



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11394615
Procuring Entity DEPARTMENT OF EDUCATION - DIVISION OF VIGAN CITY
Title Procurement of Meals and Venue for the Division Training-Workshop for Teachers on Whole Brain Approach and Mindfulness Practice for Effective Development of Well-Being, Literacy and Numeracy Skills i
Area of Delivery Ilocos Sur

Solicitation Number:	depedvigancity-2024-0040	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 450,000.00		
Delivery Period:	8 Day/s		
Client Agency:		Date Published	23/10/2024
Contact Person:	Marie Christine Lazo Natividad Head, BAC Secretariat Mena Crisologo St. corner Rivero St. Vigan City Ilocos Sur Vigan City Ilocos Sur Philippines 2700 63-077-6320533 63-077-6320533 vigan.city@deped.gov.ph	Last Updated / Time	22/10/2024 21:19 PM
		Closing Date / Time	28/10/2024 17:00 PM

Description
Procurement of Meals and Venue for the Division Training-Workshop for Teachers on Whole Brain Approach and Mindfulness Practice for Effective Development of Well-Being, Literacy and Numeracy Skills in Learners
TECHNICAL SPECIFICATIONS: BUFFET MEALS (lunch and snacks requirements)
Menu as follows: Day 1 AM Snacks: arrozcaldo with 1 boiled egg, canned juice Lunch: rice, pork sinigang, fried bangus belly, fruit in season, bottled water PM Snacks: sotanghon guisado with 1 stick barbecue, canned juice Day 2 AM Snacks: miki with 2 slices of biko-biko, canned juice Lunch: rice, grilled porkchop, chopsuey, fruit in Season, bottled water PM Snacks: canton guisado with 2 pcs. shanghai, canned juice Day 3 AM Snacks: Pipian with choice cut chicken, canned juice Lunch: Rice, fried chicken, buttered mixed veggies, fruit in season, bottled water PM Snacks: clubhouse sandwich, canned juice

FUNCTION HALL

- Available starting 7:30 AM onwards on November 25-27, 2024 for Batch 3 / On December 4-6, 2024 for Batch 4
- Can accommodate 100 participants and 8 Program Management Team (PMT) each for Batch 3 and Batch 4 with enough space to move and ensure social distancing.
- Well-lighted and well-ventilated.
- With working tables and chairs.
- With complete and clear audio-visual equipment with stand-by technicians/assistants (e.g., LCD, projection screen, whiteboard, whiteboard eraser, clear sound system, clear microphone, extension cords, microphone stands, lectern, etc.)
- With unlimited access to stable and strong internet/wi-fi in all areas of the venue (for online monitoring and evaluation purposes)
- no pillars or posts in the middle of the function room, or anything that may obstruct participant’s view.
- Waived charges on electricity (laptops, LCD, printer, etc.)
- With accessible comfort rooms.
- With water and/or coffee station.

ACCOMODATION OF RESOURCE SPEAKER

- Air-conditioned Room with 1 double bed for 1 pax
- Inclusive of Breakfast, Lunch and Dinner
- Clean room, including the beddings/linens and restroom with the provision of toiletries
- Batch 3 Check-in Time: November 24 at 12 noon; and Check-out Time: November 27 at 12 noon
- Batch 4 Check-in Time: December 3 at 12 noon; and Check-out Time: December 6 at 12 noon

OTHER REQUIREMENTS

- Cleanliness – function hall, restroom, hallway, coffee/tea area, dining area
- Provision for the backdrop of the activity
- Provision of token for the resource speaker
- With standby waiters, security officers, front desk personnel, and housekeeping services
- Free use of service vehicle (for emergency purposes)
- Readily available meal buffer

Prospect Service Provider: within Vigan City

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Procurement of Meals and Venue	Meals and Venue for the Division Training-Workshop for Teachers on Whole Brain Approach and Mindfulness Practice for Effective Development of Well-Being, Literacy and Numeracy Skills in Learners	1	Lot	450,000.00

Created by Marie Christine Lazo Natividad

Date Created 22/10/2024

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