



Republic of the Philippines
Department of Social Welfare and Development
Field Office X
Masterson Ave., Upper Carmen, Cagayan de Oro City

NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS

Procurement of Meals and Accommodation for DSWD FO X Trainings FY 2025 NNP NO. 2025-05-24-TFB

May 31, 2025

Table of Contents

Section I. Notice of Negotiated Procurement	3
Section II. Checklist of Technical and Financial Documents.....	6
Section III. Additional Documentary Requirements.....	9
Section IV. General Conditions of Contract.....	11
1. Scope of Contract.....	12
2. Advance Payment and Terms of Payment.....	12
3. Performance Security.....	12
4. Inspection and Tests.....	12
5. Warranty.....	12
6. Liability of the Supplier.....	13
Section V. Special Conditions of Contract.....	14
Section VI. Schedule of Requirements.....	17
Section VII. Terms of Reference.....	22
Section VIII. Bidding Forms	27

Section I. Notice of Negotiated Procurement

NOTICE OF NEGOTIATED PROCUREMENT
(Negotiated Procurement due to Two-Failed Biddings)
–NNP NO. 2025-05-24-TFB –

**PROCUREMENT OF MEALS AND
ACCOMMODATION FOR DSWD FO X TRAININGS
FY 2025**

1. The **Department of Social Welfare and Development Field Office X** through the **GAA 2025** intends to apply the sum of **Two Million Six Hundred Eighty Five Thousand Nine Hundred Fifty Pesos (Php 2,685,950.00)** only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Meals and Accommodation for DSWD FO X Trainings FY 2025.
2. The DSWD now invites technically, legally, and financially capable supplier for the project at hand. Interested suppliers are requested to submit the Technical and Financial Component as specified in the herein attached Checklist of Technical and Financial Documents.
3. The procurement procedure that will be adopted is Negotiated Procurement considering that there has been two failure of biddings pursuant to Section 35.1 of the Implementing Rules and Regulations (IRR) of Republic Act 12009 (R.A. 12009), otherwise known as the New Government Procurement Act (NGPA).

The procurement is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

The Bids and Awards Committee (BAC) will engage in negotiation a sufficient number of suppliers to ensure effective competition. If only one (1) bidder respond to the notice/invitation or posting, the BAC shall proceed with the negotiation subject to the rules prescribed in the IRR of RA 12009. The selection of the successful offers shall be based on the best and final offer that will be submitted on a specified date, which could meet the DSWD's minimum technical and financial requirements and does not exceed the ABC.

4. Interested Suppliers may obtain further information from DSWD FO X Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from **Monday to Friday (except holidays) at 8:00 AM to 5:00 PM.**
5. The deadline for the submission of quotation/proposal (Technical and Financial documents) is on **09 June 2025 at 09:00 a.m.** which shall be delivered at the **BAC Secretariat Office, 2nd Floor Main Building, DSWD Field Office X, Masterson Avenue, Upper Carmen, Cagayan de Oro City.** Late quotations/proposals shall not be accepted.

6. Virtual opening of quotations/proposal and negotiation shall be on **09 June 2025, 02:00 PM**, through videoconferencing via Google meet. Quotations will be opened in the presence of the suppliers' representatives who choose to attend the activity. The links will be provided upon submission of the documents.
7. The DSWD FO X reserves the right to accept or reject any proposal and to annul the procurement process at any time prior to contract award, without thereby incurring any liability to the affected suppliers.
8. For further information, please refer to:

ATTY. JUSTINE PHILLIP O. TADEO

Head, BAC Secretariat

DSWD Field Office X

Masterson Avenue, Upper Carmen, Cagayan de Oro City

Mobile No.0975-486-0960

bac.fo10@dswd.gov.ph

31 May 2025

BELLENE L. AHMAD

Chairperson, Bids and Awards Committee

Section II. Checklist of Technical and Financial Documents

DSWD FOX

Checklist of Technical and Financial Documents

Interested supplier shall submit one (1) original and two (2) more duplicate copies of its Technical and Financial Components duly marked, signed, and sealed by the Authorized Representative.

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR of RA No. 9184; and**

Technical Documents

- a) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- b) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 52.4.1.3 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents;

For this purpose, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to at fifty percent (50%) of the ABC. Contracts similar to the Project shall be:

- i. Procurement of Meals and Accommodation.
 - ii. Completed within **two (2) years** prior to the deadline for the submission and receipt of bids.
- c) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration;

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
a. Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	The amount of not less than Two Percent (2%) of the Total Approved Budget for the Contract (ABC)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank.	

c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	The amount of not less than Five Percent (5%) of the Total Approved Budget for the Contract (ABC)
d. Bid Securing Declaration - is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.	

