



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

June 17, 2023

**Bids and Awards Committee**  
**Supplemental Bid Bulletin No. 02**

This Supplemental Bid Bulletin No. 2 is issued to modify, amend items or clarify in the Bid Documents of the following projects:

- Lease of Venue for the conduct of Capacity Building of School Heads on Research Paper Appraisal and Technical Assistance Provision Batch 3 on August 1 - 3, 2023, and Batch 4 on August 8 - 10, 2023 with PR No. 2023-05-0050; and
- Lease of Venue for the conduct of Upskilling of the TLE/ TVL Teachers on Developing Offline Digital Learning Resources on August 14-18, 2023 with PR No. 2023-05-0051

This shall form an integral part of the Bid Documents.

REFERENCE	AMENDMENTS/ CHANGES/ CLARIFICATIONS
<b>Bid Data Sheet</b> <b>ITB Clause 20.2</b>  No further Instruction	<b>Bid Data Sheet</b> <b>ITB Clause 20.2</b> Rating Factor shall be used for On-site Post-Qualification in compliance with Annex H, Alternative Methods of Procurement of the Lease of Real Property and Venue under RA 9184, and in compliance with COA AOM No. 23-003 dated January 24, 2022, see attached <ul style="list-style-type: none"><li>• Prebid conference dated June 19, 2023 details of the presentation</li><li>• Localized rating factor determined by the Procuring Entity</li></ul>

For guidance and information of all

**NICOLAS M. BURGOS**  
Chairperson, Bids and Awards Committee

DEPEDBATS-BAC-F-007/R3/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
✉depedbats@deped.gov.ph  
🌐www.depedbatangas.org

**NAME OF VENUE:** \_\_\_\_\_

0.00

**ADDRESS:** \_\_\_\_\_

WEIGHT				CHECKBOX	RATING
<b>I. AVAILABILITY</b>					
100	Availability on proposed date		Available on proposed date		
0	Not available on proposed date		Not available on proposed date		

0

0.00

<b>II. LOCATION AND SITE CONDITION</b>					
<b>ACCESSIBILITY</b>					
50	Meets three (3) indicators		Should be accessible thru any wheel-based land transportation For inter-island venues, must be within 20km radius from the nearest port and accessible thru land-based transportation from thereon		
40	Meets two (2) indicators		Accessible thru a standard 2-way concrete lanes. Easily passable between two traffics coming from both directions		
30	Meets one (1) indicator		Easy to locate where route and directions exists commonly visible along the main road. Can be located using Google Maps, Waze or other web-based map engines		
0	Does not meet any indicator				
<b>PARKING SPACE</b>					
50	1:5 ratio (vehicle:pax/participants)				
40	1:10 ratio (vehicle:pax/participants)				
30	1:20 ratio (vehicle:pax/participants)				
10	1:30 ratio (vehicle:pax/participants)				
0	Does not meet any indicator				

0

0.00

WEIGHT				CHECKBOX	RATING
<b>III. NEIGHBORHOOD DATA</b>					
	<b>SANITATION AND HEALTH CONDITION</b>				
25	Meets two (2) indicators		At least 1km radius away from dump sites, and with other air polluting factor like refineries, etc.		
20	Meets one (1) indicator		Observable cleanliness and orderliness around the neighboring areas.		
0	Does not meet any indicator				
	<b>POLICE AND FIRE STATION</b>				
25	Meets the indicator		Within 5km radius. For inter-island venues, must be within eight (8)km radius or with localized police/peacekeepers, fire headquarters or volunteer fire rescue stations		
0	Does not meet the indicator				
	<b>RESTAURANT</b>				
25	Meets the indicator		Available within 2km radius and with flexible operating hours of service.		
0	Does not meet the indicator				
	<b>BANKING AND POSTAL</b>				
25	Meets two (2) indicators		Located within 2m radius and with ATMs operating 24/7		
10	Meets one (1) indicator		At least two (2) banks within 3km radius		
0	Does not meet any indicator				

