

Notice for Negotiated Procurement

Reference Number

12118831

Procuring Entity

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII

Title

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

Area of Delivery

Cotabato

Solicitation Number:

NP2FB-DSWD12-2025-TARABASA-001

Trade Agreement:

Implementing Rules and Regulations

Procurement Mode:

Negotiated Procurement - Two Failed Biddings (Sec. 53.1)

Classification:

Goods

Category:

Hotel and Lodging and Meeting Facilities

Approved Budget for the Contract:

PHP 4,073,600.00

Delivery Period:

Client Agency:

Contact Person:

Loreto Jr. Vargas Cabaya
Regional Director
Regional Center, Brgy. Carpenter Hill
Koronadal City
South Cotabato
Philippines 9506
63-228-3180 Ext.81
63-228-3180
procurement.fo12@dswd.gov.ph

Status

Pending

Associated Components

Bid Supplements

0

Document Request List

0

Date Published

11/06/2025

Last Updated / Time

10/06/2025 4:06 PM

Closing Date / Time

25/06/2025 10:30 PM

Description

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 11 June 2025 to 24 June 2025, 8:00 AM to 5:00 PM.

5. The DSWD FO 12 will hold a Negotiation Meeting on 18 June 2025, 1:30 P.M. at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY, which shall be open to prospective bidders.

6. The schedule of the bidding activities are as follows:

ACTIVITIES SCHEDULE

Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation June 11, 2025 to June 25, 2025

Negotiation Meeting 18 June 2025, 1:30 P.M. at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY

Deadline of Submission of Questions and Legal / Technical Documents (in Sealed Envelope) On or before 25 June 2025, 9:00 A.M.

Opening of Questions 25 June 2025, 10:30 A.M.

Iterative Schedule for Post-qualification 26 June 2025 to 02 July 2025

7. Two (2) copies of the proposals (one original and one copy) 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 08 October 2024. Late submission shall not be accepted.

8. Bid opening and evaluation shall be on 25 June 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.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

a. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages)

Technical Documents

a. 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.

b. Original Copy of Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

i. The amount of not less than P8,819.00 or the amount equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

ii. The amount of not less than P22,047.50 or the amount equivalent to five percent (5%) of ABC if bid security is in Surety Bond; and

iii. Bid Securing Declaration (notarized)

c. Conformity with the Schedule of Requirements and Technical Specifications (please see Annex A and B)

d. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of corporation, partnership, or cooperative, or Original Special Power of Attorney of 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

e. 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.

II. FINANCIAL COMPONENT ENVELOPE

a. Original of duly signed and accomplished Financial Bid Form;

b. Price Schedule

10. The DSWD FO XII reserves the right to accept or reject any bid/proposal, annul the bidding process, and 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.

11. 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

12. 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 10th day of June 2025

JACKYIA A. LAO
Chairperson, DSWD FOXII BAC
ANNEX B

Technical Specifications

1. The project is 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) with NP2FB-DSWD12-2025-TARABASA-001 as Reference Number.

2. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/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 unamended 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 Bidders 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.

Item Specification Statement of Compliance

Lot 2.1. Catering Services with venue for Tutors Capability Building (281 pax per day for 5 days) in Kidapawan City, Cotabato Province

April 21 -25, 2025
Group 1 - 140 YDWS
Group 2 - 141 YDWS

2. Catering Services with venue for YDWS Capability Building (562 pax per day for 5 days) in Kidapawan City, Cotabato Province

April 28-May 02, 2025
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

• (Choices of viands: fish, seafood, chicken, and beef)

2. There shall be a functioning air conditioning unit and television set in each room

4. Trash bins must be provided inside the guest room.

5. Adequate supplies of toiletries for each guest

6. There shall be drinking water and glasses in each bedroom (or near the bedrooms)

7. Refrigerators maybe in each room, should this not possible, at least refrigeration services may be made available when requested

8. Lightings and fixtures in all rooms and bathrooms shall be functional

9. Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom

10. There shall be a hotel lobby, and concierge services

11. Porter service must be available upon request

12. There shall be a left luggage rooms and safe deposit boxes in the establishment

13. With free access to Wi-Fi in all areas of venue

B. Meals Requirement

(AM snack) heavy snack served with 41 pax 41 pax cold beverage in can/bottle (Lunch) 4 viands with rice, 1 dessert, 1 soup and cold beverage in a can/bottle.

*choices of viands (beef, chicken, fish and; vegetable)

(PM snack) heavy snack served with a cold beverage in can/bottle.

(Dinner) 4 viands with rice, 1 dessert, 1 soup and cold beverage in can/bottle *choices of viands (beef, chicken, fish and; vegetable)

(Managed buffet breakfast) coffee/ choco/ tea drinks; plain rice, egg, 3 breakfast viands with vegetable salad included, and fruits

NO PORK MENU

C. Other Amenities

Free use of hotel amenities;

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.

