

SUPPLEMENTAL / BID BULLETIN NO. 2

TITLE : Procurement of Full Board Accommodation for Various Trainings of 4Ps Staff FY 2026 (Early Procurement Activity)

IB NO. : DSWD10-2025-10-EPA

DATE : 20 November 2025

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the Response on the Question/Clarification of the Prospective Bidders, and the Amendments/Changes in the Bidding Documents, to wit:

Amendments/Changes in the Bidding Documents

Section I. Invitation to Bid

PARTICULARS	FROM	TO
<p style="text-align: center;">Section I. Invitation to Bid</p> <p style="text-align: center;">Deadline for the Submission of Bids</p>	<p>Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before 24 November 2025, 09:00 am. Late bids shall not be accepted.</p>	<p>Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before 01 December 2025, 09:00 am. Late bids shall not be accepted.</p>
<p style="text-align: center;">Section I. Invitation to Bid</p> <p style="text-align: center;">Opening of Bids</p>	<p>Bid opening shall be on 24 November 2025, 01:30 pm, via google meet. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.</p>	<p>Bid opening shall be on 01 December 2025, 02:30 pm, via google meet. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.</p>
<p style="text-align: center;">Section III. Bid Data Sheet</p> <p style="text-align: center;">ITB Clause 18.1</p>		<p>Each Bidder shall submit one (1) original and one (1) more duplicate copy of its Bid, which shall be properly marked, signed, and sealed, as follows:</p> <ul style="list-style-type: none"> ➤ ORIGINAL COMPONENT ENVELOPE (BLUE ENVELOPE) Enclose the Original eligibility and technical documents in one sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT" and the Original financial component in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT". Seal both envelopes in an outer envelope marked "ORIGINAL COMPONENT ENVELOPE" ➤ COPY COMPONENT ENVELOPE (RED ENVELOPE) Enclose the certified true copies of eligibility and technical documents in one sealed envelope marked "COPY –

		<p>TECHNICAL COMPONENT” and the certified true copies of financial component in another sealed envelope marked “COPY – FINANCIAL COMPONENT”. Seal both envelopes in an outer envelope marked “COPY COMPONENT ENVELOPE”.</p> <p>The Original and Copy Component Envelopes, shall then be CONTAINED in ONE ENVELOPE (OVERALL BID COMPONENT ENVELOPE) in any color, duly marked, signed, and sealed.</p>
ITB Clause 19	<p>The address for the submission of Bids is 2nd Floor Main Building, DSWD FO X, Masterson Avenue, Upper Carmen, Cagayan de Oro City.</p> <p>The deadline for the submission of Bids is 24 November 2025, 09:00 am.</p>	<p>The address for the submission of Bids is 2nd Floor Main Building, DSWD FO X, Masterson Avenue, Upper Carmen, Cagayan de Oro City.</p> <p>The deadline for the submission of Bids is 01 December 2025, 09:00 am.</p>
<p>Section III. Bid Data Sheet</p> <p>ITB Clause 22.1</p>	<p>The bid opening is through videoconferencing via google meet.</p> <p>The date and time of bid opening is 24 November 2025, 01:30 pm.</p>	<p>The bid opening is through videoconferencing via google meet.</p> <p>The date and time of bid opening is 01 December 2025, 02:30 pm.</p>
Section VI. Schedule of Requirements		<i>*Please see the attached updated Schedule of Requirements</i>
Section VII. Technical Specifications		<i>*Please see the attached updated Technical Specifications</i>
Section VIII. Philippine Bidding Document Related Forms		<p><i>Additional Forms:</i></p> <p><i>a. Statement of All On-Going Government and Private Contracts</i></p> <p><i>b. Statement of Single Largest Completed Contract</i></p> <p><i>c. Computation of Net Financial Contracting Capacity (NFCC)</i></p> <p><i>*Please see below</i></p>
Section IX. Checklist of Technical and Financial Documents		<i>*Please see the attached updated Checklist of Technical and Financial Documents</i>

Schedule of Requirements

Procurement of Full Board Accommodation for Various Trainings of 4Ps Staff FY 2026 (Early Procurement Activity)

