



ROMBLON STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
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BID BULLETIN

Clarification No. 1

Solicitation No.: RSU-2024-02-006

- TO** : All Prospective Bidders
- SUBJECT** : Change/Modification in the Checklist of Technical and Financial Documents, and Specifications in all attached/associated documents in the Philippine Bidding Documents (PBDs), Technical Specifications, and Price Schedule, and in the Itinerary
- DATE** : 15 March 2024

This Bid Bulletin is issued to inform all prospective bidders of the change/modification in the Checklist of Technical and Financial Documents, and Specifications in all attached/associated documents in the PBDs, Technical Specifications, and Price Schedule, and in the Itinerary. Please take notice of these changes.

Educational Touring Services for the Institute of Information Technology of Rombion State University (Repost)
(ABC: PhP2,730,000.00)

RE: Checklist of Technical and Financial Documents

FROM	TO
<p>TECHNICAL COMPONENT ENVELOPE Class "A" Documents <u>Legal Documents</u> (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u> (b) Statement of the prospective bidder 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 (m) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and (n) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or</p>	<p>TECHNICAL COMPONENT ENVELOPE Class "A" Documents <u>Legal Documents</u> (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u> (b) Statement of the prospective bidder 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 Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or</p>



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Original copy of Notarized Bid Securing Declaration;

and

- (o) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;

and

- (p) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (q) 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

- (r) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE

- (s) Original of duly signed and accomplished Financial Bid Form; **and**
- (t) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (u) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product

- (v) Certification from the DTI if the Bidder claims preference as a

Original copy of Notarized Bid Securing Declaration;

and

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;

and

- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **and**

- (g) DOT Certification as Travel Agency and Tours Operator; **and**

- (h) Certification from LTRFB for the validity of the franchise of the proposed operator; **and**

- (i) Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness.

Financial Documents

- (j) 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

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE

- (l) Original of duly signed and accomplished Financial Bid Form; **and**

- (m) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)



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<p>Domestic Bidder or Domestic Entity.</p>	<p>(n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product</p> <p>(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>
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FROM

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p>5-Day Educational Tour Package</p> <p>(Batangas, Taguig, Subic, Manila, and Laguna)</p> <p>1. PARTICIPANTS</p> <p>Total number of students: 182 students</p> <p>a. Batch 1 - 91 students with 5 Free of charge faculty chaperone;</p> <p>b. Batch 2 - 91 students with 5 Free of charge faculty chaperone;</p> <p>2. TRANSPORTATION</p> <p>c. Round-trip air-conditioned accommodation from Odiongan to Batangas and vice versa;</p> <p>d. DOT-accredited air-conditioned and well-sanitized (2) 49-seater tourist bus and (1) 9-seater tourist coaster/van;</p> <p>e. DOT-accredited tourist drivers and licensed tour guides.</p> <p>Note:</p> <ul style="list-style-type: none"> - Provision of enough umbrellas for the whole group. - Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement within one hour - All land transfers at destinations as may be required must ensure safety for all passengers <p>3. ACCOMMODATION</p> <p>a. A quadruple room accommodation in Metro Manila shall have:</p> <p>b. Air-conditioned rooms with complete amenities with a set of beddings, towels, and toiletries;</p> <p>c. Separate rooms for male and female students and provide beds as per standard requirements;</p>	182	



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	<p>d. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals.</p> <p>4. TRAVEL SAFETY KITS</p> <p>a. Will provide safety kits or equipment PPEs for plants requiring it (mask, alcohol, wet wipes, gloves, etc.)</p> <p>b. First aid kit for the whole group on board for tour vehicles throughout the trip with essential medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.</p> <p>5. TOUR COORDINATION</p> <p>a. Securing Permits, Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided.</p> <p>b. In case the companies/plants are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances.</p> <p>6. TRAVEL INSURANCE</p> <p>Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.</p> <p>7. MEALS AND BEVERAGES</p> <p>Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <p>Note:</p> <ul style="list-style-type: none"> - Must be willing to accommodate food restrictions. - The finalized meal set/menu will be approved by the end-user. <p>8. GIVEAWAYS</p> <p>a. Souvenir T-shirt for each participant subject to end-user approval.</p> <p>b. A gift/token will be provided for the visited company, subject to the approval of the end-user.</p> <p>9. TOUR SIGNAGES, BANNER, AND DOCUMENTATION</p> <p>a. Streamers will be provided. Design and dimension are subject to the approval of the end-user.</p> <p>b. Photo and video documentation.</p> <p>ITINERARY</p> <ul style="list-style-type: none"> - Interactive/ experiential tours and activities for the whole group (<i>please see the attached itinerary</i>) 	
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- Provision in case of occurrence of Typhoon and other fortuitous events:
 - If a typhoon and other fortuitous events occur before the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour.
 - If a typhoon and other fortuitous events occur anytime during educational tours, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to:
 - Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance;
 - Devise alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops;
 - Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour;
 - If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;
 - Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and
 - Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour.
 - If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to:
 - Provide free meals and refreshments for the duration of their stay; and
 - Provide access to medical assistance or emergency services if needed.

