



Republic of the Philippines
DEPARTMENT OF HEALTH
PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: officeofthedirector@pcmc.gov.ph
Trunk Line: 8588-9900 to 20 Direct Line: 8924-6601

NOTICE OF AWARD
NOA-2024-142

CALIRAYA RESORT CLUB, INC.

Bry. Lewin, Lumban, Laguna
Mobile No.: 0917-7164806
Tel No.: 8632-1010 Loc 284
E-mail Add.: catherinejserdon@gmail.com

Dear Sir/Madam:

This is to inform you that based on the result of the Public Bidding conducted on October 28, 2024, for the project stated below under Invitation to Bid No. IB-2024-083, as per BAC Resolution No. R2024-11-624, your proposal was found to be the Single Calculated and Responsive Bid (SCRB):

ITEM DESCRIPTION	TOTAL AMOUNT
One (1) Lot Teambuilding Activity Facilitation Included Venue, Food and Transportation	Php2,350,000.00
A. Specifications:	
1. Accommodation (1 Single VIP Forbes suites, 3 Twin VIP Forbes suites, 1 Triple VIP Forbes Suites and 5 Quadruple VIP Forbes Suites), Food and transportation for 3 days and 2 nights for 30 pax	
2. Total of 830 participants with breakfast, am and pm snacks and lunch Inclusive the venue and the facilitator outdoor and indoor Facilities with Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), (Set) AM Snack, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea), (Set) PM Snack inclusive of venue, Team Building Games and Facilitator	
3. The guaranteed participants with 350 and maximum to 400 participants per batch. outdoor and indoor Facilities with food, Team building Games and Facilitator	
4. Provision of seventeen (17) bus. Each bus can accommodate 49 passengers: affiliated tourist bus with 49 seaters, airconditioned	
> Advance Party: One (1) Bus affiliated tourist bus with 49 seaters airconditioned	
> 1st Batch: Eight (8) Buses affiliated tourist bus with 49 seaters airconditioned	
> 2nd Batch: Eight (8) Buses, affiliated tourist bus with 49 seaters, airconditioned	
5. Availability: Event date:	
1. November 20, 2024: advance party for Task force committee and winning service provider (30) employees: Accommodation, Food and transportation for 3 days and 2 night for 30 pax	
2. November 21, 2024: 1st batch (400 employees): outdoor and indoor Facilities with food, Team building Games and Facilitator	
3. November 22, 2024: 2nd batch (400 employees): outdoor and indoor Facilities with food, Team buildin Games and Facilitator	

Kindly disregard and report any form of solicitation using the name of the Executive Director and/or the PCMC. These unsanctioned requests are unlawful and will not be tolerated



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One (1) Lot Teambuilding Activity Facilitation Included Venue, Food and Transportation	Php2,350,000.00
6. Preferred location	
1. Outside of Metro Manila: Caliraya Resort Club, Inc. Brgy. Lewin Lumban, Laguna	
2. Venue not less than 50 km of PCMC (with travel time of not more than 2 hours from departure point to the point of destination). Participants per batch should be at the venue by 8:00 AM.: 102 km from PCMC to Caliraya Resort Club, Inc. 2 Hrs travel time	
3. Free parking space for participants, 10 PCMC corporate/private vehicles and/or buses: Complimentary parking for private vehicles and buses	
7. Venue	
1. Structural Condition	
1.1 Made of concrete and Steel materials	
2. Functionality: The area is flexible for outdoor and/or indoor activities	
2.1 Outdoor	
2.1.1 Outdoor area for the teambuilding participants, including facilitators;	
2.1.2. Spacious outdoor area that can accommodate at least 400 pax.	
2.1.3. Spacious lawn	
2.1.4. Availability of covered space to serve as banquet area for meals: Function Room: Judea	
2.2. Indoor	
2.2.1 A well-ventilated function room has multiple sources of fresh air circulation, such as large windows that can be opened, ceiling fans, or air conditioning systems with proper ventilation systems that can accommodate at least 400 pax (Function Room Judea)	
2.2.2. Tables and chairs for the Secretariat and table set-up (maximum of 10 participants per table): (Function Room Judea)	
2.2.3. with provisions Audio and visual (LCD screen) equipment with at least five (5) wireless microphones	
2.2.4. Complimentary brewed coffee and water (Free Flowing)	
2.2.5. WiFi access: with Resort-Wide Strong Wi-Fi Connection	
3. Complimentary welcome banner (1.5meters x 2.5 meters)	
8. Accommodation: Will provide Accommodation (1 Single VIP Forbes Suites, 3 Twin VIP Forbes Suites, 1 Triple VIP Forbes Suites and 5 Quadruple VIP Forbes Suites), Food and transportation for 3 days and 2 nights for 30 pax	
1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to bedding, WiFi access, closet, refrigerator, toilet, and bath with daily replenishment of bath towels and toiletries, shower, water supply, and complimentary bottled water for each guest	
2. Room allocation for the following:	
• One (1) Single Deluxe room : single occupancy VIP Forbes Suite Room with queen sized bed	
• Two (2) Twin sharing room: twin VIP Forbes Suite Room with 2 queen sized bed	