At least 1 free transportation going to downtown area back 'n forth as per request

At least 1 standby emergency vehicle

D. Notes

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;

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;

Hotel can provide the required number of rooms and should not transfer participants to another hotel pax 41

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

Price Schedule for Goods Offered from within the Philippines

(shall be submitted with the bid if bidder is offering goods from within the Philippines)

For Goods Offered from within the Philippines

Project ID No. NP3PB-D5WD12-2025-TARABASA-001 Page ____ of ____

Name of Bidder

1 2 3 4 5 6 7 8 9 10

Item Description Country of Origin Quantity Unit price

EXM per item Transportation and all other costs incidental to delivery, per item Sales and other taxes payable if Contract is awarded, per item Cost of Incidental Services, if applicable, per item Total Price, per unit (col 5+6+7+ 8 Total Price, per unit (col 5+6+7+ 8) Total Price delivered Final Destination (col 9) x (col 4)

Lot 2.1. Catering Services with venue for Tutors Capability Building (281 pax per day for 5 days) in Kidapawan City, Cotabato Province

April 21-25, 2025

Group 1- 140 YDWs

Group 2 - 141 YDWs

281 pax

2. Catering Services with venue for YDWs Capability Building (562 pax per day for 5 days) in Kidapawan City, Cotabato Province

April 26-May 02, 2025

Group 1- 187 Tutors

Group 2- 187 Tutors

Group 3- 188 Tutors 562 pax

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

* (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

* (choices of viands: fish, seafood, chicken, and beef)

NO PORK MENU

B. Function Rooms At least 3 function halls per batch that can accommodate 220-250 participants; function room setup is classroom type

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; Free use of function room that can accommodate number of participants for plenary and breakout rooms whenever necessary;

Function room should have no pillars that can block the view of participants and speaker; With good sound system with at least 3 microphones and audio jack (audio technician on standby);

Sound proof, well-lighted and ventilated;

Free and strong Wi-Fi connection (at least 50Mbps)

Free use of LCD Projector, wide screen and electrical connections including extension cords for the use of participants and secretariat

Free use of whiteboard and eraser;

Free flowing coffee/tea/water with hot and cold water dispenser;

With 2 standby waters;

CCTV Protected and Function venues must be disinfected during break time or after every meeting or event

2. Board and Lodging for Facilitators from RPNQ and RPNQ and Resource Persons (11 pax per day for x 5 days) during Capbuild with Tutors in Kidapawan City, Cotabato Province

Specifications:

A. Room Accommodation

1. Maximum of three person in a room with individual bed occupancy is allowed

2. There shall be a functioning air conditioning unit and television set in each room

3. Hot and cold shower bathroom amenities must be regularly provided for each room

4. Trash bins must be provided inside the guest room.

5. Adequate supplies of toiletries for each guest

6. There shall be drinking water and glasses in each bedroom (or near the bedrooms)

7. Refrigerators maybe in each room, should this not possible, at least refrigeration services may be made available when requested

8. Lightings and fixtures in all rooms and bathrooms shall be functional

9. Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom

10. There shall be a hotel lobby, and concierge services

11. Porter service must be available upon request

12. There shall be a left luggage rooms and safe deposit boxes in the establishment

13. With free access to Wi-Fi in all areas of venue

B. Meals Requirement

(AM snack) heavy snack served with 41 pax 41 pax cold beverage in can/bottle (Lunch) 4 viands with rice, 1 dessert, 1 soup and cold beverage in a can/bottle.

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C. Other Amenities

Free use of hotel amenities;

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.

At least 1 free transportation going to downtown area back 'n forth as per request

At least 1 standby emergency vehicle

D. Notes

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;

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;

Hotel can provide the required number of rooms and should not transfer participants to another hotel 41 pax

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____

Single Largest Completed Government & Private Contracts which are similar in nature

Business Name: _____

Business Address: _____

Name of Completed Contract a. Owner's Name

b. Address

c. Telephone Nos.

Nature of Work/Goods Bidder's Role a. Amount at Award

b. Amount at Completion

c. Duration a. Date Awarded

b. Contract Effectivity

c. Date Completed

Description

%

Note: This statement shall be supported with:

1. Contract

2. Certificate of Completion

3. Certificate of Acceptance

Submitted by: _____

Printed Name & Signature

Designation: _____

Date : _____

Omnibus Sworn Statement (Revised)

(shall be submitted with the Bid)

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ (Name of Affiant), of legal age, _____ (Civil Status), _____ (Nationality), and residing at _____ (Address of Affiant), after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of _____ (Name of Bidder) with office address at _____ (address of Bidder);

2. As the owner and sole proprietor, or authorized representative of _____ (Name of Bidder), I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for (NAME OF THE PROJECT), as shown in the attached duly notarized Special Power of Attorney;

3. _____ (Name of Bidder) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. _____ (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____ (Name of Bidder) complies with existing labor laws and standards; and

8. _____ (Name of Bidder) is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

a. Carefully examining all of the Bidding Documents;

b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the NP-ZFB-CSDWJ2-2024-TABABASA-004 NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASAI TUTORING PROGRAM STAFF (LOT 2)

9. _____ (Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised

Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

APPENDIX "1"

Bid Form for the Procurement of Goods

(shall be submitted with the Bid)

BID FORM

Date : _____

Project Identification No. : _____

To: (name and address of Procuring Entity)

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of

all taxes, such as, but not limited to: (specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties), which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner;

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of

of agentCurrencyCommission or gratuity

Created by
Date Created

Loreto Jr. Vargas Cabaya
10/06/2025

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