

DSWD Field Office No. 12

Project Reference Number : 13-005

Name of Project : Bidding of Accommodation and Catering Services for the Trainer's Training on Strengthened Social Case Management System for Pantawid Pamilya.

Location of the Project : General Santos 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 the Trainer's Training on Strengthened Social Case Management System for Pantawid Pamilya.

Location : General Santos City

Brief Description :

| No.. | Unit | Description | Quantity |
|------|------|--|----------|
| 1. | pax | Accommodation and Catering Services for 5 days Specifications: Meals: Three(3) meals per day -Breakfast: Rice, 3 viands with soup, dessert, and juice/Soft drinks in can -Lunch: Rice, 3 viands with soup, dessert, and juice/Soft drinks in can -Dinner: Rice, 3 viands with soup, dessert, and juice/Soft drinks in can (Three(3) Viands: Fish, beef, chicken, vegetable) Snacks: Two(2) Snacks per day -AM and PM snacks (combination of Pancit, bihon, and/or Spaghetti with bread and juice/soft drinks in can) Free Flowing Coffee/ tea/ water/ with hot and cold water dispenser Free candies and nuts during session Fully Air-conditioned rooms, Triple Sharing with Individual Bed per Pax with free provisions replenished daily Free Room for Secretariat Wide Function halls and breakout rooms until 9 PM for night sessions whenever necessary, with 2 stand by waiters Function rooms should have no pillars that can block the view of participants and speakers Free and Strong WIFI connection Free use of LCD Projector, wide screen and electrical connections including extension cords for the use of participants and training team Good/Clear sound system with at least Three(3) microphones and audio jack (audio technician on standby) Free Writing pads and pencil replenished per day Free use of White board with marker and eraser Discount at the business center for fax, printing, photocopying, etc. Free Socialization package for the last night of activity Free Backdrop and welcome Tarpaulin | 82 |

Approved Budget

for the Contract : **P 738,000.00**

Contract Duration : **One Hundred Twenty (120) days**

Delivery Period : **1st day of delivery will commence Three(3) days 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 700.00** to the DSWD Cashier.

The complete schedule of activities is listed, as follows:

| Activities | Schedule |
|---|--|
| 1. Advertisement | March 9 – April 2, 2013 |
| 2. Issuance of Bid Documents | March 9 – April 2, 2013 at DSWD XII Office, Koronadal City |
| 3. Submission of Letter of Intent and Application for Eligibility | March 9 – April 2, 2013 |
| 4. Opening of Bids | April 2, 2013, 9:00 AM at DSWD XII Office, Koronadal City |
| 5. Bids Evaluation | April 3, 2013 |
| 6. Post-Qualification | April 4, 2013 |
| 7. Notice of Award | April 5, 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. QUIÑONES
 BAC Chairman

Dates of Publication: March 9-April 2, 2013
 At: 1.) DSWD Website
 2.) DSWD FO 12 Bulletin
 3.) PhilGEPS