Note:



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		<ul style="list-style-type: none"> - Tour activities and dates are subject to change based on recommendations of the end-user. - The final itinerary should be approved by the end-user and must adhere to existing health and safety protocols. 		
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MEAL SETS

Set A

- Breakfast (choose one of the following)
- Fried rice, hotdog, and egg
 - Fried rice, tapa, and egg
 - Fried rice, chicken, and egg

Drinks

(variety of the following)

- Coffee
- Milo
- Milk

- Snacks AM Sandwich

(variety of the following)

- Ham & Egg sandwich
- Chicken sandwich
- Egg salad sandwich
- Yum burger

Drinks

(variety of the following)

- Cucumber juice
- Orange juice
- Soda (Coke, Sprite, Royal)

- Lunch Meal Inclusion (ALL):

- Rice
- Chicken Caldereta
- Pork Caldereta
- Chopsuey
- Buko Pandan
- Sago gulaman

Drinks

- Juice (variety of the following)
- Cucumber juice
- Orange juice
- Soda (Coke, Sprite, Royal)



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- Snacks
 PM
- Sandwich
 (variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks
 (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

- Dinner
- Meal Inclusion (ALL):
 Creamy beef with mushroom Pork Estofado
 Ampalaya salad
 Buko Pandan
- Sago gulaman
- Drinks (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

Set B

- Breakfast
- (choose one of the following)
- Fried rice, hotdog, and egg
 - Fried rice, tapa, and egg
 - Fried rice, chicken, and egg
- Drinks
 (variety of the following)
- Coffee
 - Milo
 - Milk

- Snacks AM
- Sandwich
 (variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks
 (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

- Lunch
- Meal Inclusion (ALL):
- Rice
 - Beef mushroom
 - Chicken teriyaki
 - Ginataang Monggo
 - Buko Pandan
 - Sago gulaman
 - Juice (variety of the following)
 - Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)



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- Snacks
 PM
- Sandwich
 (variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks
 (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)
- Dinner
- Meal Inclusion (ALL):
 Creamy beef with mushroom Pork Estofado
 Ampalaya salad
 Buko Pandan
- Sago gulaman
- Drinks (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

TO

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p>5-Day Educational Tour Package (Batangas, Taguig, Subic, Manila, and Laguna)</p> <p>1. PARTICIPANTS</p> <p>Total number of students: 182 students</p> <p>a. Batch 1 - 91 students with 5 Free of charge faculty chaperone;</p> <p>b. Batch 2 - 91 students with 5 Free of charge faculty chaperone.</p> <p>*schedule is upon the advice of the end user</p> <p>2. TRANSPORTATION</p> <p>a. Round-trip air-conditioned accommodation from Odiongan to Batangas and vice versa;</p> <p>b. DOT-accredited air-conditioned and well-sanitized (2) 49-pax passenger capacity seater tourist bus and (1) 9-pax passenger capacity seater tourist coaster/van;</p> <p>c. DOT-accredited tourist drivers and licensed tour guides.</p> <p>Note:</p> <ul style="list-style-type: none"> - Provision of enough umbrellas for the whole group. 	182	



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	<ul style="list-style-type: none"> - Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement within one hour as soon as possible - All land transfers at destinations as may be required must ensure safety for all passengers - Touring agency must ensure the safety of all passengers all the time <p>3. ACCOMMODATION A quadruple room or better accommodation in Metro Manila shall have:</p> <ol style="list-style-type: none"> a. Air-conditioned rooms with complete amenities with a set of beddings, towels, and toiletries; b. Separate rooms for male and female students and provide beds as per standard requirements; c. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals. <p>4. TRAVEL SAFETY KITS</p> <ol style="list-style-type: none"> a. Will provide safety kits or equipment PPEs for plants requiring it (mask, alcohol, wet wipes, gloves, etc.) b. First aid kit for the whole group on board for each tour vehicles throughout the trip with essential medicines/over-the-counter medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) c. Assist in case of health emergency by providing a list of emergency contact <p>5. TOUR COORDINATION</p> <ol style="list-style-type: none"> a. Securing Permits/Letter of Request and Acknowledgement from LGUs, in compliance with CMO 63 s.2017, Provision of entrance fees, if possible, Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided, including orientation about industry practices. b. In case the companies/plants are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances. <p>6. TRAVEL INSURANCE Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.</p> <p>7. MEALS AND BEVERAGES Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p>	
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Note:

