



Republic of the Philippines
Department of Education
CARAGA REGION



BID BULLETIN NO. 111994651-01
BIDS AND AWARDS COMMITTEE

To: **ALL PROSPECTIVE BIDDERS**

Project Name: Procurement of Meals and Snacks with Venue and Accommodation for the Regional Training on Mental Health and Psychological First Aid for DRRM Coordinators, Health Focal Persons and Guidance Counselors on June 24-27, 2025

Subject: AMENDMENT OF SPECIFICATIONS IN THE BIDDING DOCUMENTS

Date: May 30, 2025

1. This Supplemental/Bid Bulletin is issued to modify and/or amend item/s in the Bidding documents of the project indicated above. This shall form an integral part of the Bidding Documents.
2. Relative to the abovementioned project, amendment on some provisions will read as follows:
 - a. Bidding Documents, Sec. 1, Invitation to Bid, Item. No. 5, on the sale of bidding document, shall read as follows:
 - *A complete set of Bidding Documents may be acquired by interested Bidders starting **May 20, 2025 to June 5, 2025**, 8:00 AM to 5:00 PM.*
 - b. Bidding Documents, Sec. VI1, Technical Specifications, is revised to read as follows:

Technical Specifications for Venue and Accommodation:

1. Accommodation Requirements

- Capacity: Rooms to accommodate 200 participants
- Room Sharing: 2-3 persons per room only (no bunk beds)
- Bed Type: Individual single beds for each guest (no shared beds or mattresses)
- Bedding: Fresh, clean bed linens, pillows, and blankets provided per occupant
- Bathroom Facilities:
 - o Private comfort room per room
 - o Clean and well-maintained
 - o Equipped with functional toilet, shower with hot and cold water, soap, shampoo, hygiene kit (toothbrush and toothpaste) and tissue
- Room Cleanliness:

Address: J.P. Rosales Avenue, Butuan City
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- o Daily housekeeping services
- o Well-ventilated, well-lit, and pest-free
- Power Supply:
- o Sufficient power outlets for each room
- o Backup/standby generator for uninterrupted electricity supply

2. Internet and Connectivity

- Internet Speed: Minimum of 15–20; suitable to support 200 concurrent users
- Wi-Fi Coverage: Strong and stable signal in all rooms, session halls, and common areas
- Technical Support: On-call IT support available for the entire event duration

3. Function and Activity Areas

- Main Plenary Hall:
 - o Must accommodate at least 200 participants comfortably
 - o Equipped with LCD projector/screen and functioning sound system
 - o At least three microphones with newly installed batteries
 - o Good acoustics and ventilation
- Breakout Rooms:
 - o Minimum of three breakout rooms/halls for simultaneous sessions
 - o Each room must accommodate 30–60 persons depending on session design
 - o Equipped with projector or TV screen, whiteboard, tables, and chairs
 - o Flexible seating arrangements
- Power Supply:
 - o Sufficient electrical outlets in each room
 - o Backup generator to ensure uninterrupted sessions

4. Catering and Meals

- Meal Provision:
 - o Full-board meals for 200 participants: breakfast, lunch, and dinner
 - o Two light snacks per day (morning and afternoon)
- Drinking Water and Free Flowing Coffee: Readily available across all venue areas
- Dining Area: Must accommodate 200 pax, clean and well-ventilated

For information and guidance.

Handwritten signature
PEDRO TENEBRO ESCOBARTE, JR.
 Director III/Asst. Regional Director
 BAC Chairperson

ASD/edm
 05/30/2025



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