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<ul style="list-style-type: none"> • One (1) Twin, One (1) triple & Five (5) Quadruple VIP Forbes Suites with 2 queen sized bed to accommodate at least 25 pax 	
<ul style="list-style-type: none"> • Clean Toilet and Bath, sanitize bathrooms 	
<ul style="list-style-type: none"> • Furnished with television, closet, bedding, towels, and basic toiletries 	
9. Meals : Will provide the following meal requirements for 800 participants in 2 batches, 400 per batch plus 30 pax for the advance party	
1. Meal Schedule	
1.1. Day 1 (Wednesday)	
<ul style="list-style-type: none"> • PM Snack and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) 	
1.2 Day 2 – (Thursday)	
<ul style="list-style-type: none"> • Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) 	
<ul style="list-style-type: none"> • Packed AM heavy Snacks, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Packed PM snacks (heavy) with combination of pasta, sandwich and drinks for 400 pax 	
1.3 Day 3– (Friday)	
<ul style="list-style-type: none"> • Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), Buffet Lunch (Plain Rice, Pancit, 2 Main Dish (Chicken/Pork), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) 	
<ul style="list-style-type: none"> • Packed AM heavy Snacks, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pasty, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Packed PM snacks (heavy) with a combination of pasta, sandwich, and drinks for 400 pax 	
1.4 All meals are inclusive of one (1) round of iced tea/juice drink soft drink	
1.5 Complimentary Continuous coffee and water station throughout the event	
1.6 The preferred menu	
<ul style="list-style-type: none"> • For breakfast: combination or variation of : 	

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<p>> International and composed of rice (either steamed or fried), variant of meat or canned goods, and one variant of egg, bread, Fresh vegetable salad, and/or fruits in seasons . Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice)</p>	
<p>• For lunch and dinner: combination or variation of :</p>	
<p>> International and composed of steamed rice, soup, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), one vegetable dish, and dessert. International Buffet Lunch and Dinner: (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea)</p>	
<p>• For AM and PM (heavy) snacks: combination or variation of the ff:</p>	
<p>> Sandwiches: Choices of Burgers, chicken/tuna sandwich</p>	
<p>> Pasta dishes with bread: choices of pancit or spaghetti with bread or puto</p>	
<p>> Soup dishes for snack (ie lomi, molo soup): Choices of hot foods lomi, sopas, arrozcaldo, champorado</p>	
<p>> Merienda favors (native delicacies bibingka and puto): Native delicacies puto lumban</p>	
<p>Note: Compliant for serving food to accommodates participants with dietary restrictions, including but not limited to allergies, intolerances, and specific dietary needs, ensuring that all food adheres to halal standards and is clearly labeled for ingredients and allergens</p>	
<p>1.7. Will submit a menu to PCMC as part of the proposal.</p>	
<p>1.8 CRC is using eco friendly,biodegradable and usable materials in promoting green environment</p>	
10. Transportation	
The service provider is	
1. An affiliated Tourist/Chartered Bus Land Transport Operator	
2. Will provide vehicles described below:	
<p>> Tourist Buses with least 49 seaters in each batch for 400 employees</p>	
<p>> airconditioned</p>	
<p>> Clean, comfortable, presentable, and in good running condition.</p>	
3. Professional drivers with certificate	
11. Facilitator : professional facilitators, game masters and marshalls that will modify the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical.	
1. The facilitator is expected to perform the following tasks:	
1. Preparation/Planning of teambuilding	
1.1. Design and approval of customized teambuilding program clearly articulating the objectives of each of the teambuilding exercises;	

