54,000.00)</p> <p>Please see attached Terms of Reference.</p> <p>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 12, 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;</p> <p>(b) Mayor's /Business Permit, and;</p> <p>(c) Notarized Omnibus Sworn Statement (GPBB- Prescribed Form).</p> <p>The envelope shall bear the following:</p> <p>(a) Title of the project to be bid,</p> <p>(b) PhilGEPS Posting Reference Number,</p> <p>(c) Name, Address, and Contact Number of the bidder; and</p> <p>(d) Addressed to the information indicated below.</p> <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</p> <p>For further information, please refer to:</p> <p>Mr. Edwin J. dela Rosa, Head - BAC Secretariat</p>		

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** 05/10/2022

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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 Training Course on Auditing Quality Management System

**II. OBJECTIVE**

To provide *lunch* and *merienda (A.M. and P.M. snacks)* to **45 persons** during the Training Course on Auditing Quality Management System to be held on October 17, 18, and 19 2022 at the NMP Auditorium

**III. APPROVED BUDGET FOR THE CONTRACT**

- Total Project Cost is Fifty-four Thousand Pesos (P 54,000.00) inclusive of applicable taxes

With the following breakdown per activity:

- Lot 1 – Fifty-four Thousand Pesos (P 54,000.00) inclusive of applicable taxes at Four Hundred Pesos (P400.00) per person inclusive of applicable taxes.

**IV. SCOPE OF WORK**

The Winning Bidder shall provide catering services for the Training Course on Auditing Quality Management System. Below are the specifications:

Particulars	Lot 1
<b>Delivery Dates</b>	17-19 October 2022  (actual activity dates)
<b>Total no. of participants/ personnel</b>	45 pax
<b>Venue</b>	NMP Auditorium
<b>Allotment</b>	Php 400 per pax inclusive of tax ( <i>AM snacks, lunch, PM snacks</i> )
<b>Duration and Time of serving during the actual activity date</b>	8:00 a.m. – 5:00 p.m. (activity duration)
<i>AM snacks</i>	10:00 a.m.
<i>Lunch</i>	12:00 p.m.
<i>PM snacks</i>	3:00 p.m.
<b>Menu</b>	
<i>AM snacks</i>	Snacks (sandwich/bread) and beverage/water (not soft drinks);
<i>Lunch</i>	At least 1 viand (chicken and/or beef), vegetable side-dish, rice, dessert, and water

<b>PM snacks</b>	Snacks (sandwich/bread/pasta) and beverage/water (not soft drinks)
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• The NMP will provide tables and space for food packing and distribution. However, setting/dressing up tables shall be the responsibility of the winning bidder.</li> <li>• The winning bidder shall provide staff to take charge of the food preparations and distribution.</li> <li>• 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</li> <li>• Disposal and management of waste and related food waste, following proper segregation protocols, shall be the responsibility of the winning bidder.</li> </ul>

**V. CRITERIA FOR BID EVALUATION**

The Technical Working Group (TWG) for this activity together with the members of the QMS Steering Committee and Secretariat 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%
<b>TOTAL :</b>	<b>100%</b>

Bid evaluation shall be done prior to award a menu selection should be provided by the Bidder

**VI. BIDDER'S QUALIFICATION**

The winning bidder must have the following qualifications:

- Must have fully vaccinated staff 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, or have been to places with a high rate of active COVID-19 infection;
- Must have staff equipped with face mask--KN95 required;
- Must have personnel adequately trained in food preparation, packing and distribution;
- 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 NM 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 of waste and left-over food in the designated area for 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.
- In case of food poisoning, the 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, seafood, and 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


- 100% Payment will be processed upon the satisfactory acceptance of the services provided during the last delivery date of the activity.

Prepared by:

  
**NOEL OLIVER K. MATURINGAN**

Planning Officer II  
Planning, Management Information Systems Section

Reviewed and Submitted by:

  
**MARIANATHE KAY MISA**

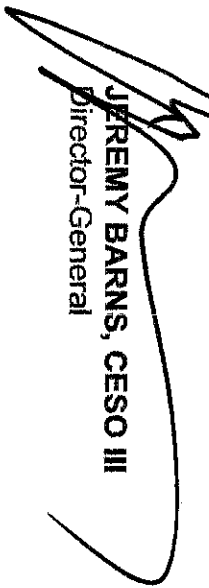
Board Secretary IV /  
OIC-Planning, Management Information Systems Section

Recommending Approval:

  
**ATTY. MA. ROSENNE M. FLORES-AVILA**

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

Approved:



**JEREMY BARNES, CESO III**  
Director-General

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Procurement of Catering Services for the Training Course on Auditing QMS