

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Supplemental Bid Bulletin for the **Procurement for Accommodation and Catering Services for the Conduct of Program Implementation Review for Social Pension Program CY 2024**

ITB NO. : **DSWD12-SOCPEN-2024-08-020**

DATE : **22 August 2024**

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

| PARTICULARS | CLARIFICATION / AMENDMENT / ADDENDUMS |
|--|---|
| Amendment/Addendum for Section III Bid Data Sheet | |
| ITB Clause 20.2 1. Present original copy of the following: a. Latest Income Tax Return and Business Tax Return (For 1st Quarter of 2024) shall be changed to 2nd Quarter of 2024 b. Latest Value Added Tax (VAT) Return (For 1st Quarter of 2024) shall be changed to 2nd Quarter of 2024) | TB Clause 20.2 1. Present original copy of the following: a. Latest Income Tax Return and Business Tax Return for 2nd Quarter of 2024 Latest Value Added Tax (VAT) Return for 2nd Quarter of 2024) |
| Amendment/Addendum for Section VI Schedule of Requirements and Section VII Technical Specifications | |
| Addendum on Specification: <ul style="list-style-type: none"> Attached to this bulletin is the Rating Guide, which will be used by the BAC (Bids and Awards Committee) during the post-qualification phase to determine the compliance of the provider/supplier with the technical specifications/requirements of the procuring entity. All bidders are encouraged to review this guide as it will be instrumental in the evaluation of bids. | |

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

(Sgd.) JACKIYA A. LAO
*Chairperson, Bids and Awards
Committee*

Please accomplish the portion below and email at procurement.fo12@dswd.gov.ph.

Received from DSWD, **Supplemental/Bid Bulletin No. 01** for the **DSWD12-SOCPEN-2024-08-020 for Accommodation and Catering Services for the Conduct of Program Implementation Review for Social Pension Program CY 2024**

RECEIVED BY : _____ DATE: _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____

RATING GUIDE

Project Title: Accommodation and Catering Services for the Conduct of Program Implementation Review for Social Pension Program CY 2024

Project Reference Number: DSWD12-SOCPEN-2024-08-020

I. General Instructions

- Purpose:** This Rating Guide is used to assess compliance with the technical specifications and requirements for the Program Implementation Review, incorporating factors related to location, venue, and catering services.
- Evaluation Criteria:** Each criterion is rated on a scale from 0 to 5. The total score will determine the bidder's compliance.

II. Evaluation Criteria

| Criteria | Description | Weight | Rating Scale (0-5) | Comments |
|-------------------------|--|--------|-------------------------------------|----------|
| I. Availability | Location and Site Condition: Assessment of the suitability of the location and condition of the site. | 10% | 0 (Unsatisfactory) to 5 (Excellent) | |
| II. Accessibility | 1. Accessibility: Ease of access to the location for participants. 2. Parking Space: Availability and adequacy of parking space. | 10% | 0 (Unsatisfactory) to 5 (Excellent) | |
| III. Neighbourhood Data | 1. Sanitation and Health Condition: Assessment of the cleanliness and health standards of the neighbourhood. 2. Police and Fire Station: Proximity to emergency services. 3. Restaurant: Nearby dining options. 4. Banking and Postal: Availability of banking and postal services. | 10% | 0 (Unsatisfactory) to 5 (Excellent) | |
| IV. Venue | 1. Structural Condition: Assessment of the overall structural integrity of the venue. 2. Functionality: Suitability of the venue for the event. a. Conference Rooms: Availability and condition of conference rooms. | 20% | 0 (Unsatisfactory) to 5 (Excellent) | |

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|------------------------|--|-----|--|--|
| | <p>b. Room Accommodation: Quality of room accommodation provided.</p> <p>c. Light Ventilation and Air Conditioning: Adequacy of ventilation and air conditioning.</p> <p>d. Space Requirement: Adequacy of space for the event.</p> | | | |
| V. Facilities | <p>a. Water Supply and Toilet: Availability and quality of water supply and toilet facilities.</p> <p>b. Lighting System: Adequacy and functionality of lighting.</p> <p>c. Elevator: Availability and condition of elevators.</p> <p>d. Fire Escapes: Accessibility and safety of fire escapes.</p> <p>e. Fire Fighting Equipment: Availability and condition of fire fighting equipment.</p> <p>f. Internet and Telecommunications: Quality and availability of internet and telecommunications.</p> <p>g. Audio Visual Equipment: Availability and condition of AV equipment.</p> <p>h. PWD Accessibility: Accessibility for persons with disabilities.</p> | 20% | 0 (Unsatisfactory) to 5 (Excellent) | |
| VI. Other Requirements | <p>a. Maintenance: Regularity and quality of maintenance.</p> <p>b. Attractiveness: Visual appeal of the venue.</p> <p>c. Security: Adequacy of security measures.</p> | 10% | 0 (Unsatisfactory) to 5 (Excellent) | |
| VII. Catering Services | Adherence to meal specifications including buffet and plated snacks, and special meal provisions. | 15% | 0 (Non-compliant) to 5 (Fully compliant) | |

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| VIII. Client's Satisfactory Feedback | Evaluation of past client feedback and satisfaction ratings related to similar services. | 5% | 0 (Poor) to 5 (Excellent) | |
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III. Scoring Methodology

- **0 (Unsatisfactory):** The bidder fails to meet the requirement or the quality is unsatisfactory.
- **1-2 (Poor):** The bidder partially meets the requirement with significant deficiencies.
- **3 (Fair):** The bidder meets the requirement but with some minor deficiencies.
- **4 (Good):** The bidder meets the requirement with minor improvements needed.
- **5 (Excellent):** The bidder fully meets or exceeds the requirement with no deficiencies.

IV. Calculation of Scores

- **Weighted Score Calculation:** Multiply the rating for each criterion by its weight and sum up the scores.
- **Total Weighted Score:** The sum of all weighted scores.

V. Pass/Fail Criteria

- **Minimum Passing Score:** The minimum passing score for compliance is **80%**.
- **Evaluation Outcome:** Bidders must achieve at least the minimum passing score to be considered for award.

VI. Notes

- This Rating Guide should be used in conjunction with the Bidding Documents and other procurement regulations.
- Deviations from specified requirements must be documented and justified.