

**INVITATION FOR
NEGOTIATED PROCUREMENT TWO-FAILED for the
Procurement of Board and Lodging, Venue Rental, and
Catering Services for the conduct of Capability Building
for Tutors & YDWS in Kidapawan City, Cotabato Province
(Lot2)**

Reference Number: **NP2FB-DSWD12-2025-TARABASA-001**

1. The **Department of Social Welfare and Development Field Office XII (DSWD FO XII)**, through its Bids and Awards Committee (BAC) intend to procure **NP2FB-DSWD12-2025-TARABASA-001 NEGOTIATED PROCUREMENT TWO-FAILED for the Procurement of Board and Lodging, Venue Rental, and Catering Services for the conduct of Capability Building for Tutors & YDWS in Kidapawan City, Cotabato Province (Lot2)** with an **Approved Budget for the Contract amounting to Four Million Seventy-three Thousand and Six Hundred Pesos Only (P4,073,600.00)** inclusive of all applicable taxes.
2. The DSWD FO XII BAC now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is Negotiated Procurement for two-failed Bidding pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from **28 June 2025 to 10 July 2025, 8:00 AM to 5:00 PM.**
5. The DSWD FO 12 will hold a Negotiation Meeting on **04 July 2025, 10:30 A.M. at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY**, which shall be open to prospective bidders.
6. The schedule of the bidding activity/ies are as follows:

ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	27 June 2025 to 11 June 2025, 10:30AM
Negotiation Meeting	04 July 2025, 1:30 PM at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	11 July 2025, 9:00 AM

Opening of Quotations	11 July 2025, 10:30 AM
Tentative Schedule for Post-qualification	July 12-18, 2025

7. One (1) copy of the proposal must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above **on or before 9:00 AM of 11 July 2025**. Late submission shall not be accepted.
8. Bid opening and evaluation shall be on **11 July 2025, 10:30 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. Interested bidders shall submit the following documents in sealed envelopes, labelled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, and the contact details of the bidder, addressed to the BAC.

A. Eligibility and Technical Documents

a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es;

b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Internet Service Providers which shall be completed within the last 2 years prior to the date of submission of the best and final offer.

c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

- i. In case of cash, Manager's Check, Bank Guarantee (not less than ₱81,472.00 or the amount equivalent to two percent (2%) of ABC)
- ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (not less than ₱203,680,00 or the amount equivalent to five percent (5%) of ABC)
- iii. Bid Securing Declaration.

d) Conformity with the Schedule of Requirements (Annex "A");

e) Conformity with the Technical Specifications (Annex "B");

f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable. In case of Joint Venture, Special Power of Attorney shall be submitted by all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture

partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Documents

h) Bid Form

i) Price Schedule

10. The Special Conditions of the Contract (Annex "C") shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 and other related and applicable laws.

11. The Department of Social Welfare and Development Field Office XII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DSWD 12 – BAC Secretariat Head
Administrative Division – Procurement Section
DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506
procurement.fo12@dswd.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://fo12.dswd.gov.ph/bid-bulletin/>

<https://www.philgeps.gov.ph>

Issued this 27th day of June 2025.

JACKIYA A. LAO

BAC Chairperson

Schedule of Requirements

NEGOTIATED PROCUREMENT TWO-FAILED for the Procurement of Board and Lodging, Venue Rental, and Catering Services for the conduct of Capability Building for Tutors & YDWS in Kidapawan City, Cotabato Province (Lot2) with NP2FB-DSWD12-2025-TARABASA-001

