



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

INVITATION TO BID

BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2023** intends to apply the sum of **One Million, One Hundred Eighty Thousand Pesos Only (₱ 1,180,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

QTY	UNIT	ITEM DESCRIPTION
295	pax	Board and lodging of participants (June 1 - morning snacks, lunch, afternoon snacks, dinner; June 2 - breakfast, morning snacks, lunch, afternoon snacks, dinner; June 3 - breakfast) which are inclusive of the following technical specifications:
		General Requirements <ul style="list-style-type: none">➤ Number of days: 2➤ Venue: Within Leyte➤ Desired venue and/or function: Hotel/Conference➤ Type of accommodations: Board and lodging (Full Board)➤ At least two single rooms for one person with king size bed for Directors➤ Guestrooms can accommodate 3 persons with three individual beds
		Function Room Requirements <ul style="list-style-type: none">➤ Can accommodate 295 pax, flexible for group activities/workshops➤ Well-lighted and well-ventilated➤ Provision of pen and paper for all➤ Free use of the session hall beyond 8:00 p.m.➤ Free use of LCD projector and white screen at the main session hall➤ Availability of audio-visual equipment with stand-by assistant



- White board and whiteboard pen & eraser in the main session hall
- Complete set of sound system in the session hall
- At least six extension cords
- At least 5 microphones with 2 microphone stands
- Podium/lectern and flag stand
- Additional TV monitors/projector screen
- Unlimited free access to internet/WIFI in all areas of venue
- Banquet type set up of the Function Room
- Two tables for the Secretariat in the registration area
- No pillars in the middle of the Function Room
- Air-conditioning that's easily adjustable
- Catering appropriate provisions of refreshments/lunch

Good acoustics and sound proofing

- Good room lighting
- Breakout spaces- inside and outside space with seats- a place where trainers and participants can escape to real air during breaks
- Store room/secure space for training resources & equipment
- Tea/coffee/water facilities available anytime
- Wall space for hanging flip charts and suitable magnets rail or blutack/tape
- With induction loop facilities

Food and Beverage

- Managed buffet with stand-by waiters and served per arranged menu
- Friendly, attentive, and professional service, service checks during meals to ensure customer satisfaction
- Staff practice very good food handling and service
- Food tastes good with generous servings
- Guests concerns for food preparations, serving preference, health, and diet concerns are properly addressed
- For lunch and dinner: 3 main dish (fish; choice of meat: chicken, pork, or beef; and vegetables), soup, rice, dessert, drinks, and separate halal foods
- Morning and afternoon snacks: sandwich or pasta with drinks
- Free flowing coffee or tea and/or chocolate milk

Receptions

- Reception service available 24 hours
- Functional service for the operation
- Basic registration process in place, with prompt service
- Left luggage service available
- Staff are easily identified, well-groomed, polite, and responsive
- Staff are welcoming and provide a sense of arrival
- Basic check out process in place with prompt service

Public Areas

- All areas have a very good ventilation
- Proper maintenance of ventilation and cooling units are evident
- Very good level of lighting throughout public areas
- Very good use of natural lighting
- Areas are very clean, tidy, and well-maintained
- Good quality fixtures, standard design, ample space
- Very good condition, regular servicing during busy periods

Bedrooms

- Good amount of space to move freely carrying a suitcase
- Good level of soundproofing, lined curtains are in place
- External noise from other rooms and from outside is heard but not significant
- Industry standard quality high density foam mattresses are used on all beds
- Bed mattresses are in good condition and are well-maintained
- Industry standard quality cotton linen sheets, bed linings, pillows, and pillow cases are used
- All linen are in good and crisp condition; evidence of good laundry practices
- Good lighting illumination with variety of lighting options
- Curtains/shades are of good quality, good condition, and easy to draw/move
- Air-conditioning unit operates efficiently
- Basic room amenities and toiletries are available upon check in
- All rooms are cleaned daily and all beds are made daily

