

Supplemental/Bid Bulletin

Addendum No. 1
April 17, 2022

Project Identification No: ITB No. DSWD7-PB-2022-28

Project Title: PROVISION OF BOARD, LODGING AND VENUE FOR VARIOUS ACTIVITIES IN CEBU CITY AND NEARBY CITIES

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 **April 12, 2022**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section VI. Schedule of Requirements	<ul style="list-style-type: none">Clerical errors were corrected.Activity schedule under the ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) has been moved to an earlier date.
Section VII. Technical Specifications	<ul style="list-style-type: none">The NO TO TRAFFICKING poster requirement was emphasized during the conduct of Prebid conference.
Financial Proposal Sheet	<ul style="list-style-type: none">Changes in the dates of activity under Section VI. Schedule of Requirements will be reflected in the financial proposal sheet form.

Attached herewith are the revised **Section VI. Schedule of Requirements, Section VII. Technical Specifications, and Financial Proposal Sheet**

For guidance and information of all concerned.



GRAEME FERDINAND D. ARMECIN
President / Chairperson, Bids and Awards Committee I

Revised Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Activity	Qty.	Date of Activity	Seating Arrangement	Provision
PANTAWID PAMILYANG PILIPINO PROGRAM					
1	Career Development Training for ESGPPA and Pantawid Youths	30 pax	May 24-26, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
2	Training on Business Writing for Pantawid Staffs	45 pax	July 12-13, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
3	Consultation Meeting with Partners and Tribal Chieftains	20 pax	July 19-20, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
4	Training on Trainers on Modular Guide for 4Ps Implementers in Providing Community Based Interventions for 4Ps Children and Youth Not Attending School for Pantawid Municipal Links	45 pax	July 26-29, 2022	Conference Type / World Café Arrangement	3 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
5	Assessment on the piloting of monitoring & Reporting System and Tools and Mainstreaming of the M&R Manual	40 pax	September 19-21, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)

Item No.	Activity	Qty.	Date of Activity	Seating Arrangement	Provision
PANTAWID PAMILYANG PILIPINO PROGRAM					
6	Gender Sensitivity and GAD Perspective Training for Newly Hired Staff	40 pax	September 21-23, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
7	Indigenous People Summit 2022	40 pax	October 3-4, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
8	Regional Program Implementation Review and Planning Workshop	95 pax	October 13-14, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
9	Re-Echo on Re-Engineering & Streamlining of Business Process Flow and Workshop on Public Consultation with Stakeholders for Pantawid RPMO Focal	30 pax	October 25-26, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
10	Effective Bookkeeping and Auditing for Financial Analysts and Bookkeepers	115 pax	November 10-11, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)

Item No.	Activity	Qty.	Date of Activity	Seating Arrangement	Provision
DISASTER RESPONSE MANAGEMENT DIVISION					
11	Trainer's training on Camp Coordination and Camp Management and IDP Protection for DSWD Internal Staff and LSWDOs	40 pax	May 17-20, 2022	Conference Type / World Café Arrangement	3 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
12	DRMD Staff Development: Post-Stress Debriefing Activity	50 pax	May 26-27, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
13	Trainer's Training on Women Friendly Space for DSWD Internal Staff and LSWDOs	40 pax	July 19-23, 2022	Conference Type / World Café Arrangement	4 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)
SOCIAL PENSION PROGRAM					
14	Post-Evaluation and Planning Workshop for Social Pension Program	40 pax	June 22-24, 2022 (1 st Sem)	Conference Type / World Café Arrangement	2 days Live-in (Full board and Lodging) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
			October 26-28, 2022 (2 nd Sem)		
15	Integrity Management Program (IMP) for Social Pension Staff	40 pax	July 6-8, 2022		
16	Program Implementation Review	88 pax	August 10-12, 2022 (1 st Batch)		
			August 17-19, 2022 (2 nd Batch)		

