

SUPPLEMENTAL / BID BULLETIN
Addendum No. 1

TITLE : Provision of Accommodation, Food and Venue for the Preparation and Conduct of KALAHYAN-CIDSS Summit

ITB NO. : DSWD7-PB-2024-15

DATE : 27 March 2024

Issued pursuant to Section 22.5 of the IRR of Republic Act No. 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-bidding Conference held on **March 26, 2024**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section VII. Technical Specifications	<ul style="list-style-type: none">➤ This supplemental/bid bulletin is issued to emphasize modifications on this section for the Room and Conference Room Requirement to adjust the specifications based on the existing guidelines and/or protocols; and for the Other Requirement, specifically on the Authority to Operate, which will no longer be required to be attached in the bidding document.
Financial Proposal Sheet	<ul style="list-style-type: none">➤ Added an additional row for the Total Bid Amount (In Figures).➤ All changes are reflected in this bid bulletin.

Attached herewith are the revised **Section VII. Technical Specifications** and **Financial Proposal Sheet**.

This Bid Bulletin shall form part of the bidding documents.

This is for the guidance and information of all concerned. Please be guided accordingly.

Sgd. PATRICIA R. MEGALBIO
Chairperson, Bids and Awards Committee II

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	<p>VENUE</p> <ul style="list-style-type: none"> • Within Metro Cebu 	
2	<p>MENU</p> <ul style="list-style-type: none"> • Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, pork or fish), 1 dessert (preferably fruits), Drinks (Choices of Fresh juice, coffee or hot chocolate) • Lunch/Dinner: Rice, Soup, Vegetables, 3 main dishes (choices of chicken, beef, pork or fish) <i>Note: In the event that there is a Muslim brother or participants with restrictions, end-user must coordinate with the Hotel/Service Provider for the request of non-pork food.</i> • Dessert: Choice of fresh fruits, delicacies, fruit salad or pastries like cake • AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Orange, Calamansi, Buko, Watermelon or Cucumber, etc.) • Unlimited supply of coffee and purified/mineral drinking water • Strictly NO serving of cream dory fish, powdered 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 and snacks should be served with individual plate. 	
3	<p>CONFERENCE ROOM REQUIREMENT AND INCLUSIONS</p> <ul style="list-style-type: none"> • Preparation dates: <ul style="list-style-type: none"> Day 1-10: Use of one (1) function room for the Working Committee and activities supplies and Executive Meeting room for 50-100 pax. Day 5: Use of the following function rooms: <ul style="list-style-type: none"> ❖ (1) function room for the Working Committee and activities supplies ❖ (1) function room for registration area for 50 pax; ❖ (5) function rooms to serve as waiting area of early arriving pax good for 100-200 pax Day 6 and 7: Use of eleven (11) Function Rooms <ul style="list-style-type: none"> ❖ Function Room 1: 100 pax ❖ Function Room 2: 250 pax ❖ Function Room 3: 250 pax ❖ Function Room 4: 150 pax ❖ Function Room 5: 180 pax ❖ Function Room 6: 80 pax ❖ Function Room 7: 60 pax ❖ Function Room 8: 50 pax ❖ Function Room 9: 15 pax ❖ Function Room 10: 15pax ❖ Function Room 11: 30pax 	

	<ul style="list-style-type: none"> ● Conference Room Requirement: <ul style="list-style-type: none"> - All Function Rooms shall be used from 6:00AM to 9:00PM 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 for big groups. - No changing of assigned function room during the whole duration of the activity. - Availability of separate comfort rooms for Male & Female within or near the conference room. ● 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 1 big LCD / LED projectors per function room that is in good condition for plenary presentation in the entire sessions. - Complete and functional Audio Visual (surround sound system) with at least 1 wireless and 3 with wire microphones per function. - There has to be a standby operator to assist in the AV needs and the Audio Visual must be set up at least 3 hours before the activity. - Availability of whiteboard, extension cords, and daily display of the Philippine Flag. No electrical charge for the use of own equipment. ● WIFI Connection: <ul style="list-style-type: none"> - Availability of strong WIFI connection in all of the function room for the downloading, playing of presentation materials and videos required for the training. At least 20mbps for 50 pax. - Inclusion of LAN Connection as back-up for the training team. 	
4	<p>SPACE REQUIREMENT</p> <ul style="list-style-type: none"> ● Round Table arrangement. ● Provision of 2 long tables with chairs for the registration/working table for the secretariat and for the laptop/projector per breakout room. ● With ample space for workshops or activities like group role playing and other structured learning activities. ● With elevated platform and lectern. 	
5	<p>ROOM REQUIREMENT</p>	
	<ul style="list-style-type: none"> ● Triple sharing with separate bed for each pax. ● No 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 daily bottled water and basic toiletries like soap, toothbrush & shampoo. 	

