

Supplemental/Bid Bulletin

Addendum No. 1
June 23, 2021

Project Identification No.: ITB No. DSWD7-NP-2021-03

**NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS OF
“PROVISION OF BOARD AND LODGING AND VENUE FOR VARIOUS
DRMD AND PPD ACTIVITIES FOR CY 2021 IN CEBU”**

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **June 18, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<p>Section I. Invitation to Bid</p>	<ul style="list-style-type: none"> ✚ It was agreed to add “Project Identification No.” before the reference number in order to avoid confusion between the Project Reference Number and PhilGEPS Posting reference number, since this has caused several confusions among the prospective bidders. ✚ To clarify, <i>similar contract for this project refers to Provision of Board and Lodging or Lease of Venue</i>. This has been added right after the second project of this section. ✚ For the audited financial statement, it has been emphasized by the BAC Chairperson that the <i>comparative financial statements attached should be for CY 2019 and CY 2020</i>. ✚ Additional requirement was added which states “<i>Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification</i>”. <p style="text-align: center;">✚ Please see attached Bank Details/Info template.</p>
<p>Technical Specifications</p>	<ul style="list-style-type: none"> ✚ Venue for this project is in Metro Cebu. ✚ For item no. 2 MENU, it was agreed that meals “<i>should be served as individual pack meals using eco-friendly bento/box type packaging. No use of styro as pack for the meals. Meals must be covered upon serving</i>”. ✚ The participating bidder must attach in their bidding documents, <i>at least ten (10) sets of menu choices from breakfast, AM/PM. Snacks, lunch and dinner</i>.

	<ul style="list-style-type: none"> ✚ For item no. 3 CONFERENCE ROOM REQUIREMENT, <i>“there should be a 70% solution alcohol and alcohol-based hand sanitizers in the conference room. (RA 9593 or the Tourism Act of 2009)”</i> ✚ It was emphasized for item no 4 ROOM REQUIREMENT that the <i>“room for the secretariat and resource persons must be with strong WIFI connection”</i>. ✚ It was emphasized for item no 5 SPACE REQUIREMENT, <i>“Provision of 1 table for the registration/working table for secretariat and another table for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With an elevated platform and lectern.</i> ✚ For item no. 6 AUDIO VISUAL REQUIREMENT, it was emphasized that there should be available strong WIFI connection (at least 100 Mbps) in the function room for the downloading, playing of presentation materials and videos required for the training. ✚ Lastly, for the OTHER REQUIREMENT, it was agreed that the facility should have a “no to human trafficking” poster displayed in the hotel lobby / entrance.
<p>Other Forms and Template</p>	<ul style="list-style-type: none"> ✚ Form for the Bank Details/ Info has been attached. ✚ Template for the Financial Proposal Sheet with indicated Project Identification Number has been attached.

Attached herewith are the revised **Section I. Invitation to Bid, Technical Specifications and Prescribed Template.**

For guidance and information of all concerned.

(SGD) GRAEME FERDINAND D. ARMECIN
 Presider / Chairperson, Bids and Awards Committee I

INVITATION TO BID

NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “*Provision of Board and Lodging and Venue for Various DRMD and PPD Activities for CY 2021 in Cebu*”

Project Identification No.: ITB No. DSWD7-NP-2021-03

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of ***One Million One Hundred Eighty-One Thousand Pesos Only (₱1,181,000.00)*** payments under the contract for the ***NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “Provision of Board and Lodging and Venue for Various DRMD and PPD Activities for CY 2021 in Cebu”***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from ***PhilGEPS registered service providers***. Delivery of the services is required within ***Section VI. Schedule of Requirements***. Bidders should have **completed, within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project, of at least 50% of the ABC or amounting to at least ₱590,500.00.**

Similar contract refers to ***Provision of Board and Lodging or Lease of Venue***.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary ***“pass/fail”*** criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
5. Below is the schedule of negotiation activities:

Activity	Schedule	Venue
Negotiation Conference	June 18, 2021, 10:00 AM	DSWD Field Office VII Conference Room
Deadline for Submission Bids	June 30, 2021, 9:45 AM	
Opening of Bids	June 30, 2021, 10:00 AM	

The *DSWD Field Office VII* will hold a Negotiation Conference and Opening of Bids on the above-mentioned schedules at *DSWD Field Office VII Conference Room, Cebu City* and/or through *video-conferencing via Google Meet using the code: procurement7*, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

6. **Participating bidders shall submit two (2) copies of their duly accomplished eligibility and technical and financial requirements** listed below:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor's or 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 Zones or Area; **and**

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

(g) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission, **or**

Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Schedule of Requirements and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Technical Documents

(j) The Supplier's audited financial statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the **preceding calendar year which should not be earlier than two (2) years from the date of bid submission (CY 2019 and CY 2020)**; **and**

(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

(l) *Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification*

Class “B” Documents

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence; **or**

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

(n) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

7. The *DSWD-FO VII* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

MS. ROSEMARIE S. SALAZAR

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 2338785 local 140

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

June 14, 2021

(Sgd.) GRAEME FERDINAND D. ARMECIN
Chairperson, Bids and Awards Committee I

Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Item No.	Specification	Statement of Compliance
1	VENUE: Metro Cebu	
2	<p>MENU</p> <ul style="list-style-type: none"> ● Breakfast/Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices ● AM/PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. ● Others: Flowing Coffee/ Purified Drinking Water ● Should be served as individual pack meals using eco-friendly bento/box type packaging. No use of styro as pack for the meals. Meals must be covered upon serving. ● No serving on cream dory fish ● Strictly no serving of soft drinks. ● Participating bidders must attach in their bidding documents, at least 10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner. ● There has to be at least two (2) standby waiters during the activity. Waiters must immediately clear tables every after meal/snacks. 	
3	<p>CONFERENCE ROOM REQUIREMENT</p> <ul style="list-style-type: none"> ● Conference Room Requirement: Use of one (1) Function Room (7AM- 6PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located. 	

	<ul style="list-style-type: none"> ● Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. Tables shall be arranged such that the distance from the back of one chair to the back of another chair shall be more than 1 meter apart and the guests face each other from a distance of at least 1 meter (RA 9593 or the Tourism Act of 2009). ● There should be a 70% solution alcohol and alcohol-based hand sanitizers in the conference room. (RA 9593 or the Tourism Act of 2009) 	
4.	<p>ROOM REQUIREMENT</p> <ul style="list-style-type: none"> ● Room Requirement: Double room accommodation. A distance of 1 to 2 meters between the beds is highly required. Additional bed has to be in level with others and should not only be a mattress on the floor. There has to be enough space to move within the room. With free drinking water per request inside the room or with a water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource Persons must be with strong WIFI connection. ● Sanitation kit shall be provided for each guest upon entry to include 70% solution alcohol or alcohol-based sanitizers, face masks, disposable gloves, and rags together with bathroom amenities sufficient for the entire period of accommodation. ● Trash bins must be provided inside the guest room. A separate trash bag or bin intended for used PPE such as face mask, gloves and other sanitation waste materials must be provided. 	
5.	<p>SPACE REQUIREMENT</p> <ul style="list-style-type: none"> ● Conference Type/ World Cafe Arrangement. With a maximum of 50% operational capacity. ● Provision of 1 table for the registration/working table for secretariat and another table for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With an elevated platform and lectern. 	

6.	<p>AUDIO VISUAL REQUIREMENT</p> <ul style="list-style-type: none"> • Use of 1 LCD projector and laptop for presentation per function/ conference room. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. There has to be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. No electrical charge for the use of our own equipment. Available strong WIFI connection (at least 100 Mbps) in the function room for the downloading, playing of presentation materials and videos required for the training. 	
7.	<p>OTHER REQUIREMENT</p> <ul style="list-style-type: none"> • The hotel should be able to provide a certificate of Authority to Operate by DOT. • Guests must be provided with a Health Declaration Form upon check in. • The facility should have a “no to human trafficking” poster displayed in the hotel lobby / entrance. • Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) • Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of the complete set of supporting documents. 	
	<p>Note: The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated beside or within or across gambling establishments or casinos and others that may touch on cultural sensitivity like mortuaries or morgues and the like.</p>	

Name of Company/Bidder

Bidder’s Signature over Printed Name

Date: _____

Financial Proposal Sheet

Project Identification No.: ITB No. DSWD7-NP-2021-03

Date: _____

The Bids and Awards Committee
DSWD-Field Office VII
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid:

Item No.	Specification	Qty	Date of Activity	Unit Price	Total Price
1	ICS (Incident Command System) Training	40 pax	August 24-28, 2021 (5 days Live-in)		
2	Training on Mental Health and Psychosocial Support	32 pax	September 21-24, 2021 (4 days Live-in)		
3	Regional Integrated PIR	70 pax (per batch)	October 14, 2021 (1 day Live-out)		
			October 15, 2021 (1 day Live-out)		
4	Semestral OPC Review and Finalization for CY 2021	70 pax (per batch)	July 27, 2021 (1 day Live-out)		
			December 14, 2021 (1 day Live-out)		
5	Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget	20 pax	August 19, 2021 (1 day Live-in)		
		30 pax	August 19, 2021 (1 day Live-out)		
		50 pax	August 20, 2021 (1 day Live-out)		

Item No.	Specification	Qty	Date of Activity	Unit Price	Total Price
6	CY 2022 GAD Planning and Budgeting	50 pax	August 31, 2021 (1 day Live-out)		
7	CY 2022 Work and Financial Planning Workshop	70 pax	July 27, 2021 (1 day Live-out)		
8	Capability Building on Gender and Development	50 pax (per batch)	August 6, 2021 (1 day Live-out)		
			July 23, 2021 (1 day Live-out)		
9	RCMET Semestral Meeting	70 pax (per batch)	July 21, 2021 (1 day Live-out)		
			September 10, 2021 (1 day Live-out)		
10	RCMET Capability Building	70 pax (per batch)	August 26, 2021 (1 day Live-out)		
			August 27, 2021 (1 day Live-out)		
TOTAL BID PRICE (In Figures)					

TOTAL BID PRICE (In Words) _____

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative

SERVICE PROVIDER'S BANK INFORMATION

Name of Bank	
Branch	
Bank Account Name	
Account No.	
TIN No.	

PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT

VAT

**NON-
VAT**

Signature: _____

Name of Authorized Representative: _____

Position: _____