



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

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



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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		

<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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		

<p>a. With excellent power supply and with standby generator</p> <p>b. With excellent security</p> <p>c. With standby technicians</p>			
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a. With excellent power supply and with standby generator			
b. With excellent security			
c. With standby technicians			

Notes on the Checklist of Facilities

The first part of the checklist is the 'General Information' section. This section contains the following items:

- Name of the institution
- Address
- Telephone number
- Year of establishment
- Number of students
- Number of staff
- Number of buildings
- Number of acres
- Number of classrooms
- Number of laboratories
- Number of libraries
- Number of sports grounds
- Number of hostels
- Number of canteens
- Number of medical facilities
- Number of other facilities

The second part of the checklist is the 'Facilities' section. This section contains the following items:

- Power supply
- Security
- Standby technicians
- Water supply
- Sanitation
- Health services
- Transportation
- Communication
- Recreation
- Other facilities

The third part of the checklist is the 'Evaluation' section. This section contains the following items:

- Overall rating
- Comments
- Signature
- Date