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	1. Catering Services with venue for Tutors Capability Building (281 pax per day for 5 days) in Kidapawan City, Cotabato Province Group 1- 140 YDWs Group 2 - 141 YDWs	281 pax	281 pax	Delivery of the Goods is required to be delivered As Per Schedule set by the End-user
	2. Catering Services with venue for YDWs Capability Building (562 pax per day for 5 days) in Kidapawan City, Cotabato Province Group 1- 187 Tutors Group 2- 187 Tutors Group 3- 188 Tutors Catering services (2 meals and 2 snacks) A. Meals Requirements (AM snack) heavy snack served with cold beverage in can/bottle (Lunch) 3 viands with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle <ul style="list-style-type: none"> (choices of viands: fish, seafood, chicken, and beef) (PM snack) light snack served with a cold beverage in can/bottle (Dinner) 3 viands with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle <ul style="list-style-type: none"> (choices of viands: fish, seafood, chicken, and beef) 	562 pax	562 pax	
Lot 2	NO PORK MENU			

	<p>B. Function Rooms</p> <p>At least 3 function halls per batch that can accommodate 220-250 participants; function room setup is classroom type</p> <p>Compliance to Batas Pambansa 344 or an Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices;</p> <p>Free use of function room that can accommodate number of participants for plenary and breakout rooms whenever necessary;</p> <p>Function room should have no pillars that can block the view of participants and speaker;</p> <p>With good sound system with at least 3 microphones and audio jack (audio technician on standby);</p> <p>Sound proof, well-lighted and ventilated;</p> <p>Free and strong Wi-Fi connection (at least 50mbps)</p> <p>Free use of LCD Projector, wide screen and electrical connections including extension cords for the use of participants and secretariat</p> <p>Free use of whiteboard and eraser;</p> <p>Free flowing coffee/tea/water with hot and cold water dispenser;</p> <p>With 2 standby waiters;</p> <p>CCTV Protected and</p> <p>Function venues must be disinfected during break time or after every meeting or event</p>			
	<p>2. Board and Lodging for Facilitators from RPMO and NPMO and Resource Persons (41 pax per day for x 5 days) during Capbuild with Tutors in Kidapawan City, Cotabato Province</p> <p>Specifications:</p>	41 pax	41 pax	

	<p>A. Room Accommodation</p> <ol style="list-style-type: none"> Maximum of three person in a room with individual bed occupancy is allowed There shall be a functioning air conditioning unit and television set in each room Hot and cold shower bathroom amenities must be regularly provided for <u>each room</u> Trash bins must be provided inside the guest room. Adequate supplies of toiletries for each guest There shall be drinking water and glasses in each bedroom (or near the bedrooms) Refrigerators maybe in each room, should this not possible, at least refrigeration services may be made available when requested Lightings and fixtures in all rooms and bathrooms shall be functional Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom There shall be a hotel lobby, and concierge services Porter service must be available upon request There shall be a left luggage rooms and safe deposit boxes in the establishment With free access to Wi-Fi in all areas of venue <p>B. Meals Requirement</p> <p>(AM snack) heavy snack served with cold beverage in can/bottle</p> <p>(Lunch) 4 viands with rice, 1 dessert, 1 soup and cold beverage in a can/bottle. *choices of viands (beef, chicken, fish & vegetable)</p>			
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	<p>(PM snack) heavy snack served with a cold beverage in can/bottle.</p> <p>(Dinner) 4 viands with rice, 1 dessert, 1 soup and cold beverage in can/bottle *choices of viands (beef, chicken, fish & vegetable) (Managed buffet breakfast) coffee/ choco/ tea drinks; plain rice, egg, 3 breakfast viands with vegetable salad included, and fruits NO PORK MENU</p> <p>C. Other Amenities</p> <p>Free use of hotel amenities;</p> <p>Free tarpaulin for the photo wall of the activity - size 8ft x 10 ft welcome tarpaulin and directional signages Free use of session hall for the socialization night.</p> <p>At least 1 free transportation going to downtown area back 'n forth as per request</p> <p>At least 1 standby emergency vehicle</p> <p>D. Notes</p> <p>Compliance to Batas Pambansa 344 or an Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices;</p> <p>Hotel should not be offering short-term lodging associated with motels and should not be situated beside or across gambling establishments/ casinos and should not beside or across funeral parlor;</p> <p>Hotel can provide the required number of rooms and should not transfer participants to another hotel</p>			
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Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

