



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SUBJECT : BID BULLETIN NO. 2

PROJECT : PROVISION OF BOARD & LODGING FOR THE 2025
REGIONAL ORIENTATION FOR CORE TRAINERS ON SNED
PB CLMD 2024-040 & PHILGEPS REF. NO. 1620584

DATE : January 28, 2025

This Bid Bulletin No. 2 is hereby issued for the information of prospective bidders in the above-mentioned project.

- 1. The dates of the activity are hereby reset on June 2-6, 2025 (Batch 1) and June 9-13, 2025 (Batch 2).*
- 2. Technical Specification for the project is referred to the attached document.*
- 3. The opening of bids is scheduled on February 7, 2025 at 2:00 PM, same venue while the deadline of submission of bids is 12:00 Noon of the same date at the Procurement Unit.*

Let copies of this Bid Bulletin be posted in the PhilGEPS, Website and Bulletin Board reserved for the BAC and be furnished all the prospective bidders, invited observers and the Office of the COA.


CRISTITO A. ECO
BAC Chairperson



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SPECIFICATION AND INCLUSION FOR THE VENUE OF THE TRAINING

Venue Requirements:

A. Location

- Accessible by all forms of transportation
- Proximity to accommodations for participants travelling from afar

B. Main Hall for Plenary Sessions:

- Capacity to seat at least 200-250 participants with enough space for social distancing
- Equipped with a high quality sound system and at least two large projection screens
- Good lighting and air conditioning
- Availability of a fast and reliable Wi-Fi connection capable of supporting at least 200 devices simultaneously
- Venue should be available from 7:00 AM -9:00 PM, including set up and breakdown times

C. Breakout Rooms

- At least five (5) separate rooms for concurrent sessions
- Each break out rooms should accommodate 50 participants with proper social distancing
- Equipped with sound system and at least one projector per room
- Adequate lighting and air-conditioning
- Fast and reliable wi-fi capable of supporting around 65 devices per room
- Enough space for outdoor activities

D. Catering and Refreshments:

- Morning and afternoon tea/coffee breaks with snacks
- Buffet style breakfast, lunch, and dinner with a variety of menu options (to be approved by the Project Management Team)
- Continuous supply of water and beverages throughout the training sessions
- Available Halal food for Muslim

E. Accommodation:

- Nearby or on-site guests room that accommodate two-three (2-3) persons in individual beds
- Essential amenities like hot showers and toiletries everyday
- Available rooms for team leaders and VIPs

F. Transportation and parking:

- Efficient transportation services from a central pick up point to the venue
- Ample parking space for participants who choose to drive



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G. Additional Facilities and Services:

- Medical services available on-site with a stocked first aid kit
- Regular sanitization of the venue, especially high-touch areas
- Provision of basic office supplies like notepads, pens, and flip charts
- Technical support staff for audio-visual and IT needs

H. Security and Safety:

- Adequate security personnel to ensure the safety of participants
- All areas should comply with local safety regulations including emergency exits and fire safety protocols

Additional Accommodation and Logistics Requirements Requests

1. Accommodation Requirements

- Day zero accommodation:
Accommodation for CLMD personnel and speakers
- Day one accommodation
Participants should be able to check-in upon arrival.

2. Room Arrangements:

- Provide comfortable rooms for participants with maximum of 3 persons per room
- Rooms should be equipped with basic amenities: air conditioning, Wi-Fi access, hot and cold shower, and comfortable beds
- Rooms for CLMD personnel and TWG should be prioritized for single or double occupancy for additional comfort

3. Meal arrangements:

- Day zero: dinner should be provided
- Day one:
First meal breakfast for CLMD personnel, speakers, and arriving participants
- Day 5:
Last meal: PM snacks for all participants, CLMD personnel, and speakers
- Breakfast, lunch dinner, AM snacks and PM snacks should be provided from Day 1 to day 5

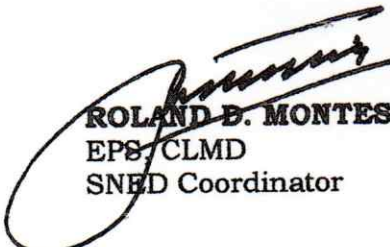
4. Other considerations:

- Ensure that conference rooms or meeting areas are available as needed.
- Provide a space for any technical or logistical requirements, such as audio-visual equipment, and internet access.
- Provide two breakout rooms with internet access and audio-visual equipment.
- Check-in and check-out procedures should be streamlined for the convenience of the participants.

5. Special Requirements:

- Provide water dispensers or bottled water for all rooms.
- Security should be available 24/7 to ensure the safety of all guests.

Very truly yours,



ROLAND B. MONTES
EPS/CLMD
SNED Coordinator

Noted:



for: **MICAH G. PACHECO**
EPS OIG-Chief, CLMD