**0**

0.00

WEIGHT				CHECKBOX	RATING
<b>IV. VENUE</b>					
	<b>STRUCTURAL CONDITION</b>				
15	In pristine condition. Has no ongoing repair/maintenance / rehabilitation/ construction heading towards the hall/rooms				
10	Needs minor repair / or with on-going minor repair heading towards the venue or at the venue itself with safety and precautionary measures/warnings thereon				
5	Needs minor repair / or with on-going minor repair heading towards the venue or at the venue itself without safety and precautionary measures/warnings thereon				
0	Needs major repair / or has on-going repair in the venue or towards heading the venue/rooms (for rooms - activities that require accomodation) without safety and precautionary measures/warnings thereon				
	<b>FUNCTIONALITY</b>				
		<b>A. CONFERENCE ROOM</b>			
10		Meets the indicator	Clean and tidy with full airconditioning units that can operate in full capacity sufficient for the conference rooms area		
0		Does not meet the indicator			
		<b>B. ROOM ARRANGEMENT</b>			
5		Evident			
0		Non-Evident			
		<b>C. LIGHT, VENTILATION AND AIR CONDITIONING</b>			
5		Evident	No busted bulbs, open utility boxes for switches, outlets etc.		
0		Non-Evident			
		<b>D. SPACE REQUIREMENTS</b>			

WEIGHT				CHECKBOX	RATING
5		Sufficient for the number of participants			
0		Insufficient for the number of participants			
	<b>FACILITIES</b>				
		<b>A. WATER SUPPLY AND TOILET</b>			
4		Meets the indicator	With enough and sustainable supply of clean water  Toilet and Bath - Floors, sanitary wares and basins are clean and hygiene items/kits are available  With hot and cold shower		
0		Does not meet the indicator			
		<b>B. LIGHTING SYSTEM</b>			
5		Evident	Adjustable lighting preference		
0		Non-Evident			
		<b>C. ELEVATORS</b>			
5		Evident	Availability of elevators for buildings with at least 5-storeys		
0		Non-Evident			
		<b>D. FIRE ESCAPES</b>			
5		Evident	Operational. Has no obstructions. Signage(s) is(are) visible.		
1			With minor non-compliance		
0		Non-Evident	With major non-compliance such as but not limited to absence of standard signages, obstructions		
		<b>E. FIREFIGHTING EQUIPMENT</b>			
5		Evident	Availability of Fire Extinguishers with signages that are visible. With operational water sprinklers. All Fire extinguishers are not expired		
0		Non-Evident			
		<b>F. INTERNET AND TELECOMMUNICATIONS</b>			
			Internet speed is at least 100Mbps.  With strong and stable signal of two (2) major TelCos, Smart and Globe Telecoms (at least 4G Connectivity) from any point within the venue		
4		Evident			
0		Non-Evident			
		<b>G. AUDIO VISUAL EQUIPMENT</b>			
5		Functional	Functional and appropriate to the conditions / requirements by the PE		
0		Non-Functional	Non-Functional or not sufficient to the conditions / requirements by the PE		

WEIGHT				CHECKBOX	RATING
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		<b>D. OTHER REQUIREMENTS</b>			
		<b>a. Maintenance</b>			
4		Well-Maintained			
3		Fairly Maintained			
0		Non-Maintained			
		<b>b. Attractiveness</b>			
4		Evident			
0		Non-Evident			
		<b>c. Security</b>			
5		Evident	With enough security personnel starting from the main entrance up to the exit points of the venue  With operational CCTV Cameras		
0		Non-Evident			
		<b>d. Catering Services</b>			
10		Evident	With sufficient and undamaged tables and chairs for the participants that are covered in cloth or the likes.  With clean and presentable kitchen wares		
0		Non-Evident			
		<b>e. Client's Satisfactory Rating</b>			
4		Evident	Presented outstanding ratings from customers either thru filled-up client's satisfactory ratings, online reviews on their webpage or other social media platforms.		
2			Presented satisfactory ratings from customers either thru filled-up client's satisfactory ratings, online reviews on their webpage or other social media platforms.		
1			Has minor dissatisfaction rating		
0		Non-Evident			

