

**INVITATION TO BID for the Negotiated Procurement after Two-Failed Biddings of Provision of Conference Facilities and Live-in Accommodation for the Orientation on Different National Laws on Older Person for Barangay Captains**

**ITB No. DSWD7-NP-2018-03**

1. In view of the failed *Rebidding of Provision of Conference Facilities and Live-in Accommodation for the Orientation on Different National Laws on Older Person for Barangay Captains* under *ITB No. DSWD7-PB-2018-13*, the Department of Social Welfare and Development - Field Office VII thru its Bids and Awards Committee (BAC) will conduct a negotiated procurement of the project. The Approved Budget for the Contact (ABC) of the project is **One Million Eight Hundred Four Thousand Five Hundred Pesos (₱1,804,500.00)**.
2. The *DSWD-FO VII* now invites bids from **PhilGEPS registered hotel companies located within Cebu City**. Delivery of goods and services is required in accordance with Schedule of Requirements hereto attached.
3. Interested bidders may obtain further information from *BAC Secretariat* during *office hours*.
4. Below is the schedule of negotiation activities:

Activity	Schedule	Venue
Negotiation Conference	May 15, 2018, 1:30 PM	DSWD Field Office VII Conference Room
Deadline for Submission of Bids	May 22, 2018, 1:15 PM	
Opening of Bids	May 22, 2018, 1:30 PM	

5. Participating bidders shall submit two (2) copies of their duly accomplished eligibility and technical and financial requirements listed below:

**I. Eligibility and Technical Documents**

1. PhilGEPS Certificate of Registration and Membership;
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
4. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
5. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the

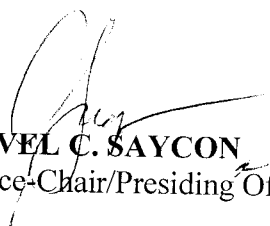
preceding calendar year, which should not be earlier than two (2) years from bid submission;

6. Net Financial Contracting Capacity (NFCC) computation equivalent to at least the ABC of this project or Credit Line Certificate (CLC) from a commercial bank equivalent to at least 10% of the ABC using the prescribed form hereto attached;
7. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
8. **Bid security** which is any of the following forms:
  - ↳ **A Bid Securing Declaration** using the prescribed form hereto attached;
  - ↳ a **cash, cashier's/manager's check, bank draft/guarantee** equivalent to 2% of ABC or **₱36,090.00** or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank;
  - ↳ a **surety bond** equivalent to 5% of ABC or **₱90,225.00**. It shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments ABC;
9. Conformity with *Schedule of Requirements* and *Technical Specifications* hereto attached;
10. Omnibus Sworn Statement using the prescribed form hereto attached;

## II. Financial Documents

1. Bid Form using the prescribed form hereto attached; and
  2. Financial Proposal Sheet using the prescribed form hereto attached.
6. 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.
7. For further information, please refer to:

**MR. ANTONIO R. DOLAOTA, CPA, MPA**  
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](mailto:bacsec.fo7@gmail.com)  
Website: [www.fo7.dswd.gov.ph](http://www.fo7.dswd.gov.ph)

  
**CLAVEL C. SAYCON**  
BAC II Vice-Chair/Presiding Officer

## Schedule of Requirements

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

<b>Item No.</b>	<b>No. of Pax</b>	<b>Required Provisions</b>	<b>Date of Provision</b>
1	70	Guest Rooms, Conference Rooms & Meals	August 28, 2018
2	77	Guest Rooms, Conference Rooms & Meals	August 29, 2018
3	58	Guest Rooms, Conference Rooms & Meals	August 30, 2018
4	54	Guest Rooms, Conference Rooms & Meals	August 31, 2018
5	70	Guest Rooms, Conference Rooms & Meals	September 18, 2018
6	62	Guest Rooms, Conference Rooms & Meals	September 19, 2018
7	60	Guest Rooms, Conference Rooms & Meals	September 25, 2018
8	60	Guest Rooms, Conference Rooms & Meals	September 26, 2018
9	67	Guest Rooms, Conference Rooms & Meals	October 9, 2018
10	80	Guest Rooms, Conference Rooms & Meals	October 10, 2018
11	66	Guest Rooms, Conference Rooms & Meals	October 16, 2018
12	69	Guest Rooms, Conference Rooms & Meals	October 17, 2018
13	79	Guest Rooms, Conference Rooms & Meals	October 23, 2018
14	82	Guest Rooms, Conference Rooms & Meals	October 24, 2018
15	69	Guest Rooms, Conference Rooms & Meals	October 25, 2018
16	65	Guest Rooms, Conference Rooms & Meals	October 26, 2018
17	56	Guest Rooms, Conference Rooms & Meals	November 20, 2018
18	59	Guest Rooms, Conference Rooms & Meals	November 21, 2018

