INVITATION TO PARTICIPATE AND TO BID

The Department of Education (DepEd) Division of Negros Oriental, through its Bids and Awards Committee (BAC), invites suppliers to participate in and to bid through Negotiated Procurement for the hereunder project:

1. Provision of Conference Venues, Meals, and Hotel Accommodation for the Enhancement and Review Cum Quality Assurance of Locally-Developed Learning Resources (SLMs, Audio-Video Materials and Big-Books) for Division-Wide Distribution and Utilization

   Approved Budget for the Contract: **P2,924,873.87**

Eligible suppliers are requested to submit a responsive quotation/proposal in a sealed envelope on **October 14, 2021** at **1:30 PM** at the DepEd Negros Oriental Library Hub Conference Room.

Please see attached Technical Specifications for reference.

JOELYZA M. ARCILLA EdD
BAC Chairperson

SPP/JMA-MKP-NLR/BAC/JMA/kpanton

Technical Specifications

Specifications		Bidder's Proposed Specifications	Statement of Compliance
BATCH 1 October 11-15-2021			
Description	**Quantity**		
Hotel Rooms (Double Sharing & Triple Sharing) 15 nights (3 Batches) October 11-15, 2021, October 18-22, 2021 & December 7-11, 2021 (Check-in), October 11, 2021 at 12:30 and 15, 2021 at 12NN (Check-out) **a.** Preferable Two Single Beds: Three Single Beds **b.** With toilet and bathroom **c.** With towels, tissue paper, shampoo, soap, and continuous good water supply **d.** Room cleaning at least every three days	**30 Participants**		
Meals for Whole Day Function (Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, and Buffet Dinner; October 11, 2021, AM Breakfast (First Meal) October 15, 2021 Dinner (Last Meal) **a.** Presentation of the proposed menu is a MUST **b.** At least 3 main dishes with choices of fish, meat, vegetables and with dessert/fruits **c.** Preferably Fresh Juice, No sodas **d.** May be served in the training rooms, if in a separate meal area it must be near the training rooms	**30 Participants**		
Functions Rooms **a.** Function Room for Plenary (Good for 30 persons) **b.** Function Room/Break-out Sessions (good for 10 persons) **c.** Philippine National Flag with Stand **d.** All function rooms must have excellent lightning and ventilation	**1** **3** **1** **1**		
Audio-Visual Equipment **a.** LCD Projector **b.** Projector Screen, wide **c.** Microphones	**6** **6** **1**		
WiFi Access (for the Function Room, Secretariat Room, and Hotel Rooms for the Secretariat); excellent connection	**Any part of the venue**		
Flowing Coffee, Tea, Choco drink during the Training			
Comfort Rooms during the Training **a.** Separate comfort rooms for male and female **b.** Clean, with tissue paper, soap, and good water supply			

c. Near the session rooms			
General Conditions **a.** With excellent power supply and with standby generator **b.** With excellent security **c.** With standby technicians			

Date	Meals	Function Room	No. of Pax
October 11-15, 2021	First Meal – Breakfast *Full Board*	All meals shall be served in 1 Function Room	30
October 18-22, 2021	First Meal – Breakfast *Full Board*	All meals shall be served in 1 Function Room	30
December 7-11, 2021	First Meal – Breakfast *Full Board*	All meals shall be served in 1 Function Room	30

Specifications		Bidder's Proposed Specifications	Statement of Compliance
BATCH 2 October 12-16, 2021			
Description	**Quantity**		
Meal for Whole Day Function in 6 Venues (Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks; October 12, 2021, Snacks (Last Meal) **Presentation of the proposed menu is a MUST** **a.** At least 3 main dishes with choices of fish, meat, vegetables and with dessert/fruits **b.** Preferably Fresh Juice, No sodas **c.** May be served in the training Rooms, if in a separate meal area, it must be near the training rooms	**35 Participants**		
Function Rooms **a.** Function Room for Plenary **b.** Function Room/Break-Out Sessions (good for 15 & 20 persons) **c.** Philippine National Flag with Stand **d.** All function rooms must have excellent lightning and ventilation **e.** 20/15 per Function Room **f.** Standby Room for the Medical Team	**1** **2** **1** **1**		
Audio-Visual Equipment **a.** LCD Projector **b.** Projector Screen, wide **c.** Microphones	**1** **1** **1**		
WiFi Access (for the Function Room, Secretariat Room, and Hotel Rooms for the Secretariat); excellent connection	**Any part of the venue**		
Flowing Coffee, Tea, Choco drink during the Training			
Comfort Rooms during the Training			

a. Separate comfort rooms for male and female **b.** Clean, with tissue paper, soap, and good water supply **c.** Near the session rooms			
General Conditions **a.** With excellent power supply and with standby generator **b.** With excellent security **c.** With standby technicians			

Specifications		Bidder's Proposed Specifications	Statement of Compliance
BATCH 3 September 28 to October 02, November 02-06, 2021, and November 29 to December 03, 2021			
Description	**Quantity**		
Meal for Whole Day Function in 6 Venues (Plated Breakfast, AM Snacks, Buffet Lunch, PM Snacks; September 28, 2021, AM Breakfast (First Meal) October 02, 2021, Snacks (Last Meal) **Presentation of the proposed menu is a MUST** **a.** At least 3 main dishes with choices of fish, meat, vegetables and with dessert/fruits **b.** Preferably Fresh Juice, No sodas **c.** May be served in the training Rooms, if in a separate meal area, it must be near the training rooms	**160 Participants**		
Function Rooms **a.** Function Room for Plenary (good for 160 persons) **b.** Function Room/Break-Out Sessions (good for 10 persons) **c.** Philippine National Flag with Stand **d.** All function rooms must have excellent lightning and ventilation **e.** 25-30 per Function Room **f.** Standby Room for the Medical Team	**1** **5-6** **1** **1**		
Audio-Visual Equipment **a.** LCD Projector **b.** Projector Screen, wide **c.** Microphones	**5** **5** **1 in every venue**		
WiFi Access (for the Function Room, Secretariat Room, and Hotel Rooms for the Secretariat); excellent connection	**Any part of the venue**		
Flowing Coffee, Tea, Choco drink during the Training			
Comfort Rooms during the Training **a.** Separate comfort rooms for male and female **b.** Clean, with tissue paper, soap, and good water supply **c.** Near the session rooms			
General Conditions			

a. With excellent power supply and with standby generator **b.** With excellent security **c.** With standby technicians			

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