

Supplemental/Bid Bulletin
Addendum No. 1

TITLE : Provision of Accommodation, Food and Venue for Social Pension
Program Implementation Review in Cebu for CY 2024

ITB NO. : DSWD7-PB-2024-06

DATE : 19 February 2024

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 Pre-Bid Conference held on **February 16, 2024**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section VI. Schedule of Requirements	<ul style="list-style-type: none">➤ This supplemental / bid bulletin is issued to emphasize the additional provision of Dinner in Item No. 2 (LIVE OUT)
Section VII. Technical Specifications	<ul style="list-style-type: none">➤ The Bids and Awards Committee wanted to change the details on Section VII Item No. 2 Menu FROM: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ. TO: Service Provider shall attach menu for the inclusive dates upon the submission of Financial Proposal Sheet.➤ Another clarification made during the Pre-Bid Conference is the provision of 70% solution alcohol or alcohol-based sanitizers which should be placed on strategic locations and accessible to the guests.
Financial Proposal Sheet	<ul style="list-style-type: none">➤ To add the provision of Dinner in Item No. 2 (LIVE OUT)

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

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

ROSEMARIE S. SALAZAR
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.	TITLE OF ACTIVITY	QTY	DATE OF ACTIVITY	SEATING ARRANGEMENT	PROVISION
1	Program Implementation Review for Cebu Province LGU Implementers (Batch 1)	116 pax	August 21-22, 2024	World Café	2 day Live-in (Breakfast as the first provision and Dinner as last provision)
		116 pax	August 23, 2024		1 day Live-out (Breakfast as the first provision and Dinner as last provision) 1 Conference Room – 116 pax capacity
2	Program Implementation Review for Cebu Province LGU Implementers (Batch 2)	116 pax	August 28-29, 2024	World Café	2 day Live-in (Breakfast as the first provision and Dinner as last provision)
		116 pax	August 30, 2024		1 day Live-out (Breakfast as the first provision and Dinner as last provision) 1 Conference Room – 116 pax capacity

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 to each indicated parameter or specification.

Item No.	Specification	Statement of Compliance
1	VENUE	
	<ul style="list-style-type: none"> Mandaue City or Lapu-Lapu City 	
2	MENU	
	<ul style="list-style-type: none"> Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 1 vegetable dish, 2 main dishes (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 (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powder juice and soft drinks. Service Provider shall attach menu for the inclusive dates upon the submission of Financial Proposal Sheet. Manner of Serving Food: Breakfast, Lunch and Dinner should be served as assisted buffet. 	
3	CONFERENCE ROOM REQUIREMENT AND INCLUSIONS	
	<ul style="list-style-type: none"> Conference Room Requirement: <ul style="list-style-type: none"> Use of one (1) Function Room (7AM- 9PM as the maximum) that can accommodate the number of pax indicated with no middle/side obstructing post/object with wide space for workshop activities. Venue must have a high ceiling. No changing of assigned function room during the whole duration of the activity. Lighting system of Conference room: <ul style="list-style-type: none"> Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session. Audio Visual Requirement: <ul style="list-style-type: none"> Use of two (2) LCD projectors in good condition for presentation located one (1) in front and one (1) on the side. Complete and functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wire. There has to be a standby operator to assist in the AV needs and the Audio Visual must be set up at least 1 hour before the activity. Availability of whiteboard, extension cords, and Philippine Flag. <p>No electrical charge for the use of own equipment.</p>	

	<ul style="list-style-type: none"> WIFI Connection: <ul style="list-style-type: none"> Available WIFI connection in the function room should be at least 100mbps for the downloading, playing of presentation materials and videos required for the training. Inclusion of LAN Connection as back-up for training team. Availability of separate comfort rooms for Male & Female within or near the conference room. 	
4	SPACE REQUIREMENT <ul style="list-style-type: none"> World Café arrangement with a maximum of 50% operational capacity. 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. <p>*Subject to change: Compliant to the existing IATF restriction guidelines.</p>	
5	ROOM REQUIREMENT <ul style="list-style-type: none"> Triple sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required. Beds should be atleast 1 meter high from the floor and no foldable bed or extension bed on the floor. 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 pax who may be Senior Citizen or PWD. There must be a free provision of bottled water and basic toiletries like soap & shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be with WIFI connection of at least 100mbps. 	
6	OTHER REQUIREMENT/S <ul style="list-style-type: none"> Provision of Backdrop or digital lobby posting. Provision of transportation for the secretariat from DSWD Field Office VII to the venue in bringing supplies and equipment's 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 a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG) 	

	<ul style="list-style-type: none"> • 70% solution alcohol or alcohol-based sanitizers must be provided on strategic locations and accessible to the guests. • Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. • There should also be a No Human Trafficking Poster. • 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. 	
7	<ul style="list-style-type: none"> • Note: The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated within, beside or across gambling establishments or casinos and others that may touch on cultural sensitivity like mortuaries or morgues and the like. 	
8	<p>Cost Parameter:</p> <ul style="list-style-type: none"> • Cost parameter for Live-in with 3 meals and 2 snacks should not be more than Php2,600.00; and Live-out with 3 meals and 2 snacks should not be more than Php1,100.00. 	

I hereby certify that all statements indicated under the **Statement of Compliance** 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: _____

FINANCIAL PROPOSAL SHEET

Project Identification No.: ITB No. DSWD7-PB-2024-06

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.	TITLE OF ACTIVITY	QTY	DATE OF ACTIVITY	UNIT COST	TOTAL COST
1	Program Implementation Review for Cebu Province LGU Implementers (Batch 1)	116 pax	August 21-22, 2024 (FULL BOARD) (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
		116 pax	August 23, 2024 (LIVE OUT) (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
2	Program Implementation Review for Cebu Province LGU Implementers (Batch 2)	116 pax	August 28-29, 2024 (FULL BOARD) (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
		116 pax	August 30, 2024 (LIVE OUT) (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
TOTAL BID AMOUNT					

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