SPECIFICATIONS				
3 MEALS, 2 SNACKS AND ACCOMMODATION				
<ul style="list-style-type: none"> ➤ Meals: Rice with 4 Viands, Soup, Dessert, and Softdrinks ➤ Snacks: 2 Set of Snacks with Drinks either fruit juice, iced tea or hot choco) ➤ Buffet-style serving ➤ Free flowing Coffee ▪ Free Strong Wireless Internet Access ▪ Free use of whiteboard, and LCD Screen ▪ Air-Conditioned Function Room ▪ Free use of electricity for charging of electronic devices and extension cords ▪ Air-conditioned rooms, ensuite 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 ▪ With parking space ▪ Stable internet connection: Download: 100 Mbps Upload: 60 Mbps 				
ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Learning and Development Intervention on Gender Sensitivity for 4Ps Field Implementers	65	2	May 18-19, 2026
2	Skills Enhancement Training on FDS Modules through Interactive Facilitation and Inclusive Group Dynamics for 4Ps Field Implementers	65	2	June 10-11, 2026
3	Capability Building Intervention on Online Sexual Abuse and Exploitation for Children for FDS Implementation	65	1	June 25, 2026

SPECIFICATIONS

2 MEALS, 2 SNACK AND ACCOMMODATION

- Inclusive of Lunch, and Dinner (Rice with 4 Viands, Soup, Dessert, and Softdrinks)
- Inclusive of AM and PM Snack (2 Sets of Snack with Drinks either fruit juice, iced tea or hot choco)
- Buffet-style serving
- Free flowing Coffee

- Free Strong Wireless Internet Access
- Free use of whiteboard, and LCD Screen
- Air-Conditioned Function Room
- Free use of electricity for charging of electronic devices and extension cords
- Air-conditioned rooms, ensuite toilet and shower with free use of towels
- Room capacity: 2-3 pax per room
- Provision of Soap, Shampoo, Conditioner, Toothbrush, and Toothpaste for all Participants
- With parking space
- Stable internet connection:
Download: 100 Mbps
Upload: 60 Mbps

ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Learning and Development Intervention on Gender Sensitivity for 4Ps Field Implementers	65	1	May 17, 2026
2	Skills Enhancement Training on FDS Modules through Interactive Facilitation and Inclusive Group Dynamics for 4Ps Field Implementers	65	1	June 9, 2026
3	Capability Building Intervention on Online Sexual Abuse and Exploitation for Children for FDS Implementation	65	1	June 24, 2026

SPECIFICATIONS

1 MEAL AND 1 SNACK WITH VENUE

- Meal: Rice with 2 Viands, Soup, Dessert and Softdrinks
- Snacks: 1 Set of Snack with drinks – either fruit juice, iced tea or hot choco
- Air-Conditioned Function Room
- With parking space
- Stable internet connection:
Download: 100 Mbps
Upload: 60 Mbps

ITEM NO	TITLE OF ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE
1	Learning and Development Intervention on Gender Sensitivity for 4Ps Field Implementers	65	1	May 20, 2026
2	Skills Enhancement Training on FDS Modules through Interactive Facilitation and Inclusive Group Dynamics for 4Ps Field Implementers	65	1	June 12, 2026
3	Capability Building Intervention on Online Sexual Abuse and Exploitation for Children for FDS Implementation	65	1	June 26, 2026

For the final schedule of the above-listed activities, the supplier and the end-user shall coordinate with each other three (3) calendar days prior to the conduct of each activity listed above.

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

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

Technical Specifications

Procurement of Full Board Accommodation for Various Trainings of 4Ps Staff FY 2026 (Early Procurement Activity)