The bid and bid security shall be valid for **one hundred twenty (120) calendar days** from the date of opening of quotation; **and**

- d) Conformity of with the Technical Specifications, which shall include schedule of requirements, and manpower requirements;
- e) Original duly signed Omnibus Sworn Statement (OSS); in the case of a corporation, partnership or cooperative, an Original Notarized Secretary's Certificate or Board Resolution authorizing the representative; or Original Notarized Special Power of Attorney of all members of the joint venture giving full power and authority to its authorized representative to sign the OSS; or Original Notarized Special Power of Attorney executed in favor of the authorized representative in case of sole-proprietorship to do acts to represent the Bidder.

Financial Documents

- f) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- h) Original of duly signed and accomplished Financial Bid Form; **and**
- i) Original of duly signed and accomplished Price Schedule(s).

Section III. Additional Documentary Requirements

DSWD FOX

ADDITIONAL DOCUMENTARY REQUIREMENTS

The following documents shall be submitted upon request by the BAC on a specified date/within the prescribed period of submission.

- i. Best and Final Offer;
- ii. Post Qualification requirements –
 - a. Latest Income Tax Returns (ITR) covering the immediately preceding year filed and paid through the Electronic Filing and Payment System (eFPS) of the BIR; and
 - b. Latest Business Tax Returns (BTR)¹ for the last six (6) months preceding the date of bid submission filed and paid through the Electronic Filing and Payment System (eFPS) of the BIR.

To guarantee the faithful performance by the contractor of its obligations under the Contract, it shall submit a performance security, within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract, to wit:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty Percent (30%)

Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate the procedure to the next LCRB identified and selected for recommendation of contract award.

¹ Latest Business Tax Returns refers to Value Added Tax (VAT) or Percentage tax returns pursuant to BIR Revenue Regulation 3-2005

Section IV. General Conditions of Contract

DSWD FOX

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 112.1 and 112.2 of the IRR of RA No. 12009 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Section 71.1.5 of the IRR of RA No. 12009.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. 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 68 of the IRR of RA No. 12009.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Terms of Reference)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 90.1 of the IRR of RA No. 12009.

5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines. If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are specified in Section VI (Schedule of Requirements).</p> <p>Delivery of the Goods/Services shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>Insurance –</p> <p>The Goods supplied under this Contract shall be fully insured by the</p>

	<p>Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be after each activity, or as agreed by both parties, upon submission of complete and correct supporting documents.
4	No further instructions.

Section VI. Schedule of Requirements

Schedule of Requirements

Procurement of Meals and Accommodation for DSWD FO X Trainings FY 2025

FULL BOARD AND LODGING				
(2 nights overnight accommodation, 6 meals, and 4 snacks)				
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
• Free use of electricity for charging of electronic devices and sufficient extension cords				
• Air-conditioned rooms, en suite toilet and shower with free use of towels				
• Room Capacity: 4-5 pax per room				
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants				
• With parking space that can accommodate 30-50 vehicles				
• Stable internet connection:				
- Download: 100Mbps				
- Upload: 60Mbps				
- back to back session				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Training on Data Quality Management and Statistical Analysis Using Stata	55	3	July 16-18, 2025
2	Knowledge Sharing Session (KSS) on FDS Foundational Topics and Transformative Learning Path for Civil Society Organizational Partners	35	3	July 29-31, 2025
3	Skills Enhancement Training for 4Ps Technical Staff: Data Analysis and Interpretation cum Technical Writing	33	3	August 12-15, 2025

FULL BOARD AND LODGING				
(3 nights overnight accommodation, 9 meals, and 6 snacks)				
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
• Free use of electricity for charging of electronic devices and extension cords				
• Air-conditioned rooms, en suite toilet and shower with free use of towels				
• Room Capacity: 4-5 pax per room				
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants				
• With parking space that can accommodate 30-50 vehicles				
• Stable internet connection: - Download: 100Mbps - Upload: 60Mbps - back to back session				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Training on Gender Responsive Case Management with 4Ps Kilos Unlad Framework for New City/Municipal Links (Batch 1)	50	4	July 8-11, 2025
2	Training on Gender Responsive Case Management with 4Ps Kilos Unlad Framework for New City/Municipal Links (Batch 2)	50	4	July 15-18, 2025
3	Regional Rollout Training in the Year 3 Implementation of Seven-year Transformative Learning Path (Batch 1)	55	4	August 5-8, 2025
4	Regional Rollout Training in the Year 3 Implementation of Seven-year Transformative Learning Path (Batch 2)	55	4	August 12-15, 2025
5	Capability Building Intervention on Culture and Indigenous People Sensitivity cum Orientation on Child Marriage Law	55	4	September 2-5, 2025

