



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9707372  
**Procuring Entity** DEPARTMENT OF EDUCATION - REGION VIII  
**Title** PROCUREMENT FOR THE BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER  
**Area of Delivery** Leyte

<b>Solicitation Number:</b>	IB-CLMD-04282023	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	29/04/2023
<b>Approved Budget for the Contract:</b>	PHP 1,180,000.00	<b>Last Updated / Time</b>	28/04/2023 15:40 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	22/05/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 THE BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER

#### 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

- 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

- 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 break out 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.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging	PROCUREMENT FOR THE BOARD AND LODGING FOR THE NATIONAL ORIENTATION OF KEY OFFICIALS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR THE VISAYAS CLUSTER	1	Lot	1,180,000.00

**Pre-bid Conference**

Date	Time	Venue
08/05/2023	10:00:00 AM	Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be shared via Microsoft Teams.

**Created by** Mikko S Duero

**Date Created** 28/04/2023

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