



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 10889108
Procuring Entity DEPARTMENT OF EDUCATION - REGION VIII
Title PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)

Area of Delivery Leyte

Solicitation Number: FD-2024-05-0488	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Hotel and Lodging and Meeting Facilities	Date Published	25/05/2024
Approved Budget for the Contract: PHP 1,457,800.00	Last Updated / Time	25/05/2024 00:00 AM
Delivery Period: 4 Day/s	Closing Date / Time	18/06/2024 10:00 AM
Client Agency:		
Contact Person: Mikko S Duero Computer Programmer II DepEd Regional Office VIII Government Center Barangay Candahug Palo Leyte Philippines 6501 63-53-8889349 63-53-8322997 bac.region8@deped.gov.ph		

Description

PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)

QTY UNIT TITLE OF ACTIVITY
55 pax Final Briefing of TWG

Tentative date: July 23-24, 2024

- See attached Proposed Menu for the meal requirement(s).
- First Meal: Lunch, Last Meal: AM Snacks

205 pax WORKSHOP PROPER

- Day 0 - July 24, 2024, First Meal - Lunch (Check-in),
- 205 Day 1 - July 25, 2024, 3 Meals and 2 Snacks,
- 30 Meals for Production Team (AM Snacks & Lunch) pack meals,
- 52 Meals for Cultural Show Performers (dinner) pack meals,
- 205 Day 2 - July 26, 2024, 3 Meals and 2 Snacks,
- 205 Day 3 - July 27, 2024, Last Meal - Lunch (Check-out),

See attached Proposed Menu for the meal requirement(s).

TERMS AND CONDITIONS:

A. Plenary

1. Inclusive of a ballroom type function hall sufficient to accommodate the 160 participants.

Set up:

- a. Presidential tables
- b. Tables & Chairs for the participants (maximum of 5 chairs per tables)
2. Two (2) LCD Projectors for the Plenary Sessions
3. With stage decoration (Flowers and balloons)
4. Adequate lightings and sounds with LED wall suited for formal occasion.
6. Provision of two (2) tarpaulin for the Activity (4x8)
7. Six wireless w/ stand & one wired microphone
8. Excellent Wi-Fi connection
9. Free flowing Coffee/Choco at the venue
10. Outdoor space for Welcome night/Socials that can accommodate 205 participants.
11. Photobooth

B. Break-out Rooms

1. Two (2) Break-out rooms that can accommodate maximum of 80 pax each with the following Set-up:

- a. Tables and Chairs
- b. 2 Microphones per room
- c. excellent Wi-Fi connection
- d. one (1) LCD Projectors
- e. Back drop Tarpaulin (size 4x8 feet)
- f. Free Flowing Coffee/Choco at the Venue

C. Room Accommodation

1. Excellent Wi-Fi connection
2. Hotel Room amenities such as provision of coffee & bottled water, toiletries, mattress, blanket, pillow & towel
3. Room sharing of at most 4 participants per room with separate beds (no bed sharing)
4. Daily Housekeeping

D. Other Requirements

1. See attached Menu for Food Requirements
2. Hotel should be located within Tacloban City Only
3. Supplier must coordinate with end-user for the exact date of conduct.
4. Must strictly follow the indicated specifications above.

Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Finance Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-5738, E-mail address: finance.region8@deped.gov.ph.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging	PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)	1	Lot	1,457,800.00

Pre-bid Conference

Date	Time	Venue
03/06/2024	10:00:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte

Created by Mikko S Duero

Date Created 24/05/2024

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