



Republic of the Philippines
DEPARTMENT OF HEALTH
CENTER FOR HEALTH DEVELOPMENT
Cordillera Administrative Region



BGHMC Compound, Baguio City 2600
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INVITATION FOR NEGOTIATED PROCUREMENT
(Two Failed Bidding)

PROCUREMENT OF BOARD & LODGING SERVICES AND HOTEL CATERING SERVICES FOR BAGUIO CITY

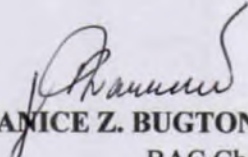
In view of two (2) failed biddings, the Department of Health-Center for Health Development-Cordillera Administrative Region (DOH-CHD-CAR) Bids and Awards Committee (BAC) invites interested bidders/suppliers in the negotiation for the **Procurement of Board and Lodging Services and Hotel Catering Services for Baguio City** for the different programs/activities of DOH-CHD-CAR in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

The DOH-CHD-CAR through the authorized appropriations under the General Appropriations Act intends to negotiate the total sum of **One Million Sixty-Nine Thousand Two Hundred Fifty Pesos (₱ 1,069,250.00)** being the Approved Budget for the Contract (ABC) to payments under the contract Procurement of Board and Lodging Services and Hotel Catering Services for Baguio City.

Interested Bidders may submit their bid proposals manually (hard copy) or electronically (guidelines on electronic submission is found on Annex E) in accordance with the attached Annex A-List of Requirements not later than 9:30 am on September 3, 2021 (Friday) at the BAC Secretariat Office, DOH-CHD-CAR, BGHMC Compound, Baguio City. Opening of Bids will be at 10:00 am on the same day at the DOH-CHD-CAR, Regional Training Center (RTC) Hall, BGHMC Compound, Baguio City.

The DOH-CHD-CAR reserves the right to accept or reject any bid, to annul the negotiation process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

For further information, please refer to:
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Department of Health-Center for Health Development-CAR
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JANICE Z. BUGTONG, MD, MM, CESE
BAC Chairperson *d*

LIST OF REQUIREMENTS

A. ELIGIBILITY DOCUMENTS	
(i)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u>
(ii)	Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, <u>and</u>
(iii)	Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; <u>and</u>
(v)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
B. TECHNICAL DOCUMENT	
(i)	Statement of Compliance to the Technical Specifications using the attached form (Annex B)
C. FINANCIAL DOCUMENT	
(i)	Bid submission using the attached Bid Form (Annex D)
Note: Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected during the bid opening.	

Compliance to Technical Specifications

Bidders/Suppliers must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

Specifications	Statement of Compliance
<p>Conditions: For Full-Board 1,400.00/pax/day which covers the following:</p> <ul style="list-style-type: none"> • Breakfast • AM and PM Snacks • Lunch • Dinner • Lodging <p>Hotel Catering:</p> <ul style="list-style-type: none"> • Snacks @ 100.00/pax • Lunch @ 250.00/pax 	
1. The hotel should comply with the provisions of Department of Tourism Administrative Order No. 2020-002: Guidelines on the Operations of Hotels and other accommodation establishments under a Community Quarantine	
2. The conference room and lodging quarters must comfortably accommodate the participants.	
3. Free use of Conference Room with clear sound system, microphones sanitized after every after usage (at least 2 microphones), extension cord, and Wi-Fi access at the conference room from 7:00 am to 6:00pm	
4. A full time operator of the sound system should be available to assist during the whole duration of the training/seminar.	
5. Conference room should be spacious (at least one (1) meter distance between participants) and should be able to accommodate the maximum/targeted/expected number of participants. Venue with multiple conference rooms should be sound proofed.	
6. There should be no columns/posts located at the conference hall that would block the direct view of any participant to the projector screen/s.	
7. The Conference Room should have good ventilation and lighting. It should also be free of musty smell.	
8. The Conference Room should be spacious enough if meals will be served in the same hall.	
9. Provision of free flowing Cordillera brewed coffee with creamer (no 3-in-1 instant coffee) and tea (i.e. mountain tea, lemon grass), muscovado or brown sugar.	