Technical Specifications

NEGOTIATED PROCUREMENT TWO-FAILED for the Procurement of Board and Lodging, Venue Rental, and Catering Services for the conduct of Capability Building for Tutors & YDWS in Kidapawan City, Cotabato Province (Lot2) with NP2FB-DSWD12-2025-TARABASA-001

Item	Specification	Statement of Compliance
<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>		
Lot 2	<p>1. Catering Services with venue for Tutors Capability Building (281 pax per day for 5 days) in Kidapawan City, Cotabato Province</p> <p>Group 1- 140 YDWs</p> <p>Group 2 - 141 YDWs</p> <p>2. Catering Services with venue for YDWs Capability Building (562 pax per day for 5 days) in Kidapawan City, Cotabato Province</p> <p>Group 1- 187 Tutors</p> <p>Group 2- 187 Tutors</p> <p>Group 3- 188 Tutors</p> <p>Catering services (<u>2 meals</u> and 2 snacks)</p> <p>A. Meals Requirements</p> <p>(AM snack) heavy snack served with cold beverage in can/bottle</p> <p>(Lunch) <u>3 viands</u> with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle</p> <ul style="list-style-type: none"> (choices of viands: fish, seafood, chicken, and beef) <p>(PM snack) <u>light</u> snack served with a cold beverage in can/bottle</p>	

	<p><u>(Dinner) 3 viands with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle</u></p> <ul style="list-style-type: none"> <i>(choices of viands: fish, seafood, chicken, and beef)</i> <p>NO PORK MENU</p> <p>B. Function Rooms</p> <p>At least 3 function halls per batch that can accommodate 220-250 participants; function room setup is classroom type</p> <p>Compliance to Batas Pambansa 344 or an Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices;</p> <p>Free use of function room that can accommodate number of participants for plenary and breakout rooms whenever necessary;</p> <p>Function room should have no pillars that can block the view of participants and speaker;</p> <p>With good sound system with at least 3 microphones and audio jack (audio technician on standby);</p> <p>Sound proof, well-lighted and ventilated;</p> <p>Free and strong Wi-Fi connection (at least 50mbps)</p> <p>Free use of <u>LCD Projector</u>, wide screen and electrical connections including extension cords for the use of participants and secretariat</p> <p>Free use of whiteboard and eraser;</p> <p>Free flowing coffee/tea/water with hot and cold water dispenser;</p> <p>With 2 standby waiters;</p> <p>CCTV Protected and</p> <p>Function venues must be disinfected during break time or after every meeting or event</p>	
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	<p>Free use of hotel amenities;</p> <p>Free tarpaulin for the photo wall of the activity - size 8ft x 10 ft welcome tarpaulin and directional signages</p> <p>Free use of session hall for the socialization night.</p> <p>At least 1 free transportation going to downtown area back 'n forth as per request</p> <p>At least 1 standby emergency vehicle</p> <p>D. Notes</p> <p>Compliance to Batas Pambansa 344 or an Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices;</p> <p>Hotel should not be offering short-term lodging associated with motels and should not be situated beside or across gambling establishments/ casinos and should not beside or across funeral parlor;</p> <p>Hotel can provide the required number of rooms and should not transfer participants to another hotel</p>	
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Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

ANNEX C

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>As Per Schedule set by the End-user</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – Not applicable</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>Transportation –</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows: Please refer to the Schedule of requirements and technical specifications</p> <p>Partial payment must correspond to the value of goods delivered and accepted after the appropriate inspection and acceptance procedures.</p> <p>Proof of Deliveries (Delivery Receipts/Acknowledgment Receipts) must be signed by authorized person to support claims for payment.</p>
4	<p>The inspections and tests that will be conducted by the Inspection (DSWD Inspection Committee), and Final Acceptance by the DSWD Acceptance Committee, and End-User.</p>