



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 10659283
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Meals with Venue for the Moral Empowerment Seminar for All RO Employees on March 21, 2024
Area of Delivery Agusan Del Norte

Solicitation Number:	2024-03-0142	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Hotel and Lodging and Meeting Facilities		
Approved Budget for the Contract:	PHP 82,200.00	Document Request List	1
Delivery Period:	1 Day/s		
Client Agency:		Date Published	14/03/2024
Contact Person:	Pedro T. Escobarte, Jr. Assistant Regional Director J.P. Rosales Avenue Butuan City Agusan Del Norte Philippines 8600 63-85-3428207 63-85-8752021 caraga@deped.gov.ph	Last Updated / Time	14/03/2024 00:00 AM
		Closing Date / Time	18/03/2024 10:00 AM

Description

Meals with venue for 137 pax

SPECIFICATIONS:

Venue

- * A venue within Butuan City
- * The 137 participants must be accommodated in one venue

Buffet Meals (AM snacks, lunch and PM Snacks) and Requirements

- * for lunch: 2 main dishes (fish/meat/chicken) vegetables or soup, dessert and drinks
- * AM and PM snacks with drinks
- * Candies and chips
- * Free brewed coffee and purified/mineral water
- * Stand-by waiters

Function Hall

- * two doors for entrance and exit
- * well-lighted and well-ventilated
- * availability of complete and clear audio-visual equipment, clear sound system, clear microphone, extension cords, microphone stands, lectern, etc.)
- * strong and unlimited access to internet/wi-fi in all areas of the venue
- * plenary hall can accommodate at least 137 pax, to ensure enough space to move around for group activities and with adequate soundproofing and maintain social distancing
- * ensures to follow standard health protocols
- * no pillars or posts at the middle of the function room, or anything that may obstruct and distract participant's view
- * waived charges on electricity (laptops, LCD, printer, etc.)

Other Requirements

- * provision for backdrop/tarpaulin for activity
- * maintaining cleanliness – function hall, restrooms, sleeping quarters, hallway, coffee/tea area station, dining area
- * readily available meal buffer
- * free use of serviceable vehicle (for emergency purposes)
- * table for the Secretariat (registration area)
- * with available parking area for at least 20-30 vehicles

Created by Pedro T. Escobarte, Jr.

Date Created 13/03/2024

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