

DSWD Field Office No. 12

Project Reference Number : 13-033

Name of Project : Bidding of Accommodation & Catering Services
for use of NHTU for the Training of Encoders
and Verifiers for the conduct of 2nd Round
Household Assessment of Region XII
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 & Catering Services for use of NHTU for the Training of Encoders and Verifiers for the conduct of 2nd Round Household Assessment of Region XII

Location : Koronadal City

Brief Description :

No.	Unit	Description	Quantity
1	Pax	Accommodation and Catering Services (3 meals & 2 snacks) 3 days	111
2	Pax	Encoders Verifiers Specification: Meals: Rice, Fish, Beef, Chicken, Shrimp, Vegetables, Soup, Dessert (fresh fruits) & Fruit Drinks in can - Buffet breakfast with additional choices of cereals, bread, egg dishes, fresh fruits, and coffee/choco/tea drinks - Buffet lunch and dinner with 3 viands exclusive of appetizer Snacks: A.M/P.M Snacks (Heavy) - Plated Snacks served with cold beverage (over and above free-flowing coffee/chocolate/tea drinks) Functions Halls and Rooms - Free use of function Halls and breakout rooms until 9 pm for night sessions - Wide Function Halls with Aircondition accommodate 100-200 persons w/ strong WiFi connection - Function Halls should have no pillars that can block the view of participants and speaker - Four (4) Function Halls accommodate 100-200 persons - Provide one (1) LCD Projector and Wide Screen Projector in every function hall (free use) - Electrical connections including universal extension cords for the use of participants and training team - Provide long table for laptop at least four (4) meters long, Three (3) rows Two (2) meters distance - With standby waiters/waitresses - Prepare White Board at least 6 x 8 feet wide with eraser in every function hall - Provide White Board Marker and Pentel Pen (Free) - Provide Wireless Microphone at least 5 in every function hall - Good and Clear Sound System and audio jack (audio technician on standby) - 3 persons per room with individual bed with Towel and Blanket & bedsheet replaced daily (with strong WiFi) - Clean and Aircondition room/ No cockroaches and rats smell/Clean Comfort Room in every room - Daily supplies of Shampoo, Toothpaste, Bath Soap (Individual Supplies) - Provide Pail and Dipper in every room - Free Flowing Coffee/Chocolate/tea/water w/ hot and cold water dispenser - Free use of Function Hall with snacks for socialization (Package) - Free Tarpaulin/streamer (outside of hotel/lobby and in the function room) Discount at the business center for fax, printing, photocopying, etc. Free use of hotel amenities Note: Hotel should not offer short-term lodging services associated with motels and those that are situated beside or across gambling establishments or casinos, strip clubs/adult entertainment shops/night club, funeral parlors and other of similar ilk. Hotel can provide the required number of rooms and should not transfer participants to another hotel. Hotel must be accessible to the person with disabilities e.g Elevator, Escalator and accessible to the persons for those who have wheelchair in compliance to Magna Carta for Person With Disabilities (PWD's) No Pork Serve Please Attach your Menu	111

Approved Budget for the Contract : P999,000.00

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 1,500.00 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, 11:00 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:


JACKLYN A. LAO
 BAC Chairperson

Dates of Publication: October 31 – November 20, 2013

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