

Supplemental/Bid Bulletin

Addendum No. 1
November 8, 2022

ITB No. DSWD7-PB-2022-75

**Project Title: PROVISION OF BOARD, LODGING AND VENUE
FOR TRAINING ACTIVITIES OF KALAHI-CIDSS – NATIONAL
COMMUNITY DRIVEN DEVELOPMENT PROGRAM IN BOHOL
PROVINCE**

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 **November 4, 2022**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<p>✚ Additional provision was emphasized during the conduct of the Prebid Conference and this should be strictly observed by participating bidders. The additional provision states:</p> <p><i>“As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.</i></p>
Section VI. Schedule of Requirements	<p>✚ End-user decided to move dates of the training activities due to time constraint. Details are found on the attached revised template of Section VI. Schedule of Requirements.</p>
Section VII. Technical Specifications	<p>✚ CONFERENCE ROOM REQUIREMENT: Use of necessary function room that can accommodate double the indicated number of pax. This was modified due to the reason that an activity is composed of two classes, thus, requiring a separate function room for each class.</p> <p>✚ CONFERENCE ROOM REQUIREMENT: The function room must be sound proof.</p>

	<ul style="list-style-type: none"> ✚ ROOM REQUIREMENT: Double or Triple sharing accommodation is acceptable as long as the distance of 1 to 2 meters between the beds is followed and that there should be a separate bed for each participant. ✚ SPACE REQUIREMENT: It was emphasized that the conference / function room must have a maximum of 50% operational capacity which means it can accommodate double the size of the total number of participants per class. ✚ OTHER REQUIREMENT: Transportation for the secretariat from Tagbilaran City Port to the venue in bringing the supplies and equipment on the 1st and last day of activity.
Financial Proposal Sheet	<ul style="list-style-type: none"> ✚ Schedules of training activities were changed according to the modifications made in Section VI. Schedule of Requirements.
Other	<ul style="list-style-type: none"> ✚ Participating bidders must note that Statement of Compliance should be indicated in each bullet under Section VII. Technical Specifications. This was emphasized during the Prebid Conference and a sample was shown during the said activity.

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

For guidance and information of all concerned.

(SGD.) GRAEME FERDINAND D. ARMECIN
Vice-Chairperson, Bids and Awards Committee I

Revised Section I. Invitation to Bid

Project Title: Provision of Board, Lodging and Venue for Training Activities of KALAHI-CIDSS – National Community Driven Development Program in Bohol Province

Project Identification No.: ITB No. DSWD7-PB-2022-75

1. The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the authorized appropriations for Fiscal Year 2022 General Appropriations Act intends to apply the sum of **One Million Three Hundred Three Thousand Five Hundred Pesos Only (₱1,303,500.00)** payments under the contract for the **Provision of Board, Lodging and Venue for Training Activities of KALAHI-CIDSS – National Community Driven Development in Bohol Province**. 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 goods 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, **at least 50% of the ABC or equivalent to Php651,750.00**. The SLCC should be supported with the following documents:
 - i.) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
 - ii.) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.

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. A complete set of Bidding Documents may be acquired by interested Bidders on **October 28, 2022** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Pre-Bid Conference on **November 4, 2022, Friday, 10:30 AM** 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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 16, 2022, Wednesday, 10:15AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on *November 16, 2022, Wednesday, 10:30 AM* at *DSWD Field Office VII Conference Room, Cebu City* and/or *via Google Meet using the code: procurement7*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.
11. The *DSWD Field Office 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.
12. For further information, please refer to:

MS. LILIBETH A. CABIARA

Head, BAC Secretariat

DSWD – Field Office VII

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

Tel. Nos. (032) 2338785 local 140 and 149

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

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

October 26, 2022

(SGD.) GRAEME FERDINAND D. ARMECIN
Vice-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
KALAHI-CIDSS – NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM					
1	Grievance Redress System Training for ACT and MCT Staff	35 pax	December 5, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
		68 pax	December 5, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 5, 2022			2 Function Rooms: 1 st Function Room – 50 pax capacity 2 nd Function Room – 53 pax capacity (Note: Each function room must accommodate double the number of participants)
		13 pax	December 6, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
		90 pax	December 6, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 6, 2022			2 Function Rooms: 1 st Function Room – 50 pax capacity 2 nd Function Room – 53 pax capacity (Note: Each function room must accommodate double the number of participants)

