



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

Bids and Awards Committee (BAC)  
**SUPPLEMENTAL BID BULLETIN NO. 1**

**PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE  
OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF  
SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE,  
LAGUNA, BATANGAS ONLY)  
[R4A-BNN-2024-02]**

April 5, 2024

This Supplemental Bid Bulletin No. 1 is hereby issued to amend the Bid Documents of the above-named public bidding project. This shall form an integral part of the Bid Documents.

**CORRIGENDUM**

**1. REVISED SCHEDULE OF REQUIREMENTS**

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p><b>Date:</b> April 29, 2024 - May 3, 2024</p> <p><b>Location:</b> Within Cavite, Laguna, Batangas only</p> <p><b>Venue:</b> Plenary session with table set-up to accommodate ALL 160 participants (*waived electricity charges for all participants)</p> <p>Availability of one (1) Function Room * with an area that can accommodate 160pax on April 29-May 3, 2024 from 7:00 A.M. up to 6:00 P.M.;</p> <p>Round table setup for 3 Session Halls that can accommodate 50 pax for breakout session; (with center aisle)*</p>	160	160	April 29, 2024 - May 3, 2024

	<ul style="list-style-type: none"> <li>• 1 session hall to be divided into 7 classes;</li> <li>• 1 session hall to be divided into 5 classes; and</li> <li>• 1 session hall to be divided into 6 classes</li> </ul> <p><b>Rooms:</b> To accommodate 160 participants</p> <p><b>Meals:</b></p> <p>i. One (1) Buffet Breakfast for 160pax on April 29-May 3, 2024 *;</p> <p>ii. One (1) Buffet Snacks for 160pax on April 29-May 3, 2024*;</p> <p>iii. One (1) Buffet Lunch for 160pax on April 29-May 3, 2024*;</p> <p>iv. One (1) Buffet PM Snacks for 160pax on April 29-May 3, 2024*; and</p> <p>v. One (1) Buffet Dinner for 160pax on April 29-May 2, 2024.</p>			
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## 2. REVISED TECHNICAL SPECIFICATIONS

Description	Technical Specifications	Statement of Compliance
<b>PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION</b>	April 29, 2024 - May 3, 2024 (160 pax) Food, Venue and Accommodation	
	<p><b>I. Availability of the Function Room/s (to be confirmed within two days before the event)</b>            April 29, 2024 - May 3, 2024</p> <p>1. Location- Within Cavite, Batangas, Laguna            2. Free Parking Space reserved within or near the venue</p>	

**(WITHIN CAVITE,  
LAGUNA, BATANGAS  
ONLY)**

3. With access to main roads and national highways\*

**II. Neighborhood data\***

1. Proper waste management system\* such as regular garbage collection and with Sanitary Permit from appropriate authority

2. Proximity to Police and Fire Stations

3. Proximity to banks, postal, and telecommunications service provider

**III. Venue\***

1. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both.\*

2. Functionality of the Function Room:

- 1 Big Hall for Plenary that can accommodate 160pax and
- 3-Session Hall that can accommodate 50pax for breakout session.

3. Rooms/sleeping quarters should accommodate a minimum of 2 pax and a maximum of 4 pax.

**Day 1 - 5 (April 29-May 3, 2024)**

a. Availability of one (1) Function Room \* with an area that can accommodate for 160pax on April 29-May 3, 2024 from 7:00 A.M. up to 6:00 P.M.;

b. Round table setup for 3 Session Halls that can accommodate 50 pax for breakout session; (with center aisle)\*;

- 1 session hall to be divided into 7 classes;
- 1 session hall to be divided into 5 classes, and
- 1 session hall to be divided into 6 classes.

c. Pillars, as much as possible, should not obstruct the view of the participants towards the stage and projector screen (provide additional projector screen in case there are pillars);



d. Amenities that include the following\*:

- i. Secretariat's Table\*; 3 rooms for break-out sessions and can accommodate 50 participants.
- ii. At least three (8) microphone units\* (preferably wireless);
- iii. Projector screen and table for LCD projector
- iv. Podium;
- v. Philippine Flag and pole\*;
- vi. 3 Whiteboard and/or flipchart, and markers\*;
- vii. 5 extension cords per breakout session;
- viii. Free and steady Wi-Fi connection (at least 200 mbps)\*; and
- ix. Waived electricity charges for use of laptops and projectors\*;
- x. The Function Rooms should be able to accommodate 160 pax and the 3 session halls can accommodate 50 pax for breakout session;
  - 1 session hall to be divided into 7 classes;
  - 1 session hall to be divided into 5 classes, and
  - 1 session hall to be divided into 6 classes.

**3. Facilities:**

- a. Continuous water supply and accessible comfort rooms\*;
- b. Provision for toiletries\*;
- c. Compliance with the standards provided by the Building Code of the Philippines\*;
- d. At least one (1) operational elevator (available 24/7), if applicable\*;
- e. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler\*;
- f. Available telephone and/or internet connection within the premises of the building\*.

**4. Other Requirements:**

- a. Provision of janitorial and maintenance services\*;
- b. Ambience promotes learning\*;

c. Adequate security services (24/7)

#### **IV. Catering Services\***

1. Location must be inside the Function Room/s and/or outside but near the Function Room/s\*
2. Meals for the participants\*:
  - i. One (1) Buffet Breakfast for 160pax on April 29-May 3, 2024 \*;
  - ii. One (1) Buffet Snacks for 160pax on April 29-May 3, 2024\*;
  - iii. One (1) Buffet Lunch for 160pax on April 29-May 3, 2024\*;
  - iv. One (1) Buffet PM Snacks for 160pax on April 29-May 3, 2024\*; and
  - v. One (1) Buffet Dinner for 160pax on April 29-May 2, 2024.
3. Meals should be composed of the following\*:
  - a. Buffet Lunch and Dinner:
    - i. Salad or Soup\*;
    - ii. Main Course consisting of at least two (2) variants of meat or at least one (1) variant of meat and one (1) variant of fish and one (1) variant of vegetables\*
    - iii. Rice\*;
    - iv. Dessert\*; and
    - v. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)\*.
  - b. Drinks:
    - i. At least one (1) round of iced tea or juice for every meal and every snack\*; and
    - ii. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)\*.

#### **V. Accommodations - 160 pax for April 29, 2024 - May 3, 2024**

	<p><b>VI. Client's satisfactory rating based on online hotel reviews or GPPB-TSO General Evaluation Rating Result for the past year, if applicable.</b></p> <p><b>Mandatory Requirement - Observance of Safety Health Protocols</b></p> <p>**** nothing follows ****</p>	
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For the information and guidance of all concerned.

**ARLENE S. RICASAYA, CESO VI**  
BAC Chairperson  
Assistant Schools Division Superintendent

**Section 22.5.2.** For purposes of clarifying or modifying any provision of the Bidding Documents, Supplemental/ Bid Bulletins may be issued upon the Procuring Entity's initiative at least seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

**Section 22.5.3.** Any Supplemental/ Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity. It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/ Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/ Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with Section 26 of this IRR.



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