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1.2. Pre-briefing and agreement on the venue, food, transportation, activities/programs concerns;	
1.3 Interactive and flexible facilitation tools and materials prepared before the workshops;	
1.4. Organization and administration;	
1.5. Manage and facilitate the main event under the supervision of the Wellness committee.	
2. Qualification	
2.1 Experienced facilitators in teambuilding, particularly within the healthcare context, will be engaged to lead the sessions.	
2.2 Professional facilitator with a Proven track record of extensive consultancy experience in facilitating team-building activities, knowledge-sharing workshops, and sustainable teambuilding activities in recent years.	
2.3 Professional facilitator that demonstrate knowledge and advanced skills and at least 1 year of previous experience in preparing/facilitating teambuilding activities for medium and large-scale organizations.	
2.4 Professional facilitators that has the ability to engage, design, and execute various activities/services that bring out the best in teams.	
2.5 Professional facilitators that will the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical.	
2.6 Professional facilitators with flexible nature and ability to adapt to changing directions/thinking that may occur during the teambuilding.	
2.7 Professional facilitators Excellent interpersonal skills.	
12. Program and Activities	
1. Professional facilitators that will modify the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical.	
2. with 1 or 2 Facilitators and 10 Marshals during the program/activity	
3. Materials and amenities that will be used for the activity per the program designed.	
13. Transportation Logistics: Transportation arrangements will be made to facilitate the participation of healthcare workers from the hospital to the venue and vice versa for three (3) days and two (2) nights.	
14. CRC will work hand in hand to PCMC Team to provide assistance if needed. The PCMC shall provide the person-in-charge or team and/or assistance needed to communicate with the employees for advisory pre/during and upon their return to the hospital	
DELIVERY SCHEDULE:	
1. November 20, 2024 : advance party for Taskforce committee and winning service provider (30) employees	
2. November 21, 2024: 1st batch (400 employees)	
3. November 22, 2024: 2nd batch (400 employees)	

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Terms and Conditions :


- » Payment to the winning bidder will be made in accordance with the following:
 1. 50% down payment before the event within seven days upon receipt of Notice to Proceed.
 2. Full payment to be settled on the day of the event
 3. Check payments shall be issued in the registered business name of and addressed to the provider.
- » The supplier should deliver the goods called for in the Purchase Order (PO) within 7 working days upon receipt of approved PO through fax or personal received during office hours at the Procurement Section.
- » PCMC has the right to reject any or all bids without offering any reason, waive any required formality and award the contract to any bidder whose proposals as evaluated by PCMC is the most advantageous to the government.

You are hereby required to provide on or before 18 NOV 2024 the Performance Security in either of the following form:

FORM OF PERFORMANCE SECURITY	AMOUNT OF
a) Cash or cashier`s/ manager`s check issued by a Universal or Commercial Bank	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	<u>Php117,500.00</u>
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%) <u>Php705,000.00</u>

Failure to provide the Performance Security shall constitute sufficient ground for cancellation of the award and imposition of penalties/forfeiture corresponding to the Bid Security posted.

Very truly yours,


SONIA B. GONZALEZ, MD MScHSM, MPM
Executive Director 

Conforme:

This is to certify that the company has authorized me to accept this award, sign all related documents and hold the company bound by rules and laws applicable thereto.

I further certify that I have chosen the following mode (as checked) as the form of retention money required of us under R.A. 9184 Sec. 62.1.

- Bank Guarantee
- 1% Deduction from claims on the first payment for staggered deliveries

Authorized Signatory
(Signature over printed name)

Designation

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