(Annex A)

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Field Office XII, Koronadal City

Company Name:	RFQ No.:	**2020-08-0561**
Address:	Date:	**9/7/2020**
Contact Person:		
Contact No.:		
BIR TIN Number:	☐ VAT ☐ NON-VAT	

ITEM NO.	QUANTITY	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT COST	TOTAL
1		pax	Accommodation and Catering Services (1 day live in)			
			(3 meals and 2 snacks)			
	57		Batch 1			
	57		Batch 2			
			Specifications:			
			A. Room AccommodationNo triple sharing in a room, with air-condition and linens, blankets free complimentary soap, shampoo and towels to be replenished daily			
			B. Meals Requirements			
			1. Managed buffet breakfast with 4 viands, with additional choices of bread, fresh fruits, and coffee/coco/tea drinks			
			2. Managed buffet lunch and dinners with 4 viand inclusive of appetizer/soup and dessert			
			3. Plated AM/PM snacks serve with cold beverage in can/bottle (over and above free flowing coffee)			
			(choices of viands: fish, beefm chicken and vegetables)			
			C. Function Rooms			
			1. Free use of function room with fully airconditioned that can accommodate number of participants observing one (1) meter distance as protocol for social distancing, for plenary until 8PM (for night sessions)			
			2. Function room should have no pillars that can block the view of participants and speaker			
			3. With good sound system with atleast 3 microphones and audiojack (audiotechnician on standby)			
			4. Conducive function room for learning that is sound proof, well-lighted and ventilated			
			5. Free and strong wi-fi connection (within room and function hall)			
			6. Free use of 2 LCD projector, wide screen and electrical connections including extension cords for the use of participants and secretariat			
			7. Free use of whiteboard and eraser and rostrum			
			8. Free flowing coffee/tea/water with hot and cold water dispenser			
			9. With 2 standby waiters			
			10. CCTV Protected			
			11. Function hall and rooms must be located in the same building			
			12. Free use of 2 tables for secretariat			
			Other Amenities:			
			1. Free tarpaulin/backdrop (outside of hotel/lobby and in the function room)			
			2. Discount of the business center for fax, printing, photocopying, etc.			
			3. Free use of hotel amenities (swimming pool)			
			Notes:			
			1. Hotel Location must be appropriate for discussion and conducive for learning			
			2. Hotel should not offering short-term lodging associated with motels and should not be situated beside or across funeral parlor			
			3. Hotel can provide required number of rooms and should not transfer participants to another hotel			
			COVID-19 SAFETY HEALTH PROTOCOLS			
			1. For live-in training, NO triple sharing in a room. Linens must be replaced daily			
			2. Maximum of fifty percent (50%) operational capacity			
			3. Wearing of facemask and faceshield by all participants and employees and maintenance of social distancing protocols must be strictly observed			
			4. Conduct Temperature Checks upon entry of all participants			
			5. Ensure the availability of disinfectants as these measures are part of the new normal recommendation to all establishments by the government			
			Within Koronadal City			
			Note: PAYMENT WILL BE MADE 10 WORKING DAYS AFTER THE CONDUCT OF ACTIVITY			
			xxxxxnothing followsxxxx			
	Approved Budget Ceiling:		**₱205,200.00**			
				Please fill up the space for Bidder's Specifications.		
				Failure to indicate could be basis for non-compliance.		

Purpose: **ORIENTATION OF NOTIFIERS FOR THE CONDUCT OF NOTIFICATION FOR DISTRIBUTION OF LBP CASH CARDS OF UNCONDITIONAL CASH TRANSFER (UCT) BENEFICIARIES**

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (PO) or Latter Order (LO) at DSWD Field Office XII, Property and Supply Unit within three (3) days from the date advance copy was served thru fax.

FAILURE to show up and sign the original PO means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

Canvassed by: Certified by:

_____   **SAIFODEN T. BATABOR**   _____
(Signature over printed name)   Head, Procurement Section   (Signature over printed name)
        Canvasser   Supplier

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