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: \_\_\_\_\_

# *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.

Item No.	Specification	Statement of Compliance
1.	<b>Location of Venue: Cebu City</b>	
2.	<p><b>Meal Provisions:</b> (1<sup>st</sup> provision is breakfast and dinner is the last provision per batch)</p> <ul style="list-style-type: none"> <li>• <b>Plated Breakfast</b> Rice, 3 main courses (choice of fish, beef, chicken, pork) 1 dessert (preferably fruits), drinks (coffee or hot chocolate). Note: fish should not be cream dory</li> <li>• <b>Buffet Lunch and Dinner w/ 2 buffet tables</b> Rice, soup, 3 main dishes (vegetable, fish, chicken, pork/beef), dessert (preferably fruits) and drinks (natural juices). Note: fish should not be cream dory</li> <li>• <b>AM/PM Snacks</b> Variation of pasta, bread and pastries with natural juices</li> <li>• <b>Others</b> Flowing coffee/purified drinking water</li> </ul>	
3.	<p><b>Conference Room Requirement:</b></p> <ul style="list-style-type: none"> <li>• Use of one (1) function room (from 7:00AM up to 9:00PM maximum time) that can accommodate the indicated number of pax per batch with no middle obstructing post/object with wide space for workshop activities.</li> <li>• No changing of assigned function room during the duration of the activity.</li> <li>• Preferably function hall must be within the ground floor and if not, it should be accessible through an elevator.</li> </ul>	
4.	<p><b>Space Requirement:</b></p> <ul style="list-style-type: none"> <li>• Classroom arrangement type/bus type/fishbone; any change of arrangement should be informed a day before.</li> <li>• Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector.</li> </ul>	
5.	<p><b>Guest Room Requirements:</b></p> <ul style="list-style-type: none"> <li>• Quadruple accommodation for pax with separate beds for each pax.</li> <li>• Additional bed has to be in level with others and should not only be a mattress in the floor.</li> <li>• There has to be enough space to move within the room.</li> <li>• With complimentary basic toiletries such as soap and shampoo.</li> <li>• With free drinking water per request inside the room or with water refill station accessible in the nearby rooms.</li> <li>• Preferably equipped with functional television.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Use of WIFI connection.</li> <li>• Rooms located at 2<sup>nd</sup> floor and above should be accessible through an elevator.</li> </ul>	
6.	<p><b>Audio Visual Requirement:</b></p> <ul style="list-style-type: none"> <li>• Use of 1 LCD projector for presentation.</li> <li>• Complete audio-visual with at least 3 microphones (2 cordless and 1 wired).</li> <li>• There has to be an on-call operator to assist in the AV needs.</li> <li>• Audio-visual must be set up at least 1 hour before the activity.</li> <li>• Use of whiteboard, extension cords and Philippine flag.</li> <li>• No electrical charge for the use of own equipment.</li> <li>• Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</li> </ul>	
7.	<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Provision of backdrop and welcome streamers/lobby posting.</li> <li>• There has to be enough number of stand-by waiters to assist the participants.</li> <li>• There has to be an on-call medical personnel.</li> <li>• Free use of parking space.</li> <li>• Free transportation for the secretariat from DSWD Field Office VII to venue on the 1<sup>st</sup> day and from venue to DSWD Field Office VII on the last day of activity.</li> </ul>	
8.	The renting facility must not offer short-term lodging services like motel; must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like.	
9.	Contractor shall submit the Billing Statement together with the Rooming List within five days after each training.	

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: \_\_\_\_\_

# Bid Securing Declaration Form

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REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ ) S.S.

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## BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.1: *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We2, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declarations3, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]***  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

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

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

## Net Financial Contracting Capacity (NFCC) Form

- a. Summary of the Bidder-Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statements, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- b. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

**NFCC = ₱** \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Business Name of Bidder

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

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*If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.*



# Credit Line Form

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

**MA. EVELYN B. MACAPOBRE, CESO III**

Director IV

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 & 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 \_\_\_\_\_, 2017 in the City of \_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.

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## *Omnibus Sworn Statement*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

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### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

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

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# *Bid Form*

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Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: ITB No. DSWD7-NP-2018-03

**To: The Bids and Awards Committee**

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver the Negotiated Procurement after Two-Failed Biddings of Provision of Conference Facilities and Live-in Accommodation for the Orientation on Different National Laws on Older Person for Barangay Captains* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>1</sup>

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 as per ITB Clause 5 of the Bidding Documents.

**Select one, delete the other:**

*If a sole proprietorship:* We likewise certify/confirm that the undersigned, [*insert name of signatory*]: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **Negotiated Procurement after Two-Failed Biddings of Provision of Conference Facilities and Live-in Accommodation for the Orientation on Different National Laws on Older Person for Barangay Captains** of the **Department of Social Welfare & Development, Field Office VII**.

*If partnerships, corporations, cooperatives, or joint ventures:* We likewise certify/confirm that the undersigned [*insert name of signatory*] is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the **Negotiated Procurement after Two-Failed Biddings of Provision of Conference Facilities and Live-in Accommodation for the Orientation on Different National Laws on Older Person for Barangay Captains** of the **Department of Social Welfare & Development, Field Office VII**.

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

# Financial Proposal Sheet

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 for **ITB No. DSWD7-NP-2018-03**:

Particulars	No. of Pax	Unit Price	Total Bid Price
Live-in full board of participants and provision conference rooms	1,203 pax		

**TOTAL BID PRICE (In Words)** \_\_\_\_\_

Note: The above quoted price/s is/are VAT inclusive and delivery cost.

Very truly yours,

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
*Name/Signature of Authorized Representative*