

Supplemental/Bid Bulletin
Addendum No. 1

Project Title : Provision of Accommodation, Food and Venue for Various Pantawid Pamilyang Pilipino Program (4Ps) and Social Pension Program Activities for CY 2025.

ITB No. : DSWD7-PB-2025-25

Date : April 16, 2025

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provisions in the Bidding Documents for this project during the Pre-Bid Conference held on **April 14, 2025, 1:30 P.M.**

No.	Subject	Amendments/Inclusions/Clarifications
2.	Section VI. Schedule of Requirements	Corrected/amended Item Nos. 1 to 8 , adding the provision of 1 Function Room for the 1 Day Live Out of each item because it is still needed. Attached herewith is the revised Section VI. Schedule of Requirements.
3.	Section VII. Technical Specifications	Corrected/amended item No. 8 , because the Cost Parameters of LIVE-OUT (2 meal and 1 snack) and LIVE-OUT (2 meal and 2 snacks) were interchanged. The corrected Cost Parameters are: LIVE-OUT (2 meal and 1 snack) should be: ₱950.00 LIVE-OUT (2 meal and 2 snacks) should be: ₱1,100.00 Attached herewith is the revised Section VI. Schedule of Requirements.

By Rule, all other related provisions in the Bidding Documents correspondingly affected by these amendments are likewise deemed amended to conform to this Bid Bulletin.

Amendments/inclusions/clarifications made herein shall form an integral part of the Bidding Documents.

Please be guided accordingly.

(Sgd.) EMMA F. PATALINGHUG
Vice-Chairperson, Bids and Awards Committee I

Section VI. Schedule of Requirements

The delivery schedule expressed in number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

Provision of Accommodation, Food and Venue for Various Pantawid Pamilyang Pilipino Program (4Ps) and Social Pension Program Activities for CY 2025					
ITEM NO.	TITLE OF ACTIVITY	NO. OF PAX	DATE OF ACTIVITY	PROVISION	SEATING ARRANGEMENT
1.	Roll Out Training on Family Development Scorecard	50 pax	May 21-22, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	May 23, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	
2.	Training of Trainers on Formation and Strengthening of Self-Help Groups for Pantawid RPMO and Field Supervisors	50 pax	July 2-3, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	July 4, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	
3.	Advocacy Linkage and Networking: Capacity Building for Effective Partnerships	50 pax	June 25-26, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	June 27, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	
4.	Social Entrepreneurship Trainings for the ESSI Implementers	50 pax	June 18-19, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	June 20, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	
5.	Training of Trainers: Gender Sensitivity Training for Self-Help Groups	50 pax	July 23-24, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	July 25, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	

6.	Gender Sensitivity Training for the Newly Hired Staff	50 pax	July 9-10, 2025	2 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 50 pax capacity	U-shape Table Arrangement
		50 pax	July 11, 2025	1 day Live-out Breakfast, AM Snacks, Lunch and PM snacks 1 Function Room – 50 pax capacity	
7.	Orientation on the New Liquidation Process of SocPen, CIS and SFP	320 pax	May 27, 2025	1 day Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 320 pax capacity	Classroom Type Arrangement
		320 pax	May 28, 2025	1 day Live-out Breakfast, AM Snacks and Lunch 1 Function Room – 320 pax capacity	
8.	Orientation on Manual of Operations of Social Pension Program for Indigent Senior Citizens	105 pax	May 19, 2025	1 day Live-in Lunch, PM snacks and Dinner 1 Function Room – 105 pax capacity	Classroom Type Arrangement
		105 pax	May 20-22, 2025	4 days Full Board Breakfast, AM Snacks, Lunch, PM snacks and Dinner 1 Function Room – 105 pax capacity	
		105 pax	May 23, 2025	1 day Live-out Breakfast, AM snacks and Lunch 1 Function Room – 105 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**” in the **Statement of Compliance** column against each of the individual parameters of each Specification.

Item No.	Specification	Statement of Compliance
1	VENUE	
	<ul style="list-style-type: none"> Within Metro Cebu and nearby Cities / Municipalities 	
2	MENU	
	<ul style="list-style-type: none"> Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish and pork), 1 dessert (preferably fruits), Drinks (Choices of Fresh juice, coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 1 vegetable dish, 3 main dishes (choice of chicken, beef, fish and pork) <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.) 30% meal allocation for non-pork eaters/ vegetarian/ vegan 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	CONFERENCE ROOM REQUIREMENT AND INCLUSIONS	
	<ul style="list-style-type: none"> Conference Room Requirement: <ul style="list-style-type: none"> All Function Rooms shall be used from 7:00AM to 11:00PM 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"> Free use of at least three (3) big LCD projectors and/or LED screens, projector clickers, whiteboard per function room that is in good condition for plenary presentation in the entire sessions. Free use of electricity for other workshop equipment. Complete and functional Audio Visual (surround sound system) with at least six (6) units of wireless microphones and four (4) wired microphones per function. 	

	<ul style="list-style-type: none"> - There has to be a standby operator to assist in the AV needs and the Audio Visual must be set up at least one (1) hour before the activity. - Availability of whiteboard, extension cords, and daily display of the Philippine Flag. No electrical charge for the use of own equipment. <ul style="list-style-type: none"> • WIFI Connection: <ul style="list-style-type: none"> - Availability of strong Wi-Fi connection in all of the function room for the downloading, playing of presentation materials and videos required for the training. At least 100mbps. - Inclusion of LAN Connection as back-up for the training team. 	
4	SPACE REQUIREMENT	
	<ul style="list-style-type: none"> • Provision of 2 long tables with chairs for the registration/working table for the 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	ROOM REQUIREMENT	
	<ul style="list-style-type: none"> • Double 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. • 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 Wi-Fi connection of at least 100mbps. 	
6	OTHER REQUIREMENT/S	
	<ul style="list-style-type: none"> • 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. • 70% solution alcohol or alcohol-based sanitizers must be provided on strategic locations, within the Conference Hall and accessible to the guests. • Hotel must be a smoke-free zone in compliance with RA 9211 with a <i>“No Smoking”</i> poster visible at the lobby or front desk. • There should also be a <i>“No Human Trafficking”</i> poster. • Hotel must provide a Statement of Account and menu on the last day of the activity. Payment is within 30 working 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	<div>Cost Parameter:<table><tr><th>Provision</th><th>Cost Parameter</th></tr><tr><td>FULL BOARD (3 meals and 2 snacks)</td><td>₱ 3,300.00</td></tr><tr><td>LIVE-IN (2 meals and 1 snack)</td><td>₱ 2,750.00</td></tr><tr><td>LIVE-OUT (2 meal and 1 snack)</td><td>₱ 950.00</td></tr><tr><td>LIVE-OUT (2 meal and 2 snacks)</td><td>₱ 1,100.00</td></tr></table></div>	Provision	Cost Parameter	FULL BOARD (3 meals and 2 snacks)	₱ 3,300.00	LIVE-IN (2 meals and 1 snack)	₱ 2,750.00	LIVE-OUT (2 meal and 1 snack)	₱ 950.00	LIVE-OUT (2 meal and 2 snacks)	₱ 1,100.00	
Provision	Cost Parameter											
FULL BOARD (3 meals and 2 snacks)	₱ 3,300.00											
LIVE-IN (2 meals and 1 snack)	₱ 2,750.00											
LIVE-OUT (2 meal and 1 snack)	₱ 950.00											
LIVE-OUT (2 meal and 2 snacks)	₱ 1,100.00											

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: _____