ITEM NO.	ACTIVITY	QTY	DATE OF ACTIVITY	SEATING ARRANGEMENT	PROVISION
KALAHI-CIDSS – NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM					
1	Grievance Redress System Training for ACT and MCT Staff	14 pax	December 7, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
		96 pax	December 7, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 7, 2022			2 Function Rooms: 1 st Function Room – 55 pax capacity 2 nd Function Room – 55 pax capacity (Note: Each function room must accommodate double the number of participants)
		15 pax	December 15, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
		92 pax	December 15, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 15, 2022			2 Function Rooms: 1 st Function Room – 53 pax capacity 2 nd Function Room – 54 pax capacity (Note: Each function room must accommodate double the number of participants)
		63 pax	December 16, 2022	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
		42 pax	December 16, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 16, 2022			2 Function Rooms: 1 st Function Room – 54 pax capacity 2 nd Function Room – 51 pax capacity (Note: Each function room must accommodate double the number of participants)

ITEM NO.	ACTIVITY	QTY	DATE OF ACTIVITY	SEATING ARRANGEMENT	PROVISION
2	Staff Development and Skills Strengthening Workshop for KALAHI-CIDSS Staff (Bohol 2)	117 pax	December 8-9, 2022	Conference Type / World Café Arrangement	2 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
			December 10, 2022		1 day Live-out (Breakfast, Lunch, Dinner, AM & PM Snacks)
		December 8-10, 2022			1 Function Room – 117 pax capacity (Note: Function room must accommodate double the number of participants)

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 Bohol Province 	
1.	<p>MENU</p> <ul style="list-style-type: none"> • Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef & fish), 1 desert (preferably fruits), and drinks (coffee or hot chocolate) • Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and 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 necessary Function Room (6AM- 9PM 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. • 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 or Triple / double or triple sharing accommodation with separate bed for each pax. 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 which means it can accommodate double the size of the total number of participants in each class. <p><i>Subject to change: Compliant to the existing IATF restriction guidelines.</i></p> <ul style="list-style-type: none"> • 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 2 LCD projector in good condition for presentation per function/ conference room. Complete functional Audio Visual Equipment (surround sound system) with at least 3 wireless microphones and 1 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. • Availability of whiteboard, extension cords, and Philippine Flag. • 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. Inclusion of LAN connection as back-up for the training team. • Function rooms must be sound proof. 	
6.	<p>OTHER REQUIREMENT</p> <ul style="list-style-type: none"> • Provision of Backdrop or digital lobby posting. • Transportation for the secretariat from Tagbilaran City Port to the venue in bringing the supplies and equipment on the 1st day and last day of the activity. • There has to be enough number of stand-by waiters to assist the participants. • There has to be on call medical personnel and available over-the-counter medicines. • The hotel should be able to provide certificate of Authority to Operate by DOT <i>safety sealed certificate (must be attached in the bids submitted during Bid Opening)</i> • 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) with a “No Smoking Poster” visible at the lobby or front desk. <p><i>Note: Requirements mentioned above shall be verified during the Post-Qualification / Ocular Visit.</i></p>	

	<ul style="list-style-type: none"> • 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>	
	<p>Cost Parameter:</p> <ul style="list-style-type: none"> • Cost parameter for Live-in should not be more than Php 2,000.00 while Live-Out with 3 meals and 2 snacks should not be more than Php 1,100.00; with 2 meals and 2 snacks should not be more than Php 800.00; with 1 meal and 2 snacks should not be more than Php 500.00; 1 meal and 1 snack should not be more than Php 400.00; and 1 meal only should not be more than Php 300.00. 	

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

Project Identification No.: ITB No. DSWD7-PB-2022-75

Venue: Bohol Province

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.	ACTIVITY	QTY.	DATE OF ACTIVITY	UNIT COST	TOTAL COST
KALAHI-CIDSS – NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM					
1	Grievance Redress System Training for ACT and MCT Staff	35 pax	December 5, 2022 (Live-in)		
		68 pax	December 5, 2022 (Live-out)		
		13 pax	December 6, 2022 (Live-in)		
		90 pax	December 6, 2022 (Live-out)		
		14 pax	December 7, 2022 (Live-in)		
		96 pax	December 7, 2022 (Live-out)		
		15 pax	December 15, 2022 (Live-in)		
		92 pax	December 15, 2022 (Live-out)		
		63 pax	December 16, 2022 (Live-in)		
		42 pax	December 16, 2022 (Live-out)		

ITEM NO.	ACTIVITY	QTY.	DATE OF ACTIVITY	UNIT COST	TOTAL COST
3	Staff Development and Skills Strengthening Workshop for KALAHI-CIDSS Staff	117 pax	December 8-9, 2022 (Live-in)		
			December 10, 2022 (Live-out)		
<i>TOTAL BID PRICE (In Figures)</i>					

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