

Republic of the Philippines  
**University of the Philippines Mindanao**  
Mintal, Tugbok District, Davao City

Date: 23 May 2022

**BID BULLETIN NO. 01**  
**Provision of Venue, Accommodation and Meals**  
**for the HIHEIRIT KICK OFF (PBM 2022-07)**

This Bid Bulletin is issued for the following:

Revisions in the **TECHNICAL SPECIFICATIONS**

Please refer to the attached Revised Technical Specifications.

For guidance of all concerned.



**PROF. CLETO L. NAÑOLA JR.**

Chair, Bids and Awards Committee for Goods

Received by the bidder:

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Signature over printed name/Date received

**Technical Specifications**

Item	Specification	Statement of Compliance
		<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>

Item	Specification	Statement of Compliance
1 lot	<b>FOOD, VENUE and ACCOMMODATION</b>	
<b>Details:</b>		
Availability on the following dates: June 22-24, 2022		
<b>Location:</b>	<ul style="list-style-type: none"> <li>- within Davao City,</li> <li>- should be in close proximity to the Airport <i>at least 5km in radius</i></li> </ul>	
<b>Meals and Snacks:</b>	<ol style="list-style-type: none"> <li>1. <b>June 22:</b> Briefing: Lunch, PM Snacks, and Dinner for 40 pax*1 day (3 viands, 1 soup, 1 pasta/vegetable, Rice, Desert, Bottomless Drink)</li> <li><b>June 23:</b> Kick-off Conference: AM Snacks, Lunch, PM Snacks and Dinner for 300 pax*1 day (3 viands, 1 soup, 1 pasta/vegetable, Rice, Desert, Bottomless Drink)</li> <li><b>June 24:</b> Workshop: AM Snacks, Lunch, PM Snacks and Dinner for 300 pax*1 day (3 viands, 1 soup, 1 pasta/vegetable, Rice, Desert, Bottomless Drink)</li> </ol>	
<b>Set-up:</b>	<ul style="list-style-type: none"> <li>- Display Buffet and Sit-Down Buffet (for Presidential Tables) Setup</li> </ul>	
<b>Function Area:</b>	<ol style="list-style-type: none"> <li>1. Conference Area good for 40+ pax (June 22, 2022)</li> <li>2. Conference Area good for 300+ Pax (Round Tables at 6 pax each) (June 23-24, 2022)</li> <li>EXHIBIT AREA for at least 15 units of 2x2 booth panels (June 23-24, 2022)</li> <li>3. Spacious foyer for registration and fun-fair activity of entertainers (June 23-24, 2022)</li> <li>4. 10 Bar Height Tables and Chairs in Registration Area (June 23-24, 2022)</li> <li>5. Large Floor Area for Stage Design (June 22-24, 2022)               <ol style="list-style-type: none"> <li>a. LED Wall Panels</li> <li>b. Lights and Sounds Trusses</li> </ol> </li> <li>6. <i>High Ceiling</i> for aerial shots of Crane Camera (<i>at least 4 meters high</i>)</li> <li>7. Inclusions:               <ul style="list-style-type: none"> <li>- Free flowing coffee, with creamer and sugar</li> <li>- Free use of electricity</li> <li>- Extension wires</li> <li>- 2 Projectors and 2 White Screen</li> <li>- Free internet access for participants</li> </ul> </li> </ol>	
<b>Accommodation:</b>	<ol style="list-style-type: none"> <li>1. Single Occupancy Rooms for 23 pax*3 days</li> <li>2. Twin-Sharing Rooms for 16 pax*3 days</li> <li>3. Inclusions:               <ul style="list-style-type: none"> <li>- Rooms has internet access</li> <li>- Rooms with complimentary breakfast</li> <li>- Access to amenities</li> <li>- Free shuttle for checked in guests (to and from airport on June 22-24, 2022 (8am-5pm))</li> </ul> </li> </ol>	
<b>Security:</b>	<ul style="list-style-type: none"> <li>- Conference Hall/Room should also have a separate entrance and exit to control human traffic</li> <li>- Available/accessible fire extinguishers</li> <li>- Floor plan for fire escape or emergency exit (<i>to be submitted with bid</i>)</li> </ul>	
<b>Sanitation:</b>	<ul style="list-style-type: none"> <li>- Conference Hall/Room must be in close proximity to comfort rooms</li> <li>- Comfort rooms must have toilet paper refills and soap</li> <li>- Comfort rooms must have standby cleaner</li> </ul>	

