



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11446438  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF VIGAN CITY  
**Title** Procurement of Board and Lodging with meals and venue for Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools  
**Area of Delivery** Ilocos Sur

<b>Solicitation Number:</b>	depedvigancity-2024-0048	<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 145,410.00		
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	07/11/2024
<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>Last Updated / Time</b>	06/11/2024 22:22 PM
		<b>Closing Date / Time</b>	11/11/2024 17:00 PM

#### Description

Board and Lodging with meals and venue for Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools

#### HOTEL

- The hotel is structurally safe.
- Room Type: Preferably 1 single bed for each participant or sharing of bed

#### CONFERENCE HALL

- Should be available starting 7:00 AM to 8:00 PM of November 28-29, 2024; Provision of sanitizer, and assorted candies, chips, and peanuts, and other finger foods.
- Can accommodate the 67 participants and 7 PMT with enough space for moving and workshops.
- Well-lighted and properly ventilated with fully functioning air conditioning system.
- The room should be spacious enough with 11 round or rectangular tables. each table should have Six individual chairs.

#### 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-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

MEALS - 74 pax

First Meal - November 28, 2024 Am Snacks  
 Last Meal - November 29, 2024 PM Snacks

- Complete Meal: Buffet for breakfast, guided buffet for lunch and dinner (with 3 viands, soup, and fruits)
- AM and PM Snacks
- With free-flowing coffee or choco in the conference room

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging with Meals and venue	Procurement of Board and Lodging with meals and venue for Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools	1	Lot	145,410.00

**Created by** Marie Christine Lazo Natividad

**Date Created** 06/11/2024

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