



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11307678
Procuring Entity DEPARTMENT OF EDUCATION - REGION VIII
Title PROCUREMENT FOR CATERING SERVICES AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS
Area of Delivery Leyte

Solicitation Number:	AD-CASH-2024-07-0693	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	02/10/2024
Approved Budget for the Contract:	PHP 3,219,000.00	Last Updated / Time	02/10/2024 00:00 AM
Delivery Period:		Closing Date / Time	23/10/2024 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 FOR CATERING SERVICES AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS

QTY UNIT TITLE OF ACTIVITY
30 pax
50 pax
Catering Services for the Production Team (packed meal)
Date: Nov. 12, 2024 | AM Snack and Lunch
Catering Services for the Performers (packed meal)
Date: Nov. 12, 2024 | Dinner
 REFER TO SECTION VII FOR ATTACHED MENU

56 pax
480 pax
Board and Lodging for 1 day for the Final Briefing of Technical Working Group (TWG)
Date: Nov. 10, 2024 | 2 meals & 1 snack (pm) -First Meal-Lunch
Nov. 11, 2024 | 1 meal & snack-Last Meal-AM-snacks
 REFER TO SECTION VII FOR ATTACHED MENU
 Free flowing coffee/chocolate drinks for the 4-day activity

Board and Lodging for 4 days on the National Conference of Cashiers in the Regional and Schools Division Offices and Selected Implementing Units

Day 1: November 11, 2024 | 2 meals & 1 snack-First Meal-Lunch (Check-in)
Day 2: November 12, 2024 | 3 meals and 2 snacks
Day 3: November 13, 2024 | 3 meals and 2 snacks
Day 4: November 14, 2024 | 2 meals & 1 snack-Last Meal-Lunch (Check-out)
 REFER TO SECTION VII FOR ATTACHED MENU
 Free flowing coffee/chocolate drinks for the 4-day activity

Terms and Conditions:
A. Function Room
1. Inclusive of a ballroom-type function hall sufficient to accommodate the 424 participants, approx. at least 40x50M in Dimension
-with an air-conditioning unit
-Residential tables for VIP guests

- Tables and chairs for participants
 - 2. 4 LCD Projectors for the Plenary Sessions and a standby HDMI Splitter
 - 3. With stage decoration (Flowers and balloons)
 - 4. Adequate lighting and sounds with LED wall suited for formal occasions
 - 5. Provision of three (3) tarpaulins for the Activity (4x8), 2 at the venue and 1 to be used in welcoming the participants at the airport.
 - 6. Six wireless w/ stand & two wired microphone
 - 7. Standby Power Supply and available Extension Cords
 - 8. Excellent WIFI connection
 - 9. Free flowing Coffee/choco and water (4-6 stations)
 - 10. No pillars in the middle of the hall/conference room
 - 11. Accessible Comfort Rooms for male and female
 - 12. Photobooth
- B. Room Accommodation**
- 1. No mattresses on the floor
 - 2. Room sharing of at most 5 participants per room with separate beds (strictly no bed sharing)
 - 3. All rooms have their own toilet and bathroom equipped with shower and basic fittings, with cold and hot running water on a 24-hour basis.
 - 4. There shall be a functioning air conditioning and television set in each room
 - 5. There shall be drinking water and glasses in each bedroom (or near the bedrooms)
 - 6. Lightings and fixtures in all rooms and bathrooms shall be functional
 - 7. Fire exit guidelines and house rules per guest should be prominently displayed in each bedroom.
 - 8. A reception information counter providing 24-hour service with a telephone should be available
 - 9. There should be a hotel lobby, reasonably furnished with seating
 - 10. Porter service shall be made available upon request
 - 11. Clean, good quality linen/blankets/towels, etc. shall be supplied upon request
 - 12. With free access to Wi-Fi in all areas of the venue
- C. Dining Service**
- 1. There should be at least Six (6) Buffet stations in the Venue
 - 2. Strictly Follow the Menu attached.
- D. Engineering and Maintenance**
- 1. Maintenance personnel should be made available when requested for all hotel sections
 - 2. There shall be adequate ventilation in all rooms
 - 3. There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms and operating elevators, food, refrigeration, and other services in case of power outage.
 - 4. Fire prevention Facilities shall conform to the requirements of the Fire Code of the Philippines.
 - 5. Accessible emergency Exit alarm, stand-by fire extinguishers, and automatic sprinklers
- E. Safety and Security**
- 1. Adequate security on a 24-hour basis shall be provided at all entrances and exits of the hotel premises. CCTV system is preferred to be available in public areas/hallways, entrances, and exits.
 - 2. The uniformed service staff shall be well-trained, experienced, courteous, efficient, and fully vaccinated
 - 3. With provided parking spaces reserved within the venue
- F. Other Housekeeping Requirements**
- 1. Maintain cleanliness for the plenary hall, guest rooms, toilets, and bathrooms.
 - 2. Sufficient stand-by waiters/waitresses for any type of buffet(Breakfast, Lunch, and Dinner)
- G. Other Requirements**
- 1. The hotel should be located within Tacloban City Only
 - 2. Supplier must coordinate with end-user for the exact date of the conduct of the activity
 - 3. Must strictly follow the indicated specifications above.

Important Note/s:

- 1. The Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division (AD) (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: clmd.region8@deped.gov.ph.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging	PROCUREMENT FOR CATERING SERVICES AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS	1	Lot	3,219,000.00

Pre-bid Conference

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

Created by Mikko S Duero
Date Created 01/10/2024

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