



# Section I. Invitation to Bid

## Boy Scouts of the Philippines

### National Office

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### INVITATION TO BID FOR

#### Meals and Accommodation for the

#### 64<sup>th</sup> Annual National Council Meeting

The Boy Scouts of the Philippines (BSP) through the 2020 COB-MOOE (Major Events & Conventions Expenses) intends to apply the sum of THREE MILLION SIX HUNDRED FORTY-FIVE THOUSAND PESOS (Php 3,645,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Meals and Accommodation for the 64<sup>th</sup> Annual National Council Meeting. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The BSP now invites bids for Meals and Accommodation of the Conference Guests, Staff and Participants on 13-16 May 2020 in Cebu City.

BUFFET MEALS AND SNACKS	
For 950 Participants (Budget – Php2,660,000.00)	For 40 Conference Staff (Budget – Php 320,000.00)
May 13, 2020 – pm. Snacks and Dinner	May 12, 2020 – Lunch/pm. Snacks/Dinner
May 14, 2020 – am. Snacks/Lunch/pm. Snacks/Dinner	May 13 to 16, 2020 (4 days) – Full Meal
May 15, 2020 – am. Snacks/Lunch	Breakfast/am. Snacks/Lunch/ pm. Snacks/Dinner
<b>NOTE: The conference Hall must be ready with lights and air-conditioning open starting on 13 May (0800H until 2200H), 14 May 2020 (0700H until 2200H) and May 15, 2020 (0700H until 1230H)</b>	
<b>Guarantee: 950 persons</b>	
<b>Type of Hall Set-up: Round Table/Banquet set-up</b>	
<i>Requirements: Capacity of Hall – can accommodate not less than 1,000 Guests and participants in round table setting for 10 persons each table, High Ceiling, elevated stage that can install LED Wall for backdrop, carpeted flooring, 15 executive chairs for the Presidential Table &amp; long tables with chairs for the awards and secretariat – PA System and Light – 4 microphones with stands – 2 white wide screens for presentation – 2 rostrums for the guest of honor and master of ceremony – 2 sets of flag poles for Phil. Flag and BSP Flag, free WIFI access 5 rooms for break-out-group (good for 70 persons per room), 1 secretariat room, registration area with tables and chairs, exhibition area with panel board.</i>	
<b>NOTE: allow BSP to set-up the stage on 12 May 2020 at 1600H</b>	
ROOM ACCOMMODATION	
1. Two (2) Single Rooms Date of Check-in: May 12, 2020 Date of Check-out: May 17, 2020 Room type: single Room (with window and King/Queen Bed)	2. Twenty-Five (25) Twin Sharing Rooms Date of Check-in: May 13, 2020 Date of Check out: May 15, 2020 Room Type: Twin Sharing (must have two (2) single bed in room)
3. Twenty (20) Twin Sharing Rooms Date of Check-in: May 12, 2020 Date of Check-out: May 17, 2020 Room type: Twin sharing(must have two (2) single bed in a room)	<b>REQUIREMENTS:</b> Must have at least 100 rooms for accommodation 1 set Ledwall (8x11ft)/video switcher/riser (to be installed in the morning of 13 May 2020 until 1230H on 15 May 2020)

Bidders should have completed, within 2 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

The following Bidding Schedule/Activities will be held at BSP Building, 181 Natividad Almeda Lopez Street, Ermita, Manila:

Activities	Dates and Time	Venue
1. Procurement of Bid Documents <b>Bid Documents – Php5,000.00 non-refundable</b>	February 21 to March 10, 2020 9:00 am – 4:00 pm, Monday-Friday	Procurement Office, Ground Floor
2. Pre-Bid conference	February 27, 2020; 10:00 am.	NEB Room, 5 <sup>th</sup> Floor, BSP Building
3. Bid Submission	March 11, 2020; 1:30 pm.	Procurement Office-Ground Floor
4. Opening of Bids	March 11, 2020; 2:00 pm.	NEB Room, 5 <sup>th</sup> Floor, BSP Building

The BSP-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**MRS. EVELYN A. BORJA**, Head, BAC-Secretariat  
Ground Floor, Procurement Office  
181 Natividad Almeda Lopez Street, Ermita, Manila  
Tel. No. 527-83-17 loc. 443

**SOFRONIO D. HONTANOSAS**  
Chairman, BSP-BAC