

**Supplemental/Bid Bulletin**  
**Addendum No. 1**

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

**ITB NO.** : DSWD7-PB-2024-07

**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
<b>Section I.</b> <b>Invitation to Bid</b>	<p>➤ This supplemental / bid bulletin is issued to emphasize the change in the address from Bohol to Cebu for Item No. 6, No. 9 and Item No. 12 as reflected below.</p> <p><b>CORRECT:</b></p> <p>6. The <i>DSWD Field Office VII</i> will hold a Pre-Bid Conference on <b>February 16, 2024, Friday, 10:30 AM</b> at <b>DSWD Field Office VII Conference Room, Cebu City</b> and/or through <b>video-conferencing via Google Meet using the code: procurement7</b>, which shall be open to prospective bidders.</p> <p>9. Bid opening shall be on <b>February 29, 2024, Thursday, 10:30AM</b> at <b>DSWD Field Office VII Conference Room, Cebu City</b> and/or <b>via Google Meet using the code: procurement7</b>.</p> <p>12. For further information, please refer to: <b>MS. AILEEN G. CUEVAS</b> 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: <b><u><a href="mailto:bac.fo7@dswd.gov.ph">bac.fo7@dswd.gov.ph</a></u></b> Website: <b><u><a href="https://fo7.dswd.gov.ph/">https://fo7.dswd.gov.ph/</a></u></b></p>

<b>Section II. Instruction to Bidders</b>	<p>➤ This is to correct the address for Item No. 8 Pre-Bid Conference as shown below:</p> <p>8. The Procuring Entity will hold a pre-bid conference for this project on <b>February 16, 2024, Friday, 10:30 AM</b> at <b>DSWD Field Office VII, M.J. Cuenco Avenue Corner General Maxilom Avenue, Carreta, Cebu City</b> and/or through videoconferencing/webcasting as indicated in paragraph 6 of the <b>IB</b>.</p>
<b>Section VI. Schedule of Requirements</b>	<p>➤ To add the provision of Dinner in Item No. 2 (<b>LIVE OUT</b>)</p>
<b>Section VII. Technical Specifications</b>	<p>➤ The Bids and Awards Committee wanted to change the details on Section VII Item No. 2 <b>Menu</b></p> <p><b>FROM:</b> Service Provider shall attach menu for the inclusive dates upon the submission of <b>RFQ</b>.</p> <p><b>TO:</b> Service Provider shall attach menu for the inclusive dates upon the submission of <b>Financial Proposal Sheet</b>.</p> <p>➤ 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.</p>
<b>Credit Line Form</b>	<p>➤ Change the address to DSWD – Field Office VII, Cebu City</p>
<b>Bid Form</b>	<p>➤ Change the address to Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City</p>
<b>Financial Proposal Sheet</b>	<p>➤ Change the address to M.J. Cuenco Ave., Cebu City</p> <p>➤ To add the provision of Dinner in Item No. 2 (<b>LIVE OUT</b>)</p>

Attached herewith is the revised **Section I. Invitation to Bid, Section II. Instruction to Bidders, Section VI. Schedule of Requirements and Section VII. Technical Specifications, Credit Line Form, Bid Form 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 I. Invitation to Bid**

### **Project Title: Provision of Accommodation, Food and Venue for Social Pension Program Implementation Review in Bohol for CY 2024**

#### **Project Identification No.: ITB No. DSWD7-PB-2024-07**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2024 General Appropriations Act* intends to apply the sum of **One Million Three Hundred Thirty-Five Thousand Six Hundred Pesos Only (₱1,335,600.00)** payments under the contract for the **Provision of Accommodation, Food and Venue for Social Pension Program Implementation Review in Bohol for CY 2024**. 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 Php667,800.00**. However, it can also be an **aggregate of two or more similar completed contracts**, provided that there is **one contract equivalent to at least half of the 50% of the ABC or equivalent to Php333,900.00**.

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 **February 08, 2024** 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 **February 16, 2024, 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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **February 29, 2024, Thursday, 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 **February 29, 2024, Thursday, 10:30AM** 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. 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.
11. 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.