Bathrooms and Toilets

- Efficient cleaning, surfaces show very good cleaning practices, fresh smell
- Bathroom and toilet fixtures and system are in good working order

Other requirements

- Easily accessible to private and public transportation
- All staff including waiters who serve in the session hall and breakout rooms are fully vaccinated
- With safety seal certification
- With quarantine facility for COVID-related incidents
- With nurse on duty or on call for COVID-related incidents and other emergencies
- Can accommodate participants who arrive one day before and depart one day after the activity
- Free use of indoor and outdoor facilities
- Accessible to nearest hospital or infirmary
- Provision for backdrop for the activity
- With ample parking area and easy to find
- With 24-hour security
- Mobile phone recharging plug
- Complimentary WIFI services
- Laundry service
- Standby generator
- Concierge Service

MENU

- **June 1, 2023**- First Meal (AM Snack)- Clubhouse, Canned Juice; (Lunch) - Rice, Pork Sinigang, Buttered Garlic Chicken, Grilled Tuna Fish, Tortang Talong, Mango Tapioca; PM Snack - Pancit with Bread, Water; (Dinner)- Rice, Pork Ribs, Buffalo Wing, Ginataang Fried Tilapia, Ginisang Ampalaya with meat and tofu, Pumpkin soup, Fruit Salad.
- **June 2, 2023**, (Breakfast) - Fried Rice, Corned Beef, Boiled Egg, Danggit, Bread with Butter, Fruits;
- (AM Snack) - Bibingka (rice flour), Buko juice; (Lunch) - Rice, Beef Nilaga, Chicken Cordon bleu, Sweet and Sour Fish, Fresh Lumpia, Black Sambo; (PM Snack)- Moron, Soda; (Dinner)- Rice, Pork Humba, Beef Steak, Rellenong Bangus, Chopsuey, Mushroom Soup, Buko Salad.
- **June 3, 2023**, (Breakfast) - Fried Rice, Tocino, Scrambled Egg, Daing, Bread with Butter, Fruits.

Important Note/s:

1. The winning bidder shall adhere to the required menu, refer to Section VII.
2. The first meal shall be the morning snacks of Day 1 (June 1, 2023) and the last meal shall be the breakfast of day 3 (June 3, 2023)
3. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Curriculum and Learning Management Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4627, E-mail address: clmd.region8@deped.gov.ph.

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER**. Bidders should have completed, within the last Five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on April 29, 2023** from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, region8@deped.gov.ph. and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

Prospective bidders who intend to **purchase the bidding documents through online banking**, deposit may be done through:

PHILIPPINE VETERANS BANK

Account Name: DepEd RO 8

No.

Fund

Account Number

1.

SEMINAR

0025-002137-001

A scanned copy of the deposit slip together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** (bac.region8@deped.gov.ph), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference** on **May 8, 2023, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of May 22, 2023**. Late Bids shall not be accepted.

8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **May 22, 2023, 10:15 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**. *Physical attendance of bidders/representatives during the Pre-Bid Conference/Bid Opening activities shall not be allowed during the COVID-19 pandemic.*

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted/shared** to prospective bidders who wish to attend the said procurement activities online, **via Microsoft Teams**. Hence, **interested bidders shall provide** the BAC Secretariat (bac.region8@deped.gov.ph) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s).**


ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	May 8, 2023 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	May 22, 2023 10:15 AM	

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 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:

RACHEL R. CUEVAS
 Head, BAC Secretariat
DepEd Regional Office VIII
 Government Center, Candahug, Palo, Leyte
Tel. No. (053) 888-9349
E-Mail: bac.region8@deped.gov.ph


Prepared by:


RACHEL R. CUEVAS
EPS, Quality Assurance Division
Head, BAC Secretariat

Concurred:


HARVIE D. VILLAMOR
Chief, CLMD

Approved:


RONELO AL K. FIRMO, CESO V
Assistant Regional Director
BAC Chairman