

Name of Project : Bidding of Accommodation and Catering Services for Training on Social Case Management and the use of SWI for the Newly Hired/Replacement Staff  
 Location of the Project : Koronadal City

**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 for Training on Social Case Management and the use of SWI for the Newly Hired/Replacement Staff

Location : Koronadal City  
 Brief Description :

No.	Unit	Description	Quantity
1	Pax	Accommodation and Catering Services for 5 days <b>Specifications:</b> <b>A. Room Accommodation</b> Triple Sharing with individual bed per pax with free provisions replenished daily (fully air-conditioned) <b>B. Meals Requirement</b> 1. Plated breakfast with 3 viands, with additional choices of bread, fresh fruits, and coffee/choco/tea drinks 2. Buffet lunch and dinner with 4 viands exclusive of appetizer/soup and dessert. 3. Plated AM/PM snacks served with cold beverage in can (over and above free flowing coffee) <b>C. Function Rooms</b> 1. Function rooms should have no pillars that can block the view of participants and speaker 2. With good sound system with at least 3 wireless microphones and audio jack (audio technician on standby) 3. Sound proof, well-lighted and ventilated 4. With WI-FI Connection 5. Free use of LCD projector , wide screen, and electrical connections including extension cords for the use of participants and training team 6. Free use of whiteboard with whiteboard markers and erasers 7. Free flowing coffee/tea/water with hot and cold water dispenser 8. With 2 standby waiters 9. Free room for secretariat <b>D. Notes</b> 1. Hotel can provide the required number of rooms and should not transfer participants to another hotel 2. NON-PORK MENU	75

Approved Budget for the Contract : P 562,500.00

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 500.00 to the DSWD Cashier.

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Advertisement	October 31 – November 20, 2013
2. Issuance of Bid Documents	October 31 – November 20, 2013 at DSWD XII Office, Koronadal City
3. Pre-Bid Conference	
4. Submission of Letter of Intent and Application for Eligibility	October 31 – November 20, 2013
5. Opening of Bids	November 20, 2013, 9:00 AM at DSWD XII Office, Koronadal City
6. Bids Evaluation	November 21, 2013
7. Post-Qualification	November 22, 2013
8. Notice of Award	November 25, 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:

  
JACKIYA A. LAO  
BAC Chairperson

Dates of Publication: October 31 – November 20, 2013

- At: 1.) DSWD Website  
2.) DSWD FO 12 Bulletin  
3.) PhilGEPS