

**Republic of the Philippines**  
**Office of the President**  
**DANGEROUS DRUGS BOARD**

**INVITATION TO BID**

1. The Dangerous Drugs Board (DDB), intends to apply the sum of Five Hundred Sixty One Thousand One Hundred Ninety Pesos Only (Php 561,190.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Provision of Hotel, Food, Lodging and Meeting Facilities for the Seminar-Workshop on the Dangerous Drugs Law for Judges, Prosecutors and Law Enforcers. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DDB, through its Bids and Awards Committee (BAC), now invites Bids from PhilGEPS-registered bidders for the following:

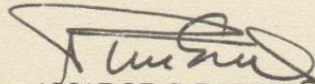
Item No	Description	Quantity
1	Conference Package of a four (4) star hotel located in Puerto Princesa, Palawan with airport transfers and standby vehicle for speakers & secretariat.	
	ACCOMMODATION 8 - single rooms 33 - twin sharing rooms 18 - triple sharing rooms	
	MEALS for whole day function (buffet breakfast/lunch/dinner) November 25 - am snacks, lunch, pm snacks and dinner November 26 - breakfast, am snacks, lunch, pm snacks and dinner November 27 - breakfast, am snacks, lunch and pm snacks Date: November 25-27, 2014.	107 pax
	Function Room without pillars/posts inside the hall (good for 107 persons)	1
	Secretariat Room - should be available on November 24 2014, from after lunch onwards.	1
	Breakout Rooms on November 26, 2014 (afternoon), 25 pax capacity, with built-in LCD and wide screen	5
	Welcome tarpaulin/streamer, free use of hotel facilities for the whole duration of event	
	Local calls free of charge at the designated areas	
	Audio-Visual Equipment LCD Projector and wide screen sound system for three (3) days Extension cords upon request Public Address System Videoke for the socials Philippine National Flag with stand	
	Free WiFi Access (for the conference & secretariat rooms)	
	Flowing coffee/tea/water, mint candies, conference pads, pencils, white board with marker & eraser during the meeting	
	<b>PLEASE SEE ATTACHED SHEET FOR COMPLETE REQUIREMENTS</b>	

3. Delivery of the services is required for 4 days, starting on November 24, 2014. Bidders should have completed within two (2) years from date of submission and receipt of bids, a contract similar to the Project.
4. Bidding is open to all interested Phil-GEPS registered bidders subject to the conditions for eligibility provided in the Implementing Rules and regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act."
5. Open competitive bidding will be conducted using the non-discretionary "pass/fail" criterion on bid opening day and the evaluation and post-qualification procedures specified in the Implementing Rules and regulations (IRR) of Republic Act (RA) 9184.

Activities	Schedule
1. Pre-Procurement Conference	October 3, 2014, 10:00AM
2. Issuance of Bid Documents	October 8-28, 2014 (M-F) 9:00AM to 5:00PM
3. Pre-bid Conference	October 17, 2014, 10:00AM
4. Submission and Opening of Bids	October 29, 2014, 10:00AM
5. Post Qualification/Award/Notice to Proceed	October 31 – November 13, 2014

6. A complete set of Official Bidding Documents may be inspected or purchased by interested bidders starting October 8, 2014, from the address given below and upon payment of a nonrefundable fee in the amount of One Thousand Pesos (PHP 1,000.00). It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.
7. Bids must be delivered to the address below on or before October 29, 2014 (Wednesday) at 9:00 AM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18/BDS.
8. DDB assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.
9. The Dangerous Drugs Board reserves the right to accept or reject any or all bids, to waive any formality or defects therein, or to annul the bidding process, without incurring any liability to the affected bidder or bidders.

For further information, please refer to:  
 Ms. Linell F. Montuerto, BAC Secretariat  
 Dangerous Drugs Board, 3/F PDEA Building, NIA Road, Q.C.  
 Telefax No. 929-1158, Email Address: lfmontuerto.ddb@gmail.com



**Assistant Secretary AMADOR S. PABUSTAN**  
 Deputy Executive Director for Administration/  
 Chairman, Bids and Awards Committee