0

0.00

0.00

**PERCENTAGE EARNED BY THE BIDDER / SUPPLIER SHOULD NOT BE LESS THAN 90.00**

EVALUATED BY:

TWG-Supplies, Materials and Other Procurement

# PRE-BID CONFERENCE

June 19, 2023  
10:00 a.m.

SDO Conference Room





# PRE-BID CONFERENCE

1. PR No. 2023-05-0050 - Lease of Venue for the conduct of Capacity Building of School Heads on Research Paper Appraisal and Technical Assistance Provision Batch 3 on August 1 - 3, 2023 and Batch 4 on August 8 - 10, 2023
2. PR No. 2023-05-0051 - Lease of Venue for the conduct of Upskilling of the TLE/ TVL Teachers on Developing Offline Digital Learning Resources on August 14-18, 2023





<b>Project Description</b>	<b>Delivery Period</b>	<b>Amount of Bid Docs</b>	<b>Approved Budget for the Contract</b>
Lease of Venue for the conduct of Capacity Building of School Heads on Research Paper Appraisal and Technical Assistance Provision Batch 3 on August 1 - 3, 2023 and Batch 4 on August 8 - 10, 2023 with PR No. 2023-05-0050	6 cd	P 2,000.00	P 2,046,000.00



## **Batch 3 (August 1-3, 2023)**

School Heads – 146

Resource Speakers -10

PMT/TWG & 6 ICT) – 13

Nurses - 2

## **Batch 4 (August 8-10, 2023)**

School Heads – 146

Resource Speakers – 10

PMT/TWG & 6 ICT) – 13

Nurse - 1





## **Inclusions:**

### **A. Meal**

#### **Day 1**

**Breakfast** – rice, 2 viands, fresh fruits, bread & butter & coffee

**Assisted Buffet Lunch** – rice, vegetables, 2 viands, soup, dessert & 250ml. drinks

**Afternoon Snacks** – snacks and 250ml. drinks or juice

**Assisted Buffet Dinner** – rice, vegetables, 2 viands, soup, dessert & 250 ml. drinks

Free flowing purified water

Free Flowing coffee/Tea





## Day 2

**Breakfast** – rice, 2 viands, fresh fruits, bread & butter & coffee

**AM Snacks** – snacks & juice

**Assisted Buffet Lunch** – rice, vegetables, 2 viands, soup, dessert & 250ml. Drinks

**Afternoon Snacks** – snacks and 250ml. drinks or juice

**Assisted Buffet Dinner** – rice, vegetables, 2 viands, soup, dessert & 250 ml. drinks

Free flowing purified water

Free Flowing coffee/Tea





## **Inclusions:**

### **Day 3**

**Breakfast** – rice, 2 viands, fresh fruits, bread & butter & coffee

**AM Snacks** – snacks & juice

**Assisted Buffet Lunch** – rice, vegetables, 2 viands, soup, dessert & 250ml. Drinks

**Afternoon Snacks** – snacks and 250ml. drinks or juice

Free flowing purified water

Free Flowing coffee/Tea



## **B. Session Hall Inclusions:**

- \* 1 Session hall for plenary session Opening and Closing Program (can accommodate at least 171 participants)
- \* 3 session halls for break out session (can accommodate at least 56 participants each hall)
- \* Functional sound system for each session hall,
- \* with at least three microphones for each hall
- \* with on duty technician



## **C. Room Accommodations**

- \* 2 sharing for guests
- \* 4 sharing for participants
- \* with bottled water and individual personal kit (bath towel, Toothpaste, shampoo, bath soap) for the entire duration of the event



