



Department of Social Welfare and Development

## Supplemental/Bid Bulletin

Addendum No. 1  
March 29, 2021

ITB No. DSWD7-PB-2021-31

### PROVISION OF BOARD AND LODGING AND VENUE FOR VARIOUS DRMD AND PPD ACTIVITIES FOR CY 2021 IN CEBU

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 **March 26, 2021**, and shall form an integral part thereof, viz:

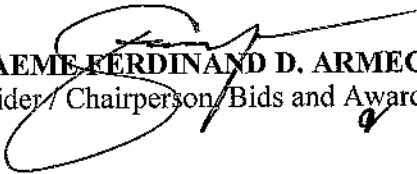
Subject	Amendment/Agreement/Clarification																
<p><b>Section VI. Schedule of Requirements</b></p>	<ul style="list-style-type: none"> <li>Presentation of details for the activity “Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget” under <b>Lot 2 – Metro Cebu</b> were clarified and arranged to avoid confusion for the participating bidders. Details are as follows:</li> </ul> <table border="1" data-bbox="395 1034 1428 1563"> <thead> <tr> <th>Activity</th> <th>Quantity</th> <th>Date of Activity</th> <th>Seating Arrangement</th> <th>Provision</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget</td> <td>20 pax</td> <td>August 19, 2021</td> <td rowspan="3">Conference Type / World Café Arrangement</td> <td>1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM &amp; PM Snacks) -- AM Snacks as first provision and breakfast as last provision</td> </tr> <tr> <td>30 pax</td> <td>August 19, 2021</td> <td>1 day Live-out for (Lunch, AM and PM Snacks with venue rental)</td> </tr> <tr> <td>50 pax</td> <td>August 20, 2021</td> <td>1 day Live-out (Lunch and AM Snacks with venue rental)</td> </tr> </tbody> </table>	Activity	Quantity	Date of Activity	Seating Arrangement	Provision	Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget	20 pax	August 19, 2021	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) -- AM Snacks as first provision and breakfast as last provision	30 pax	August 19, 2021	1 day Live-out for (Lunch, AM and PM Snacks with venue rental)	50 pax	August 20, 2021	1 day Live-out (Lunch and AM Snacks with venue rental)
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<p><b>Section VII. Technical Specifications</b></p>	<ul style="list-style-type: none"> <li>Under the provision of <b>MENU</b>, the <i>participating bidder must attach in their bidding documents 5-10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner.</i></li> <li>Secondly, under the provision of <b>ROOM REQUIREMENT</b>, <i>the 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.</i></li> </ul>																

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|  | <ul style="list-style-type: none"><li>• It is added in the other requirements that the <i>service provider must have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16. This shall be verified during the conduct of post-qualification.</i></li></ul> |
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*Note: Changes in the Technical Specifications are both applicable to Lot 1 – Cebu Province and Lot 2 – Metro Cebu.*

Attached herewith are the revised **Section VI. Schedule of Requirements and Section VII. Technical Specifications.**

For guidance and information of all concerned.

  
**GRAEME FERDINAND D. ARMECIN**  
President / Chairperson / Bids and Awards Committee I

## *Revised Section VI. Schedule of Requirements*

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

LOT 2 – Metro Cebu					
Item No.	Activity	Quantity	Date of Activity	Seating Arrangement	Provision
1	ICS (Incident Command System) Training	40 pax	August 24-28, 2021	Conference Type / World Café Arrangement	5 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
2	Training on Mental Health and Psychosocial Support	32 pax	September 21-24, 2021	Conference Type / World Café Arrangement	4 days Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)
3	Regional Integrated PIR	70 pax (per batch)	October 14, 2021 and October 15, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)
4	Semestral OPC Review and Finalization for CY 2021	70 pax (per batch)	June 22, 2021 and December 14, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)

Item No.	Activity	Quantity	Date of Activity	Seating Arrangement	Provision
5	Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget	20 pax	August 19, 2021	Conference Type / World Café Arrangement	1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks) -- AM Snacks as first provision and breakfast as last provision
		30 pax	August 19, 2021		1 day Live-out for (Lunch, AM and PM Snacks with venue rental)
		50 pax	August 20, 2021		1 day Live-out (Lunch and AM Snacks with venue rental)
6	CY 2022 GAD Planning and Budgeting	50 pax	August 31, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)
7	CY 2022 Work and Financial Planning Workshop	70 pax	July 27, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)
8.	Capability Building on Gender and Development	50 pax (per batch)	April 27, 2021 and July 23, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)

Item No.	Activity	Quantity	Date of Activity	Seating Arrangement	Provision
9.	RCMET Semestral Meeting	70 pax (per batch)	May 14, 2021 September 10, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)
10.	RCMET Capability Building	70 pax (per batch)	June 24, 2021 and June 25, 2021	Conference Type / World Café Arrangement	1 day Live-out (Lunch, AM & PM Snacks with venue rental)

I hereby certify to comply and deliver the goods within the above-stated period.

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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.

LOT 1 – CEBU PROVINCE		
Item No.	Specification	Statement of Compliance
1.	<p><b>MENU</b></p> <ul style="list-style-type: none"> <li>• <b>Breakfast/Lunch/Dinner:</b> Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices</li> <li>• <b>AM/PM Snacks:</b> Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.</li> <li>• <b>Others:</b> Flowing Coffee/ Purified Drinking Water</li> <li>• <b>Should be served as individual pack meals.</b></li> <li>• <b>No serving on cream dowry fish</b></li> <li>• <b>Strictly no serving of soft drinks.</b></li> <li>• <b>Participating bidder must attach in their bidding documents 5-10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner.</b></li> <li>• <b>There has to be at least two (2) standby waiters during the activity. Waiters must immediately clear tables every after meal/snacks.</b></li> </ul>	
2.	<p><b>CONFERENCE ROOM REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Conference Room Requirement:</b> Use of one (1) Function Room (7AM- 6PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.</li> <li>• <b>Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. 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).</b></li> </ul>	

3.	<p><b>ROOM REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Room Requirement:</b> Double room accommodation. A distance of 1 to 2 meters between the beds is highly required. Additional bed has to be in level with others and should not only be a mattress in the floor. There has to be enough space to move within the room. With free 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 WIFI connection</li> <li>• Sanitation kit shall be provided for each guest <b>upon entry</b> to include 70% solution alcohol or alcohol-based sanitizers, face masks, disposable gloves, and rags together with bathroom amenities <b>sufficient for the entire period of accommodation.</b></li> <li>• 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.</li> </ul>	
4.	<p><b>SPACE REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• Conference Type/ World Cafe Arrangement. With a maximum of 50% operational capacity.</li> <li>• 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.</li> </ul>	
5.	<p><b>AUDIO VISUAL REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• Use of 1 LCD projector and laptop for presentation per function/ conference room. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. 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. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training.</li> </ul>	

	<b>OTHER REQUIREMENT</b>	
6.	<ul style="list-style-type: none"> <li>• The hotel should be able to provide certificate of Authority to Operate by DOT.</li> <li>• Guests must be provided with a Health Declaration Form upon check in.</li> <li>• 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)</li> <li>• The facility should have a no to trafficking poster.</li> <li>• Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003).</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> <li>• Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance to <b>DBM Circular Letter No. 2013-16</b>. This shall be verified during the <i>conduct of post-qualification</i>.</li> </ul>	
	<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>	

\_\_\_\_\_  
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. **Brand** of the offered items must be indicated if applicable.

LOT 1 – MICRO/CEBU		
Item No.	Specification	Statement of Compliance
1.	<p><b>MENU</b></p> <ul style="list-style-type: none"> <li>• <b>Breakfast/Lunch/Dinner:</b> Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices</li> <li>• <b>AM/PM Snacks:</b> Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc,</li> <li>• <b>Others:</b> Flowing Coffee/ Purified Drinking Water</li> <li>• <b>Should be served as individual pack meals.</b></li> <li>• <b>No serving on cream dowry fish</b></li> <li>• <b>Strictly no serving of soft drinks.</b></li> <li>• <b>Participating bidder must attach in their bidding documents 5-10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner.</b></li> <li>• <b>There has to be at least two (2) standby waiters during the activity. Waiters must immediately clear tables every after meal/snacks.</b></li> </ul>	
2.	<p><b>CONFERENCE ROOM REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Conference Room Requirement:</b> Use of one (1) Function Room (7AM- 6PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.</li> <li>• <b>Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. 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).</b></li> </ul>	

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