Item No.	Activity	Qty.	Date of Activity	Seating Arrangement	Provision
CAPABILITY BUILDING SECTION / TARA					
17	Quarterly Consultation Dialogues with LSWDOs for Cebu Province	60 pax	May 5-6, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board and Lodging) (Breakfast, Lunch, Dinner, AM & PM Snacks)
			August 4-5, 2022		
			October 6-7, 2022		
18	Capability Building / Focused Group Discussion committed in the PGS	40 pax	June 14-15, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board and Lodging) (Breakfast, Lunch, Dinner, AM & PM Snacks)
			September 15-16, 2022		
19	Regional Monitoring team Quarterly Meeting	35 pax	May 3, 2022	Conference Type / World Café Arrangement	1 day Live-out (with Venue Rental) (Lunch, AM & PM Snacks)
			August 2, 2022		
			October 4, 2022		
ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP)					
20	Workshop on Value Chain for Community-Based Organizations	66 pax	June 23-24, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board and Lodging) <i>(Breakfast to be served on the second day,</i> Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast from first day, Lunch, AM & PM Snacks)

Item No.	Activity	Qty.	Date of Activity	Seating Arrangement	Provision
POLICY DEVELOPMENT AND PLANNING SECTION (PDPS)					
21	RCMET Capability Building	50 pax	September 29-30, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board and Lodging) (Breakfast, Lunch, Dinner, AM & PM Snacks) 1 day Live-out (Breakfast, Lunch, AM & PM Snacks)

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Section VII. Technical Specifications

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification.

Item No.	Specification	Statement of Compliance
1.	<p>VENUE</p> <ul style="list-style-type: none"> • Within Cebu City and Nearby Cities 	
1.	<p>MENU</p> <ul style="list-style-type: none"> • Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef & fish), desert (preferably fruits), and drinks (coffee or hot chocolate) • Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices • AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (such as lemon grass, calamansi, buko, watermelon, cucumber, etc.) • Others: Unlimited supply of Coffee and Purified/Mineral Drinking Water • Should be served as assisted/guided buffet. • No serving of cream dowry fish. • Strictly no serving of powdered juice and soft drinks or sodas • Participating bidder must attach in their bidding documents, 5-10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner for the inclusive dates. • There has to be at least two (2) standby waiters during the activity. Waiters must immediately clear tables every after meal/snacks. 	
2.	<p>CONFERENCE ROOM REQUIREMENT</p> <ul style="list-style-type: none"> • Conference Room Requirement: Use of one (1) Function Room (7AM- 7PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room with wide space for workshop activities. Venue must have a high ceiling. 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. • 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). • Availability of separate comfort rooms for Male & Female within or near the conference room. 	

3.	<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. Preferably assigned rooms must be in the same floor of the function room or is accessible with an elevator for rooms located higher than 3rd floor in consideration with participants who may be Senior Citizen or Person with Disability. • There must be free provision of bottled water and basic toiletries like shampoo & soap on a daily basis. TV and cabinet must be readily available in each room with enough hangers. With free additional drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource Persons must be with strong WIFI connection (100mbps). • 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. 	
4.	<p>SPACE REQUIREMENT</p> <ul style="list-style-type: none"> • Conference Type/ World Cafe Arrangement. With a maximum of 50% operational capacity. <ul style="list-style-type: none"> • <i>Subject to change: Compliant to the existing IATF restriction guidelines.</i> • Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern. 	
5.	<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 wireless microphones and 2 with wire. There has to be 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 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. 	

6.	<p>OTHER REQUIREMENT</p> <ul style="list-style-type: none"> • The hotel should be able to provide certificate of Authority to Operate by DOT. • Guests must be provided with a Health Declaration Form upon check in. • There should be a 70% solution alcohol, alcohol-based hand sanitizers and tissue paper / paper towel available at comfort rooms and on the conference room. (RA 9593 or the Tourism Act of 2009) • The facility should have a NO TO TRAFFICKING poster. • Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) <p><i>Note: Requirements mentioned above shall be verified during the Post-Qualification / Ocular Visit.</i></p> <ul style="list-style-type: none"> • Transportation for the secretariat from DSWD Field Office VII to the venue in bringing the supplies and equipment on the 1st day and from the venue to DSWD Field Office VII on the last day of the activity. • Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of 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 in cultural sensitivity like mortuaries or morgues and the like.</p>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Financial Proposal Sheet

ITB No. DSWD7-PB-2022-28

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:

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<i>TOTAL BID PRICE (In Figures)</i>					

TOTAL BID PRICE (In Words) _____
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Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

 Name of Company / Bidder

 Name/Signature of Authorized Representative