SPECIFICATIONS					STATEMENT OF COMPLIANCE
3 MEALS, 2 SNACKS AND ACCOMMODATION					
<ul style="list-style-type: none"> ➤ Meals: Rice with 4 Viands, Soup, Dessert, and Softdrinks ➤ Snacks: 2 Set of Snacks with Drinks either fruit juice, iced tea or hot choco) ➤ Buffet-style serving ➤ Free flowing Coffee ▪ Free Strong Wireless Internet Access ▪ Free use of whiteboard, and LCD Screen ▪ Air-Conditioned Function Room ▪ Free use of electricity for charging of electronic devices and extension cords ▪ Air-conditioned rooms, ensuite 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 ▪ With parking space ▪ Stable internet connection: Download: 100 Mbps Upload: 60 Mbps 					
ITEM NO	TITLE OF ACTIVITY	NO. OF PAX	NO. OF DAYS	TENTATIVE TRAINING SCHEDULE	STATEMENT OF COMPLIANCE
1	Learning and Development Intervention on Gender Sensitivity for 4Ps Field Implementers	65	2	May 18-19, 2026	
2	Skills Enhancement Training on FDS Modules through Interactive Facilitation and Inclusive Group Dynamics for 4Ps Field Implementers	65	2	June 10-11, 2026	
3	Capability Building Intervention on Online Sexual Abuse and Exploitation for Children for FDS Implementation	65	1	June 25, 2026	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
<p align="center">2 MEALS, 2 SNACK AND ACCOMMODATION</p> <ul style="list-style-type: none"> ➤ Inclusive of Lunch, and Dinner (Rice with 4 Viands, Soup, Dessert, and Softdrinks) ➤ Inclusive of AM and PM Snack (2 Sets of Snack with Drinks either fruit juice, iced tea or hot choco) ➤ Buffet-style serving ➤ Free flowing Coffee <ul style="list-style-type: none"> ▪ Free Strong Wireless Internet Access ▪ Free use of whiteboard, and LCD Screen ▪ Air-Conditioned Function Room ▪ Free use of electricity for charging of electronic devices and extension cords ▪ Air-conditioned rooms, ensuite toilet and shower with free use of towels ▪ Room capacity: 2-3 pax per room ▪ Provision of Soap, Shampoo, Conditioner, Toothbrush, and Toothpaste for all Participants ▪ With parking space ▪ Stable internet connection: Download: 100 Mbps Upload: 60 Mbps 					
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3	Capability Building Intervention on Online Sexual Abuse and Exploitation for Children for FDS Implementation	65	1	June 24, 2026	

SPECIFICATIONS					STATEMENT OF COMPLIANCE
<p style="text-align: center;">1 MEAL AND 1 SNACK WITH VENUE</p> <ul style="list-style-type: none"> ➤ Meal: Rice with 2 Viands, Soup, Dessert and Softdrinks ➤ Snacks: 1 Set of Snack with drinks – either fruit juice, iced tea or hot choco ▪ Air-Conditioned Function Room ▪ With parking space ▪ Stable internet connection: Download: 100 Mbps Upload: 60 Mbps 					
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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: _____

**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		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
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		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

Note: The *Notice of Award or Contract/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)¹ 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		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Sales Invoice² or (b) User's Certificate of Acceptance/Completion² or (c) Official Receipts²*

Name: _____
 Legal Capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____
 Date: _____

¹The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 5.4 of Section III. Bid Data Sheet, a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.5 of Section III. Bid Data Sheet.

²Pursuant to GPPB Circular No. 04-2020 under Clause 6.1 (k) (ii) and 6.4

Computation of Net Financial Contracting Capacity (NFCC)

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 **One Million Two Hundred Forty Eight Thousand Pesos Only (Php 1,248,000.00)** 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: _____

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- a) PhilGEPS Certificate of Registration (Platinum Membership) (all pages) in accordance with Section 20 of the IRR of RA No. 12009; and

Technical Documents

- b) Statement 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
- c) Statement of the bidder's SLCC similar to the procurement project, except under conditions provided for in Sections 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; and
- d) Original Copy of Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15; and
- e) Conformity with the Technical Specifications, which shall include schedule of requirements, and manpower requirements; and
- f) 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

- g) 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

- h) If applicable, a valid joint venture agreement (JVA), in case the joint venture is already in existence; or in the absence of a JVA, duly notarized statements

from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;

II. FINANCIAL COMPONENT ENVELOPE

- a) Original of duly signed and accomplished Financial Bid Form; and
- b) Original of duly signed and accomplished Price Schedules in accordance with ITB Clause 13.1.

Other documentary requirements under RA No. 12009 (as applicable)

- a) For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product;
- b) *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

Note: The bidder must carefully read the full description of the above requirements, and submit the said requirements as specified.

The bidders are required to provide a Table of Contents, and corresponding label for each submitted Technical and Financial Component document to ensure that the submitted requirements are complete.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.


BELLENE L. AHMAD
Chairperson, Bids and Awards Committee

Please accomplish the portion below and email at bac.fo10@dswd.gov.ph.

Received from DSWD FO X, **Supplemental/Bid Bulletin No. 2** for the **Procurement of Full Board Accommodation for Various Trainings of 4Ps Staff FY 2026 (Early Procurement Activity) (IB No. DSWD10-2025-10-EPA)**.

RECEIVED BY : _____ DATE: _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____