FULL BOARD AND LODGING				
(1 night overnight accommodation, 3 meals, and 2 snacks)				
• Meals: 3-4 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
• Free use of electricity for charging of electronic devices and extension cords				
• Air-conditioned rooms, en suite toilet and shower with free use of towels				
• Room Capacity: 2-4 pax per room				
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 1	53	1	August 7-8, 2025
	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 2	52	1	August 8-9, 2025

FULL BOARD AND LODGING				
(1 night overnight accommodation, 3 meals, and 2 snacks)				
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
• Free use of electricity for charging of electronic devices and extension cords				
• Air-conditioned rooms, en suite toilet and shower with free use of towels				
• Room Capacity: 4-5 pax per room				
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Regional IP Consultation Meeting 2025	20	1	August 7, 2025

MEALS AND SNACKS WITH VENUE				
(1 meal and 2 snacks)				
• Meals: 3-4 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	EPAHP Regional Convergence Team Meeting (2nd Semester)	40	1	October 28, 2025

MEALS AND SNACKS WITH VENUE				
(1 meal, and 2 snacks)				
• Meals: 2-4 viands with rice, soup, dessert, and softdrinks				
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco				
• Buffet-style serving				
• Free flowing coffee				
• Free use of wireless internet access				
• Free use whiteboard and LCD screen				
• Air-conditioned Function Room				
• Free use of electricity for charging of electronic devices and extension cords				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 1	15	1	August 7-8, 2025
	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 2	10	1	August 8-9, 2025
2	Regional IP Consultation Meeting 2025	10	1	August 7, 2025
3	Regional and Provincial Administrative Assistants Semestral Meeting 2025	40	1	August 20, 2025

The supplier and the end-user shall coordinate with each other 3 calendar days prior to the conduct of each activity listed above.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS*****

Section VII. Technical Specifications

Technical Specifications

Procurement of Meals and Accommodation for DSWD FO X Trainings FY 2025

Bidders must state either “Comply” or “Not Comply” in the Statement of Compliance column to each indicated parameter or specification. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

compliant to the indicated parameters or specification/s to avoid failure of your bids.

SPECIFICATIONS					STATEMENT OF COMPLIANCE
FULL BOARD AND LODGING					
(2 nights overnight accommodation, 6 meals, and 4 snacks)					
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
• Free use of electricity for charging of electronic devices and extension cords					
• Air-conditioned rooms, en suite toilet and shower with free use of towels					
• Room Capacity: 4-5 pax per room					
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants					
• With parking space that can accommodate 30-50 vehicles					
• Stable internet connection: - Download: 100Mbps - Upload: 60Mbps - back to back session					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	Training on Data Quality Management and Statistical Analysis Using Stata	55	3	July 16-18, 2025	
2	Knowledge Sharing Session (KSS) on FDS Foundational Topics and Transformative Learning Path for Civil Society Organizational Partners	35	3	July 29-31, 2025	
3	Skills Enhancement Training for 4Ps Technical Staff: Data Analysis and Interpretation cum Technical Writing	33	3	August 12-15, 2025	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
FULL BOARD AND LODGING					
(3 nights overnight accommodation, 9 meals, and 6 snacks)					
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
• Free use of electricity for charging of electronic devices and extension cords					
• Air-conditioned rooms, en suite toilet and shower with free use of towels					
• Room Capacity: 4-5 pax per room					
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants					
• With parking space that can accommodate 30-50 vehicles					
• Stable internet connection: - Download: 100Mbps - Upload: 60Mbps - back to back session					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	Training on Gender Responsive Case Management with 4Ps Kilos Unlad Framework for New City/Municipal Links (Batch 1)	50	4	July 8-11, 2025	
2	Training on Gender Responsive Case Management with 4Ps Kilos Unlad Framework for New City/Municipal Links (Batch 2)	50	4	July 15-18, 2025	
3	Regional Rollout Training in the Year 3 Implementation of Seven-year Transformative Learning Path (Batch 1)	55	4	August 5-8, 2025	
4	Regional Rollout Training in the Year 3 Implementation of Seven-year Transformative Learning Path (Batch 2)	55	4	August 12-15, 2025	
5	Capability Building Intervention on Culture and Indigenous People Sensitivity cum Orientation on Child Marriage Law	55	4	September 2-5, 2025	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
FULL BOARD AND LODGING					
(1 night overnight accommodation, 3 meals, and 2 snacks)					
• Meals: 3-4 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
• Free use of electricity for charging of electronic devices and extension cords					
• Air-conditioned rooms, en suite toilet and shower with free use of towels					
• Room Capacity: 2-4 pax per room					
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 1	53	1	August 7-8, 2025	
	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 2	52	1	August 8-9, 2025	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
FULL BOARD AND LODGING					
(1 night overnight accommodation, 3 meals, and 2 snacks)					
• Meals: 2-3 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
• Free use of electricity for charging of electronic devices and extension cords					
• Air-conditioned rooms, en suite toilet and shower with free use of towels					
• Room Capacity: 4-5 pax per room					
• Provision of soap, shampoo, conditioner, toothbrush, and toothpaste for all participants					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	Regional IP Consultation Meeting 2025	20	1	August 7, 2025	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
MEALS AND SNACKS WITH VENUE					
(1 meal and 2 snacks)					
• Meals: 3-4 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	EPAHP Regional Convergence Team Meeting (2nd Semester)	40	1	October 28, 2025	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
MEALS AND SNACKS WITH VENUE					
(1 meal, and 2 snacks)					
• Meals: 2-4 viands with rice, soup, dessert, and softdrinks					
• Snacks: 1 set of snack with drinks - either fruit juice, iced tea or hot choco					
• Buffet-style serving					
• Free flowing coffee					
• Free use of wireless internet access					
• Free use whiteboard and LCD screen					
• Air-conditioned Function Room					
• Free use of electricity for charging of electronic devices and extension cords					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	
1	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 1	15	1	August 7-8, 2025	
	Semestral IPC Checkpoint (RPMO and Field Staff) Batch 2	10	1	August 8-9, 2025	
2	Regional IP Consultation Meeting 2025	10	1	August 7, 2025	
3	Regional and Provincial Administrative Assistants Semestral Meeting 2025	40	1	August 20, 2025	