## D. Welcome Tarp





<b>Project Description</b>	<b>Delivery Period</b>	<b>Amount of Bid Docs</b>	<b>Approved Budget for the Contract</b>
<b>Lease of Venue for the conduct of Upskilling of the TLE/ TVL Teachers on Developing Offline Digital Learning Resources on August 13-18, 2023 with PR No. 2023-05-0051</b>	6 cd	P 1,500.00	P1,686,000.00





**A. Food, Venue and Accommodation for Live -in Participants for 6 days on August 13 - 18, 2023**

**Day 0 – 28 pax (August 13, 2023)**

**Day 1-5 – 163 pax (August 14-18, 2023)**

**Day 0 - (August 13, 2023)**

Breakfast, Lunch, PM Snacks, Dinner

**Day 1 - 4 (August 14-17, 2023)**

Breakfast, AM Snacks, Lunch, PM Snacks, Dinner

**Day 5 - (August 18, 2023)**

Breakfast, AM Snacks, Lunch, PM Snacks





**\*Breakfast** - rice, 2 viands, fresh fruits, bread, coffee or chocolate

**\*AM Snacks** - Snacks and Juice

**\*Lunch** - rice, soup, vegetables, 2 viands, dessert and juice

**\*PM Snacks** - Snacks and juice

**\*Dinner** - rice, soup, vegetables, 2 viands, dessert and juice



## **Additional Requirements:**

- a. Plenary hall for 170 persons
- b. 2 break out session rooms
- c. Physical set - up of the function hall (classroom type)
- d. Welcome tarpaulin 8 ft. x 16 ft.
- e. Basic lights and functional sound system including at least 4 wireless microphones and operator
- f. 3 LCD projector for plenary and breakout session rooms
- g. 3 blackboards
- h. Stable and strong WIFI connectivity
- i. Full airconditioned rooms

**Room Arrangement:** Triple/ Quadruple



- The DepEd Division of Batangas Province now invites bids for the abovementioned projects.
- Bidders should have completed within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.
- The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)
- Bids received that exceed the ABC shall be automatically rejected at bid opening.



- Interested bidders may obtain further information from DepEd Division of Batangas and inspect the Bidding Documents from DepEd BAC Secretariat, Provincial Sports Complex, Bolbok, Batangas City from 8:00 a.m. to 5:00 p.m. Monday to Friday.



A complete set of Bidding Documents may be acquired, downloaded at **PhilGEPS** and procuring entity's website at [www.depedbatangas.com](http://www.depedbatangas.com) and purchased at DepEd Division of Batangas BAC Secretariat, located at Provincial Sports Complex, Bolbok, Batangas City from **June 13, 2023 to July 3, 2023** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person showing the official receipt and submitting a copy thereof. **However, payment transaction for the bidding documents shall be from 8:00 a.m. to 2:00 p.m. only as stated in Division Memorandum No. 189 s. 2022 dated June 23, 2022.**



Bids must be duly received by the BAC Secretariat at the address indicated below. Late bids shall not be accepted.

<b>Details</b>	<b>Date and Time</b>	<b>Venue</b>
Submission and Opening of Bids	<b>July 3, 2023</b> 10:00 a.m.	SDO Conference Room, DepEd Division of Batangas, Provincial Sports Complex, Bolbok, Batangas City

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.