	<ul style="list-style-type: none"> • Functional TV and cabinet must be readily available in each room with enough hangers. • Room for the secretariat and Resource Persons must be with strong WIFI connection of at least 100mbps. • Provision of Backdrop or digital lobby posting. • 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. 															
6	OTHER REQUIREMENT/S															
	<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 a Statement of Account 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	Cost Parameter:															
		<table border="1"> <thead> <tr> <th>Provision</th> <th>Cost Parameter</th> </tr> </thead> <tbody> <tr> <td>FULL BOARD (3 meals and 2 snacks)</td> <td>Php 2,600.00</td> </tr> <tr> <td>LIVE-IN (3 meals and 1 snack)</td> <td>Php 2,500.00</td> </tr> <tr> <td>LIVE-IN (2 meals)</td> <td>Php 2,100.00</td> </tr> <tr> <td>LIVE-IN (1 meal)</td> <td>Php 1,800.00</td> </tr> <tr> <td>LIVE-OUT (1 meal and 2 snacks)</td> <td>Php 500.00</td> </tr> <tr> <td>LIVE-OUT (1 meal and 1 snack)</td> <td>Php 400.00</td> </tr> </tbody> </table>	Provision	Cost Parameter	FULL BOARD (3 meals and 2 snacks)	Php 2,600.00	LIVE-IN (3 meals and 1 snack)	Php 2,500.00	LIVE-IN (2 meals)	Php 2,100.00	LIVE-IN (1 meal)	Php 1,800.00	LIVE-OUT (1 meal and 2 snacks)	Php 500.00	LIVE-OUT (1 meal and 1 snack)	Php 400.00
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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: _____

FINANCIAL PROPOSAL SHEET

Project Identification No.: ITB No. DSWD7-PB-2024-15

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:

Provision of Accommodation, Food and Venue for the Preparation and Conduct of KALAHI-CIDSS Summit					
No.	Date of Activity	No. of Pax	Provision	Unit Cost	Total Cost
1.	Day 1: April 17, 2024	20	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
2.	Day 2: April 18, 2024	30	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
3.	Day 3: April 19, 2024	40	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
4.	Day 4: April 20, 2024	157	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
		110	LIVE-OUT (AM Snacks, Lunch and PM Snacks)		
5.	Day 5: April 21, 2024	157	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
		867	LIVE-IN (Breakfast, AM Snacks, Lunch and Dinner)		
		100	LIVE-OUT (AM Snacks, Lunch and PM Snacks)		
6.	Day 6: April 22, 2024	1,024	LIVE-IN (Breakfast only)		

7.	Day 7: April 23, 2024	1,024	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
		100	LIVE-OUT (AM Snacks, Lunch and PM Snacks)		
8.	Day 8: April 24, 2024	1,042	FULL BOARD (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)		
		100	LIVE-OUT (AM Snacks, Lunch and PM Snacks)		
9.	Day 9: April 25, 2024	1,069	LIVE-IN (Breakfast only)		
10.	Day 10: April 26, 2024	1,147	LIVE-IN (Breakfast and Dinner)		
11.	Day 11: April 27, 2024	1,107	LIVE-OUT (Breakfast and AM Snacks)		
TOTAL BID AMOUNT					

TOTAL BID PRICE (In Words) _____

_____ .

Note: The above quoted prices are inclusive of VAT and service charge.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative