***Section I. Invitation to Bid***

**FIELD OFFICE VII**

**Provision of Venue and Live-in Accommodation for the Conduct of Two Activities**

**ITB No. DSWD7-PB-2017-45**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2017 General Appropriations Act* intends to apply the sum of ***One Million Three Hundred Twenty Four Thousand Eight Hundred Pesos (₱1,324,800.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Provision of Venue and Live-in Accommodation for the Conduct of Two Activities.***
2. The *DSWD-FO VII* now invites bids for the ***Provision of Venue and Live-in Accommodation for the Conduct of Two Activities***. Delivery of goods and services is required and itemized below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Batch** | **Date** | **No. of Pax** |
| 1. Orientation on Community Participation and SFP Program Assessment | 1 | Sept 5-6, 2017 | 59 |
| 2 | Sept 7-8, 2017 | 59 |
| 3 | Sept 12-13, 2017 | 59 |
| 1. Year-End Social Pension Program Implementation Review | 1 | Oct 19-20, 2017 | 73 |
| 2 | Oct 24-25, 2017 | 59 |
| 3 | Oct 26-27, 2017 | 59 |

Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest complete contract (SLCC)** similar to the Project equivalent to at least **50% of the ABC** or at least **₱662,400.00** and must be supported with the following documents:

1. Contract or Purchase Order, and

2. Certificate of Acceptance/Completion or Official Receipt/Sales Invoice

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

1. 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.

1. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.
2. A complete set of Bidding Documents may be acquired by interested Bidders on ***July 25, 2017***from the address 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.***

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.

1. The *DSWD-FO VII* will hold a Pre-Bid Conference on ***August 2, 2017 at 9:30 AM*** at ***DSWD-FO VII, Cebu City Conference Room****,* which shall beopen to prospective bidders.

1. Bids must be duly received by the BAC Secretariat at the address below on or before ***August 15, 2017 at 9:15 AM***. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause **Error! Reference source not found.**.

Bid opening shall be on ***August 15, 2017 at 9:30 AM*** at ***DSWD-FO VII, Cebu City Conference Room***. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

1. Participating bidders shall submit two (2) copies of their duly accomplished eligibility requirement, technical and financial proposals.
2. The *DSWD-FO 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.
3. For further information, please refer to:

***MS. PATRICIA R. MEGALBIO***

*Head, BAC Secretariat*

*DSWD – F.O. VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 412-9908 local 132 or 127*

*Email Add:* ***bacsec.fo7@gmail.com***

*Website:* ***www.fo7.dswd.gov.ph***

***MS. JOSEPHINE C. BELOTINDOS***

*Chairperson, Bids & Awards Committee*