# The Procuring Entity's Address

**NICOLAS M. BURGOS**

BAC Chairperson

DepEd Batangas

Provincial Sports Complex

Bolbok, Batangas City

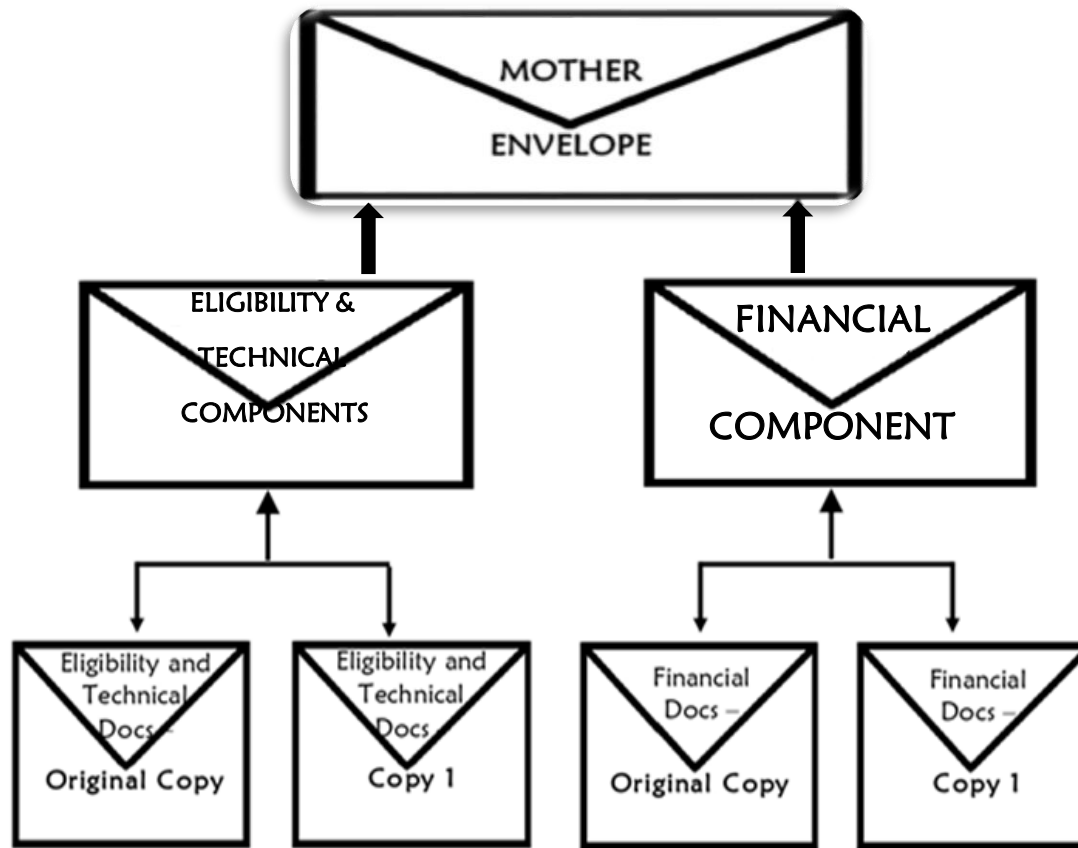
043-722-1437



## **Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.





The Procuring Entity is requesting one (1) additional hard copy of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

# Bid Security

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount of not less than **2% of ABC** if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  
or
- b. The amount of not less than **5% of ABC** if bid security is in Surety Bond.



## **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.



**Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 IRR updated as of April 15, 2023**

For the purpose of updating the Certificate of Registration and Membership, **all Class “A” eligibility documents** mentioned in this section supporting the veracity, authenticity and validity of the Certificate **shall remain current and updated**. The **failure** by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents **shall result in the automatic suspension of the validity of its Certificate** until such time that all of the expired Class “A” eligibility documents has been updated.



