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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11440590  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF VIGAN CITY  
**Title** Procurement of Board and Lodging with meals and venue for the Training-Workshop on the ICT Integration for Increased Learner Engagement and Performance in Reading and Ensuring Effective Program Implementation  
**Area of Delivery** Ilocos Sur

<b>Solicitation Number:</b> depedvigancity-2024-0047	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Hotel and Lodging and Meeting Facilities	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 572,400.00		
<b>Delivery Period:</b> 2 Day/s		
<b>Client Agency:</b>		
<b>Contact Person:</b> 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	<b>Date Published</b>	07/11/2024
	<b>Last Updated / Time</b>	06/11/2024 09:13 AM
	<b>Closing Date / Time</b>	11/11/2024 17:00 PM

#### Description

Board and Lodging with meals and venue for the Training-Workshop on the ICT Integration for Increased Learner Engagement and Performance in Reading and Ensuring Effective Program Implementation and Evaluation

#### TECHNICAL SPECIFICATIONS:

##### HOTEL

- The hotel is structurally safe, with scenic view, serene atmosphere, wide swimming pool and preferably overlooking the sea for better engagement of participants during outdoor activities
- Room Type: 5 participants per room (2 Queen size bed and 1 single bed)

##### CONFERENCE HALL

- Available starting 7:00 AM onwards on December 12-13, 2024
- Can accommodate 152 participants 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.

**FACILITIES:**

- Provision of sufficient water supply
- With complete and clear audio-visual equipment with stand-by technicians/assistants readily available. LCD, projection screen, whiteboard, whiteboard eraser, clear sound system, clear microphones, and extension cords shall also be available.
- With unlimited access to stable, hi-speed and strong internet/wi fi-connection.
- Elevators, if any, shall be functional.
- No pillars or posts in the middle of the function room, or anything that may obstruct participant’s views.
- Waived charges on electricity (laptops, LCD, printer, etc.)
- There shall be comfort rooms near the conference hall and in the rooms
- Fire escapes are available and fire fighting equipment are visible.

**OTHER REQUIREMENTS:**

- Provision of medical staff for emergency purposes
- Free use of service vehicle (for emergency purposes)
- In case of emergency, the service provider shall provide medical assistance/medication (over-the-counter medication) to ailing participants
- Availability of security guards
- Provisions for power strips and extension outlets
- Must have two (2) separate tables for the Organizers or Management Team and Registration Area

**TECHNICAL SPECIFICATIONS:**

**BUFFET MEALS (lunch, dinner and snacks requirements)**

Menu as follows:

Day 1

AM Snacks: lomi with puto, and 200 ml fresh fruit Tetra Pack Juice packed in carton not in plastic bottle or plastic foil

Lunch: rice, pork sinigang, fried bangus belly, fruit in season, and with water dispenser round containing 6 gallons capacity of purified drinking water (1 container @ 6 gallons)

PM Snacks: sotanghon guisado with 1 stick barbecue, and 200 ml fresh fruit Tetra Pack Juice packed in carton not in plastic bottle or plastic foil

Dinner: Rice, fried chicken, buttered mixed veggies, fruit in season, and with water dispenser round containing 6 gallons capacity of purified drinking water (1 container @ 6 gallons)

Day 2 BREAKFAST: rice, boiled egg, sinanglao, tuyo, banana, and with water dispenser round containing 6 gallons capacity of purified drinking water (1 container @ 6 gallons)

AM Snacks: miki with 2 slices of biko-biko, and 200 ml fresh fruit Tetra Pack Juice packed in carton not in plastic bottle or plastic foil

Lunch: rice, grilled porkchop, buridibod, fruit in Season, bottled water

PM Snacks: canton guisado with 2 pcs. shanghai, and 200 ml fresh fruit Tetra Pack Juice packed in carton not in plastic bottle or plastic foil

**•ACCOMMODATION 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
- Check-in Time: December 12 at 12 noon; and Check-out Time: December 13 at 12 noon (Including Participants)

**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 Ilocos Norte

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging with Meals and Venue	Board and Lodging with meals and venue for the Training-Workshop on the ICT Integration for Increased Learner Engagement and Performance in Reading and Ensuring Effective Program Implementation and Evaluation	1	Lot	572,400.00

**Created by** Marie Christine Lazo Natividad

**Date Created** 06/11/2024

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