12. For further information, please refer to:

**MS. AILEEN G. CUEVAS**

*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](mailto:bac.fo7@dswd.gov.ph)*

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

**February 8, 2024**

**Sgd. LILIBETH A. CABIARA**

# ***Revised Section II. Instructions to Bidders***

## **TABLE OF CONTENTS**

1.	Scope of Bid .....	7
2.	Funding Information .....	7
3.	Bidding Requirements .....	7
4.	Corrupt, Fraudulent, Collusive and Coersive Practices .....	7
5.	Eligible Bidders .....	8
6.	Origin of Goods.....	8
7.	Subcontracts .....	8
8.	Prebid Conference .....	9
9.	Clarification and Amendment of Bidding Documents .....	9
10.	Documents Comprising the Bid: Eligibility and Technical Components .....	9
11.	Documents Comprising the Bid: Financial Component .....	10
12.	Bid Prices .....	10
13.	Bid and Payment Currencies .....	11
14.	Bid Security .....	11
15.	Sealing and Marking Bids .....	11
16.	Deadline for Submission of Bids .....	12
17.	Opening and Preliminary Examination of Bids.....	12
18.	Domestic Preference .....	12
19.	Detailed Evaluation and Comparison of Bids .....	12
20.	Post-Qualification.....	13
21.	Signing of the Contract.....	13

## General

### 1. Scope of Bid

The Procuring Entity, *DSWD Field Office VII* wishes to receive Bids for the ***Provision of Accommodation, Food and Venue for Social Pension Program Implementation Review in Bohol for CY 2024***, with identification number **ITB No. DSWD7-PB-2024-07**.

The Procurement Project is composed of **1 lot**, the details of which are described in **Section VII. Technical Specifications**.

### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2024** in the amount of ***One Million Three Hundred Thirty-Five Thousand Six Hundred Pesos Only (₱1,335,600.00)***.

2.2 The source of funding is NGA, the General Appropriations Act or Special Appropriations.

### 3. Bidding Requirements

The Bidding for the Projects shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary sources thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including the other factors that may affect the cost, duration and execution or implementation of the contract, project or work and examine all instructions, forms, terms and project requirements in the Bidding Documents.

### 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the project.

### 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its 2016 revised IRR allow foreign bidders to participate;
- b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- c) When the Goods sought to be procured are not available from local suppliers; or

- d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of A No. 9184 the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1 The Bidder may subcontract portions of the project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the project.

The Procuring Entity has prescribed that:

(a) **Subcontracting is not allowed.**

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults or negligence, or those of its agents, servants or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this project on **February 16, 2024, Friday, 10:30 AM** at **DSWD Field Office VII, M.J. Cuenco Avenue Corner General Maxilom Avenue, Carreta, Cebu City** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.



## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity either at its given address or through electronic mail indicated in the **IB**, at least ten (10) days before the deadline set for the submission and receipt of Bids.

## 10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[3 years – relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the BDS.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination<sup>18</sup> in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall

be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be in **Philippine Pesos**.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **120 calendar days** from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidder's representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

**18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

**19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated **“passed,”** using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purpose of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 1 – One Project having several items shall be awarded as one contract.
- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

**20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

**21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## 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 Bohol Province LGU Implementers (Batch 1)	106 pax	August 7-8, 2024	World Café	<b>2 day Live-in</b> (Breakfast as the first provision and Dinner as last provision)
		106 pax	August 9, 2024		<b>1 day Live-out</b> (Breakfast as the first provision and Dinner as last provision) 1 Conference Room – 106 pax capacity
2	Program Implementation Review for Bohol Province LGU Implementers (Batch 2)	106 pax	August 14-15, 2024	World Café	<b>2 day Live-in</b> (Breakfast as the first provision and Dinner as last provision)
		106 pax	August 16, 2024		<b>1 day Live-out</b> (Breakfast as the first provision and Dinner as last provision) 1 Conference Room – 106 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: \_\_\_\_\_

## 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	<b>VENUE</b>	
	<ul style="list-style-type: none"> <li>Panglao, Bohol or Nearby Municipalities</li> </ul>	
2	<b>MENU</b>	
	<ul style="list-style-type: none"> <li><b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)</li> <li><b>Lunch/Dinner:</b> Rice, Soup, 1 vegetable dish, 2 main dishes (pork, fish, chicken and beef)</li> <li><b>Dessert:</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices</li> <li><b>AM/PM Snacks:</b> Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)</li> <li>Unlimited supply of Coffee and Purified/mineral Drinking Water</li> <li>Strictly NO serving of cream dory fish, powder juice and soft drinks.</li> <li>Service Provider shall attach menu for the inclusive dates upon the submission of <b>Financial Proposal Sheet</b>.</li> <li><b>Manner of Serving Food:</b> Breakfast, Lunch and Dinner should be served as assisted buffet</li> </ul>	
3	<b>CONFERENCE ROOM REQUIREMENT AND INCLUSIONS</b>	
	<ul style="list-style-type: none"> <li>Conference Room Requirement:               <ul style="list-style-type: none"> <li>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.</li> <li>Venue must have a high ceiling.</li> <li>No changing of assigned function room during the whole duration of the activity.</li> </ul> </li> <li>Lighting system of Conference room:               <ul style="list-style-type: none"> <li>Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</li> </ul> </li> <li>Audio Visual Requirement:               <ul style="list-style-type: none"> <li>Use of two (2) LCD projectors in good condition for presentation located one (1) in front and one (1) on the side.</li> <li>Complete and functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wire.</li> <li>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.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment.</li> <li>• WIFI Connection:</li> <li>- 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.</li> <li>- Inclusion of LAN Connection as back-up for training team.</li> <li>- Availability of separate comfort rooms for Male &amp; Female within or near the conference room.</li> </ul>	
4	<p><b>SPACE REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• World Café arrangement with a maximum of <b>50%</b> operational capacity.</li> <li>• Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.</li> <li>• With ample space for workshops or activities like group role playing and other structured learning activities.</li> <li>• With elevated platform and lectern.</li> </ul> <p>*Subject to change: Compliant to the existing IATF restriction guidelines.</p>	
5	<p><b>ROOM REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Triple sharing</b> with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required.</li> <li>• Beds should be at least 1 meter high from the floor and no foldable bed or extension bed on the floor.</li> <li>• 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.</li> <li>• There must be a free provision of bottled water and basic toiletries like soap &amp; shampoo.</li> <li>• TV and cabinet must be readily available in each room with enough hangers.</li> <li>• Room for the secretariat and Resource Persons must be with WIFI connection of at least 100mbps.</li> <li>• Provision of Backdrop or digital lobby posting.</li> <li>• Provision of transportation for the secretariat from Seaport to the venue in bringing supplies and equipment's on the 1st day and last day of the activity.</li> <li>• 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.</li> <li>• The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG)</li> </ul>	

	OTHER REQUIREMENT/S	
6	<ul style="list-style-type: none"> <li>• <b>70% solution alcohol or alcohol-based sanitizers must be provided on strategic locations and accessible to the guests.</b></li> <li>• Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk.</li> <li>• There should also be a No Human Trafficking Poster.</li> <li>• 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.</li> </ul>	
7	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
8	<p><b>Cost Parameter:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	

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: \_\_\_\_\_

**Credit Line Form**

Date: \_\_\_\_\_

**SHALAINIE MARIE S. LUCERO, CESO IV**

Regional Director

DSWD – Field Office VII, Cebu City

CONTRACT/PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING INST.	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above- mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Supplier/Distributor/ Manufacturer/Contractor) in connection with the bidding requirement of the Department of Social Welfare and Development – Field Office VII for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer:

\_\_\_\_\_  
Official Designation

Name &amp; Signature of (Supplier/Distributor/Manufacturer/Contractor's)

Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
Official Designation

Note: The Amount committed should be machine validated

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in the City of \_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_,  
Number \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.



**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : **ITB No. DSWD7-PB-2024-07**

**To: THE BIDS AND AWARDS COMMITTEE**

Department of Social Welfare & Development, Field Office VII  
 Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/perform the **Provision of Accommodation, Food and Venue for Social Pension Program Implementation Review in Bohol for CY 2024*** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## **FINANCIAL PROPOSAL SHEET**

**Project Identification No.: ITB No. DSWD7-PB-2024-07**

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 Bohol Province LGU Implementers (Batch 1)	106 pax	August 7-8, 2024 <b>(FULL BOARD)</b> (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
		106 pax	August 9, 2024 <b>(LIVE OUT)</b> (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
2	Program Implementation Review for Bohol Province LGU Implementers (Batch 2)	106 pax	August 14-15, 2024 <b>(FULL BOARD)</b> (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
		106 pax	August 16, 2024 <b>(LIVE OUT)</b> (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 Representatives