# List of Eligibility Documents that must be updated

<b>SEC Certificate</b>	Registration Date : 10-May-1993 (update if with amendment ) SEC Certificate Number : ASP6310111
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<b>DTI Certificate</b>	DTI Certificate Number : 1010101 Issued By / Signatory : Ramon M Lopez Registration Date : 27-Aug-2019 Expiration Date : 27-Aug-2024
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**Mayors Permit**

Expiration Date : 31-Dec-2023

Permit Number : 2001P0100

Place of Issue : Batangas City

Issued By / Signatory : Beverly Rose Dimacuha

Issuance Date : 6-Jan-2023

**Tax Clearance**

Expiration Date : 4-Nov-2023

TCC Number : RR5-25B-08-11-R0703-2023-M

Issued By / Signatory : Alicia DT Palmaria

Issuance date : 4-Nov-2022





**Audited  
Financial  
Statement**

Date of Filing : **must be 2023**

**Current Asset :**

**Total Asset :**

**Current Liabilities :**

**Total Liabilities :**

Name of Auditor :

BIR RDO Code :

Please refer to  
your AFS  
Financial  
Position



**Rating Factor** shall be used for On-site Post-Qualification in compliance to COA AOM No. 23-003 dated January 24, 2022 and IRR 2016 of RA 9184

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		<b>100</b>	
<b>I</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.35) =	
<b>FACTOR VALUE</b>			



The following templates are provided for easy reference, which may also be accessed through this link:

<https://www.gppb.gov.ph/downloadables.php>

1. Bid Form for the Procurement of Goods
2. Price Schedule for Goods Offered from Abroad
3. Price Schedule for Goods Offered from Within the Philippines
4. Bid Securing Declaration
5. Omnibus Sworn Statement



Bidders are highly encouraged to use the templates provided to minimize errors or omissions in the forms submitted. However, failure to use said templates is not a ground for disqualification, provided that the form submitted includes all the mandatory provisions required in the 2016 revised IRR of RA No. 9184 and its associated issuances and as identified in Item 6 of Circular 04-2020 dated September 16, 2020.





**Note:**

Failure to submit any of the mandatory requirements shall be a ground for rejection or disqualification of bid(s).



Proposed Timeline	
Preparation of Bidding Documents	June 3, 2023
Posting/Advertisement	June 11, 2023
Pre-Bid Conference	June 19, 2023
Opening of Bids	July 3, 2023
Bid Evaluation	July 4-5, 2023
Notice To Conduct Post-Qua	July 6, 2023
Post-Qualification of Documents submitted during Opening of Bids	July 7, 2023
On-Site Post-Qualification	July 11, 2023
Notice of Post-Qua Report	July 14, 2023
Resolution To Award	July 18, 2023
Notice of Award	July 20, 2023
Submission of Perf. Bond	July 21, 2023
Contract	July 24, 2023
NTP	July 26, 2023



## Reminders:

- All photocopied documents should be marked “certified true copy of the original” with corresponding signature of authorized representative or official of the prospective bidder/s.
- Bidders should have Table of Contents inside the folder and follow the sequence of items in the checklist of documents for submission and to use dog-ear codes/tabs to better facilitate the inspection process.



# Reminders:

1. Submit a **Letter of Intent** (signed by the owner of company), a copy of **PhilGEPS DRL** and an **SPA** (in case of representative) before purchasing Bidding Documents. Copy of Bidding Documents may be downloaded at PhilGEPS and Procuring Entity's website, sent through e-mail or supplier's USB. (green procurement – paperless transaction)
2. On the Submission and Opening of Bids, don't forget to sign in the Attendance Sheet.
3. All BAC Members who are present during the Opening of Bids are highly encouraged to complete the signing of bidding documents and the Checklist (Pass/Fail Criteria) before leaving the Conference Room.





# Open Forum

1. PR No. 2023-05-0050 - Lease of Venue for the conduct of Capacity Building of School Heads on Research Paper Appraisal and Technical Assistance Provision Batch 3 on August 1 - 3, 2023 and Batch 4 on August 8 - 10, 2023
2. PR No. 2023-05-0051 - Lease of Venue for the conduct of Upskilling of the TLE/ TVL Teachers on Developing Offline Digital Learning Resources on August 14-18, 2023



**See you on July 3, 2023**

**10:00 a.m.**

**SDO Conference Room**

**Opening of Bids**

**Thank You!**

**God Bless..**