10. A hotel room should be provided for free to serve as a secretariat room to safe keep electronic devices and other properties.	
11. For lodging quarters, maximum of triple sharing, one (1) bed per person, No mattress on the floor. Cot bed/folding bed is acceptable.	
12. Bedrooms shall have functional amenities like hot and cold shower, television set with cable, towels, soap, shampoo, etc; should also be free of pests and undesirable smell (molds, dust, pests) and should have good lighting for studying and writing purposes. Bedroom should have windows that can be opened or exhaust fans. Beddings should not be tattered	
13. The hotel should have a standby generator in case of power outages.	
14. Free use of electricity when using electronic gadgets like laptops, overhead projector, printers and charging of phones.	
15. The Conference Hall should be prepared for use by the time the activity starts. Hotel management shall ask the training coordinator about the manner of arrangement of the tables and chairs.	
Other Conditions:	
1. DOH-CHD-CAR will set a minimum number of participants on the check in date up to lunch time of the first day of the activity.	
2. Since the first day of the activity/training determines the number of participants, DOH-CHD-CAR may reduce or increase the number of participants. Actual Headcount will start at PM Snack on the first day up to the last day of the activity/service.	
3. Only the official/invited registered guests per Hotel Room Assignment submitted by the supplier will be paid by DOH-CHD-CAR.	
4. The whole venue should be a no smoking zone.	
5. Must have appropriate access for Persons with Disabilities.	
Activities	
Board and lodging for Systems Thinking - Batch 1 on September 16-17, 2021, 35 pax	
Board and lodging for Systems Thinking - Batch 2 on October 14-15, 2021; 35 pax	
Board and lodging for Health Program Management on August 12-13, 2021; max. of 38 pax	
Board and lodging for the Advocacy Meeting and PIR for HEPOs and DMOs, 20 pax, 1.5 days on November 18, 2021	
Board and Lodging for 10 pax during the Conduct of research; "Lived Experiences of People with COVID-19 in the cordillera: A Descriptive Phenomenological inquiry" on August 16-17, 2021	
Board and Lodging, for Team Preparation of HIV IMPAC, 2 days, (16pax, 4 facilitators), Baguio City on August 26-27, 2021	
Board and lodging for Pharmaceuticals Meeting (20 pax 2 days) on December 3, 2021	
Board and Lodging for the "Conduct of Training of Trainers on Leadership for Adolescent and Youth Health Development (LAYHAD) Module 1 on October 4-8, 2021 Venue: Baguio City Training Days: 4 days	

No. of Target Participants: 10 pax No. of Facilitators: 2	
Board and Lodging for ESU Consultative meeting and Planning Workshop, 2 days, 40 pax, 3 facilitators, Baguio City on September 16-17, 2021	
Conduct of Family Planning Competency-Based Training Level II for Progestin Subdermal Implant Insertion and Removal Venue: Baguio City Training Days: 2 Target Participants: 20, on August 18-19, 2021 Board and Lodging 20 pax; 3 Support Staff; 5 Facilitators Day 0: 25 x 1,150= 23, 000 Day 1-2: 25 x 900= 45,000 25 x 900= 45,000 Day 3: 20 x 200= 4,000	
Board and Lodging for the Conduct of Training for Insertion of PPIUD: Hospital and Birthing Facilities; Venue: Baguio City Training Days: 2 Target Participants: 20 on September 15-16, 2021 20 pax; 3 Support Staff; 5 Facilitators Day 0: 25 x 1,150= 23, 000 Day 1-2: 25 x 900= 45,000 25 x 900= 45,000 Day 3: 20 x 200= 4,000	
Hotel Catering for the Final Review, Revision of the HSO AOP in Baguio City on October 20-22, 2021; 8 pax; Snacks and Lunch	
Hotel Catering for the conduct of the Semi-annual review and updating of the DRRM-H plan in Baguio City on October 12, 2021; 8 pax, snacks and lunch	
"Hotel Catering for the Providers Course Training for the Management of Acute Malnutrition among Under Five Children (PIMAM Training) for Baguio City on September 14-16, 2021, Hotel in Baguio City Meals and Snacks, 3 days, 40 pax Day 0: 10 X 600= 6,000 Day 1-3: 40 X 900 X 3 days = 108,000"	
"Hotel Catering for the Providers Course Training for the Management of Acute Malnutrition among Under Five Children (PIMAM Training) for Baguio City (for practicum clients) on July 2021, Hotel in Baguio City AM Snacks, 30 pax (for practicum clients) 30 pax X 100=3,000" September 16, 2021	
Hotel Catering for the Final Review, Revision of the HSO AOP in Baguio City on September 28-20, 2021; 8 pax, snacks and lunch	

I hereby certify to comply and deliver all the above requirements.

