

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Department of Social Welfare and Development (DSWD) Field Office No. 12, through its Bids and Awards Committee (BAC), invites Licensed SUPPLIERS/MANUFACTURERS/DEALERS/PRINTERS to apply for eligibility and to bid for the hereunder project:

Name of the Project : **Bidding of Accommodation and Catering Services Intended for the Conduct of NHTU National Mid-Year PREW.**

Location : **Within General Santos City**

No.	Unit	Description	Quantity
1.	pax	Accommodation and Catering Services (3 Meals and 2 snacks)	112
2.	pax	<p>July 2-6, 2013</p> <p>July 3-4, 2013</p> <p>Specifications:</p> <p>Meals: Rice, fish, beef, chicken, shrimp, Vegetables, Soup, Dessert, and Fruit Drinks in Can</p> <p>-Buffet breakfast with additional choices of cereals, bread, egg dishes, fresh fruits, and coffee/chocolate/tea drinks</p> <p>-Buffet lunch and dinner with 3 viands exclusive of appetizer</p> <p>-At least six(6) tables for food serving area (breakfast, Lunch and Dinner)</p> <p>-NO PORK SERVING</p> <p>Snacks: AM and PM Snacks (heavy)</p> <p>-Plated snacks served with cold beverage (over and above free flowing coffee/chocolate/tea drinks)</p> <p>Function Rooms</p> <p>-Free use of function room and breakout rooms until 9 PM for night sessions</p> <p>-Wide function room with air-condition, accommodate 200 persons w/ strong WIFI connection</p> <p>- Function room should have no pillars that can block the view of participants and speaker</p> <p>- Prepare Eighteen (18) round table accommodate ten (10) persons (comfortable seating)</p> <p>-Prepare 18 wireless microphone and 1 additional for the speaker</p> <p>-Free use of wide screen projector at least 14x16 feet wide and free use of LCD projector and electrical connections including universal extension cords for the use of participants and training team</p> <p>-Free writing pads and pencils replenished per day</p> <p>-with standby waiters and waitresses</p> <p>-Prepare whiteboard at least 6x8 feet wide with marker pen, pentel pen and eraser for free</p> <p>Good and Clear sound system and audio jack (audio technician on standby)</p> <p>Three (3) persons per room with individual bed with towel, blanket and bed sheet replaced daily</p> <p>Air-conditioned room with WIFI connection and TV with cable channels</p> <p>Daily supplies of shampoo, toothpaste, bathsoap (individual supplies)</p> <p>Provide Pail and dipper in every room</p> <p>Free flowing coffee/chocolate/tea/water with hot or cold water dispenser and candies/ nuts during session</p> <p>Free use of function hall with snacks for socialization (package)</p> <p>Free ride to fetch the participants and tour within the area of South Cotabato (Viz a Viz)</p> <p>Comfortable ride with air-conditioned</p> <p>Free tarpaulin/streamer (outside of hotel/lobby and in the function room)</p> <p>Discount at the business center for fax, printing, photocopying, etc.</p> <p>Free use of hotel amenities</p> <p>Note: Hotel should not offer short-term lodging services associated with motels and those are situated beside or across gambling establishments or casinos, strip clubs/adult entertainment shops/night club, Funeral parlor and other of similar like. Hotel can provide the required number of rooms and should not transfer participants to another hotel. Hotel must be accessible to the persons with disabilities e.g Elevator, escalator and accessible to the persons for those who have wheelchair in compliance to Magna Carta for Persons with Disabilities (PWD's)</p> <p>Please attach Menu</p>	17

Approved Budget : P 891,000.00
for the Contract :
Contract Duration : One Hundred Twenty (120) days
Delivery Period : 1st day of delivery will commence One(1) week after Notice to Proceed

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the prosecution of the project. The list of minimum equipment requirement is indicated in the Eligibility Forms. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Ocular inspection during the Post-qualification of the lowest calculated bid shall be conducted. All Items should be quoted, otherwise the quotation fails.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A 9184 and its Implementing Rules and Regulation (IRR).

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of P 900.00 to the DSWD Cashier.

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Advertisement	May 23 – May 30, 2013
2. Issuance of Bid Documents	May 23 – June 18, 2013 at DSWD XII Office, Koronadal City
3. Pre-Bid Conference	June 4, 2013@ 9:00 AM at DSWD XII Office, Koronadal City
4. Submission of Letter of Intent and Application for Eligibility	May 23 – June 18, 2013
5. Opening of Bids	June 18, 2013, 9:00 AM at DSWD XII Office, Koronadal City
6. Bids Evaluation	June 19, 2013
7. Post-Qualification	June 20, 2013
8. Notice of Award	June 21, 2013

The DSWD FO No. 12 assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:


FELINA A. QUINONES
BAC Chairwoman

Dates of Publication: May 23 – June 18, 2013
At: 1.) DSWD Website
2.) DSWD FO 12 Bulletin
3.) PhilGEPS