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Section VIII. Bidding Forms

Bid Form
[shall be submitted with the Bid]

BID FORM

Date: _____
NNP No.: 2025-05-24-TFB

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.

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: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ NNP No. 2025-05-24-TFB Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
TOTAL CONTRACT/BID PRICE (inclusive of all applicable taxes)									

Name: _____

Legal capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
TOTAL CONTRACT/BID PRICE (inclusive of all applicable taxes)								

Name: _____

Legal capacity: _____

Signature: _____

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

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION NNP No.: 2025-05-24-TFB

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Certification from Insurance Commission

NOTE: Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

CERTIFICATION

This is to certify that *[insert Name of Insurance Company]* is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under *[insert Certificate of Authority Number]* effective *[insert date of period of effectivity]*, unless sooner revoked or suspended for cause.

It is certified, moreover, that *[insert Name of Insurance Company]* is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder's Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that *[insert Name of Insurance Company]* issued a surety bond under *[insert Bond No.]* to *[insert Name of Service Provider or Supplier]* in favor of **Department of Social Welfare and Development Field Office X** in the amount of *[insert amount]* for the *[insert Name of the Project]*.

This certification is issued upon the request of *[insert Name of the Authorized Representative]* of *[insert Name of Insurance Company]*, pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of RA 9184.

Issued on the *[insert date]* in *[insert Place]*.

For the Insurance Commissioner
[insert name of Authorized Representative]
[insert Position and Office]
Paid under *[insert Official Receipt No.]*

**Statement of All On-Going Government and Private Contracts,
Including Contracts Awarded but Not Yet Started, Whether Similar
or Not Similar in Nature and Complexity to the Contract to be Bid**

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

Note: *The **Notice of Award, Contract or Purchase Order or Notice to proceed** must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement.*

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Statement of Single Largest Completed Contract (SLCC)² Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address				b. Date Started
	c. Contact Nos.		Description	%	c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: The following documents must be attached to support this statement: **(a) Sales Invoice³ or (b) User's Certificate of Acceptance/Completion³ or (c) Official Receipts³**

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

² The Bidder must have completed, within the period specified in Letter (c) of Section II. Checklist of Technical and Financial Documents of the Notice of Negotiated Procurement.

³ Pursuant to GPPB Circular No. 04-2020 under Clause 6.1 (k)(ii) and 6.4.

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

Business Name: _____

Business Address: _____

The bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid in the amount of **Two Million Six Hundred Eighty Five Thousand Nine Hundred Fifty Pesos (Php 2,685,950.00)** calculated as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by 15	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Name: _____

Legal capacity: _____

Signature: _____

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

DSWD FOX