Name of Company/
Bidder

Signature Over Printed Name of
Representative

Date

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

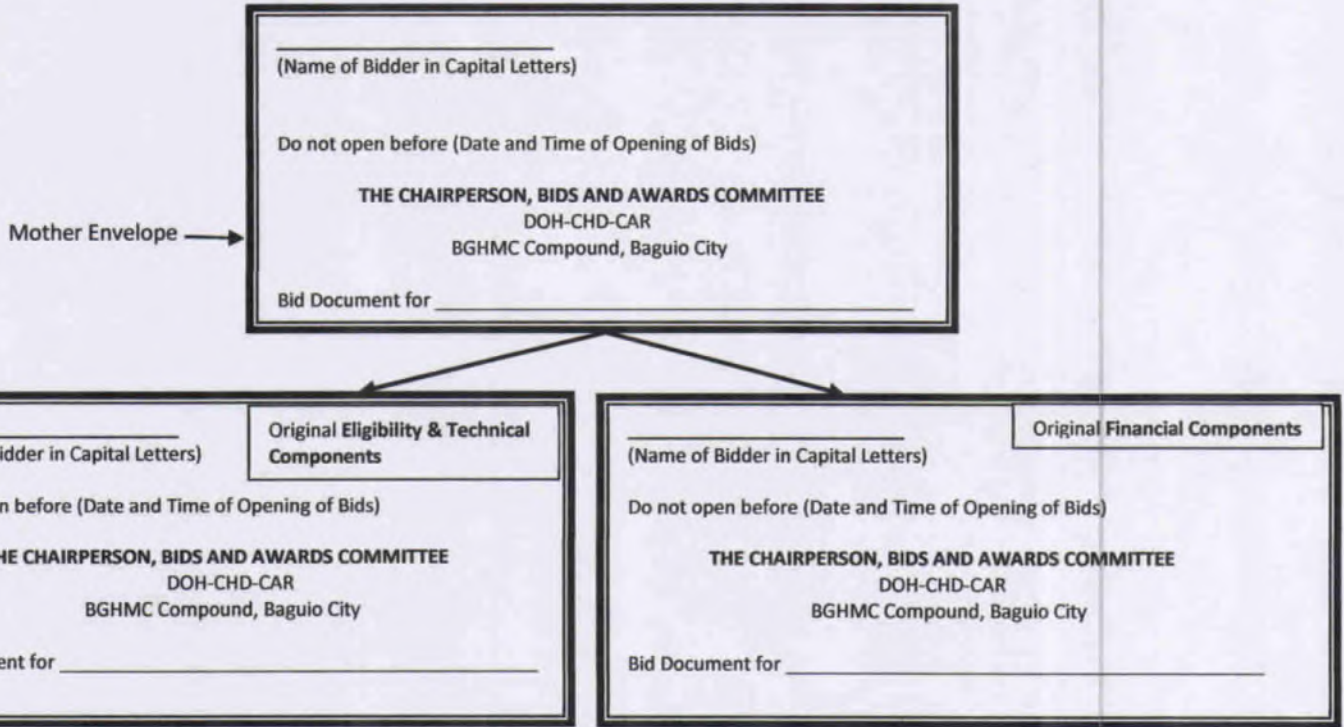
Total (figures and in words) ₱ _____

SPECIFIC INSTRUCTIONS for ONLINE SUBMISSION OF BIDS:

1. Create a Primary Folder. Label the folder as indicated in the Illustration provided for on page 9: Name of Bidder, Name of Procuring Entity, Title of Procurement.
2. Click open the Primary Folder and create two Secondary folders.
3. Label one Secondary Folder Envelope 1: "Eligibility & Technical Component", and label the other Secondary Folder Envelope 2. "Financial Component".
4. In the Secondary folder labeled Envelope 1: "Eligibility & Technical Component", save all the required electronic documents, after these are saved with a corresponding descriptive file name. Refer to the Checklist for Eligibility and Technical Documents. Make sure that all Class A and Class B requirements are saved in this folder/envelope.
5. In the Secondary folder labeled "Envelope 2, "Financial Component", save the file of the duly signed and accomplished Financial Bid Form.
6. Check the contents of each file folder to ensure that all documentary requirements are saved, with the correct corresponding file names.
7. After ensuring that all the necessary files are attached, go back to the Primary folder. Right click the folder then click "add to Archive".
8. A Windows menu will appear. Select and click the "Set password" command.
9. Type the password that you want, then click "Encrypt file name", then click "OK".
10. A zip or compressed file is automatically generated, with the same file name but in .rar file format.
11. Go to Google Chrome and search for Google Drive then log in to your account.
12. Click "NEW" in the upper left corner of your screen and select "File upload".
13. File Explorer will appear. Look for the compressed file you made earlier, then upload/open the file.
14. After uploading, right click the file you uploaded to Google Drive.
15. Select "Get Shareable Link". A windows panel will appear. Click on the turn link sharing "On" and Copy the link below.
16. Go to your email. Compose a new message and right click on the message box select "Paste".
17. Lastly, type the email address of the DOH CHD-CAR BAC Secretariat: bacsec.regular20@gmail.com. Click the "Send" button below the message box.
18. BAC Secretariat should acknowledge receipt of your bid, and generate the bid receipt page for the official time of submission, which you can save and/or print. The date and time indicated in the email received by the BAC shall be the official time of bid submission. Bids received by BAC after the deadline shall be rejected after receipt is acknowledged.
19. Only disclose the password for accessing the bidding documents during the time of bid opening, specifically just before the opening of your Bid Proposal. You will be requested to send the password via email to the BAC Secretariat's email address during the videoconference on the date of bid opening.

SEALING AND MARKING

I. Manual Submission of Bids



Note: ALL ENVELOPES MUST BE PROPERLY SEALED AND SIGNED. BIDDER/AUTHORIZED REPRESENTATIVE TO SIGN ANYWHERE IN THE ENVELOPES PREFERABLY ON THE FLAP

II. Online Submission of Bids