- Must be willing to accommodate food restrictions.
- The finalized meal set/menu will be **approved prepared by the end-user subject to the approval of the Health Services Unit**

8. GIVEAWAYS

- a. Souvenir T-shirt for each participant subject to end-user approval.
- b. A gift/token will be provided for the visited company, subject to the approval of the end-user.

9. TOUR SIGNAGES, BANNER, AND DOCUMENTATION

- a. Streamers will be provided. Design and dimension are subject to the approval of the end-user.
- ~~b. Photo and video documentation.~~

ITINERARY

- Interactive/ experiential tours and activities for the whole group (*please see the attached itinerary*)
- Provision in case of occurrence of Typhoon and other fortuitous events:
 - If a typhoon and other fortuitous events occur before the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour.
 - If a typhoon and other fortuitous events occur anytime during educational tours, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to:
 - Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance;
 - Device alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops;
 - Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour;
 - If outdoor excursions are not possible, consider arranging virtual tours of relevant



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		<p>establishments or inviting guest speakers to provide insights and expertise remotely;</p> <ul style="list-style-type: none"> ○ Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and ○ Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour. <ul style="list-style-type: none"> • If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to: <ul style="list-style-type: none"> ○ Provide free meals and refreshments for the duration of their stay; and ○ Provide access to medical assistance or emergency services if needed. <p>Note:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change based on recommendations of the end-user. - The final itinerary should be approved by the end-user and must adhere to existing health and safety protocols. - No single use plastic in any of the activities 		
TOTAL			182	



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MEAL SETS

Set A

- Breakfast** (choose one of the following)
- Fried rice, hotdog, and egg
 - Fried rice, tapa, and egg
 - Fried rice, chicken, and egg
- Drinks**
 (variety of the following)
- Coffee
 - Milo
 - Milk
- Snacks AM** Sandwich
 (variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks**
 (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)
- Lunch** Meal Inclusion (ALL):
- Rice
 - Chicken Caldereta
 - Pork Caldereta
 - Chopsuey
 - Buko Pandan
 - Sago gulaman
- Drinks**
- Juice (variety of the following)
 - Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)
- Snacks PM** Sandwich
 (variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks**
 (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)



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- Dinner Meal Inclusion (ALL):
Creamy beef with mushroom Pork Estofado
Ampalaya salad
Buko Pandan
- Sago gulaman
- Drinks (variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

Set B

- Breakfast (choose one of the following)
- Fried rice, hotdog, and egg
 - Fried rice, tapa, and egg
 - Fried rice, chicken, and egg
- Drinks
(variety of the following)
- Coffee
 - Milo
 - Milk

- Snacks AM Sandwich
(variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks
(variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

- Lunch Meal Inclusion (ALL):
- Rice
 - Beef mushroom
 - Chicken teriyaki
 - Ginataang Monggo
 - Buko Pandan
 - Sago gulaman
 - Juice (variety of the following)
 - Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)

- Snacks PM Sandwich
(variety of the following)
- Ham & Egg sandwich
 - Chicken sandwich
 - Egg salad sandwich
 - Yum burger
- Drinks
(variety of the following)
- Cucumber juice
 - Orange juice
 - Soda (Coke, Sprite, Royal)



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Dinner Meal Inclusion (ALL):
Creamy beef with mushroom Pork Estofado
Ampalaya salad
Buko Pandan
- Sago gulaman
Drinks (variety of the following)
- Cucumber juice
- Orange juice
- Soda (Coke, Sprite, Royal)

*Note

Meals in transit – Complete packed meal or meal available in nearby restaurant

Please be advised that this bid bulletin is issued to amend the Checklist of Technical and Financial Documents, and specifications in all attached/associated documents, and in the itinerary. This shall be an integral part of the Bid Documents.

For information and guidance of all concerned.


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson