



Republic of the Philippines
(Republic Act 7611)

**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF
BIDS AND AWARDS COMMITTEE**

Invitation for Negotiated Procurement

PR. No. 19-10-006 (A): Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020
Lot 1: Catering and Venue for EEED

1. In view of the two (2) failed public biddings, the Palawan Council for Sustainable Development Staff (PCSDS) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the project, PR. No. 19-10-006: Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020," in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act;
2. The PCSDS intends to apply the sum of **Seven hundred sixty-four thousand, nine hundred pesos (Php 764,900.00)** pesos being the Approved Budget for the Contract (ABC) to payments under the contract for the project under FY 2020. The funding source is through the authorized appropriations under the National Expenditure Program (NEP) for the succeeding year – Single Year (FY 2020). The required specification of the Catering and Venue is listed in the Annex attached hereto;
3. The PCSDS-BAC will hold a negotiation conference with all interested bidders on **February 11, 2020, 10:00** in the morning at the **PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan**. Submission of **"Best Offer/Proposal"** shall immediately follow at **10:30 AM on the same date**.
4. The Eligibility Documents, Technical Proposal and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies;
5. Interested bidders may obtain further information from the PCSDS-BAC Secretariat at the address given below during office hours from 9:00 AM to 4:00 PM;
6. The PCSDS 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:
PCSDS BAC Secretariat
PCSD Building, Sports Complex Road, Brgy. Santa Monica, Puerto Princesa City, Palawan
Telephone No. (048) 434-4235
Email address: mitchie592003@gmail.com


Josephine S. Matulac
BAC Chairperson

Vision: Palawan, an innovative and dynamic global center of sustainable development

Mission: PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science-for-sustainability site, guided by the Strategic Environmental Plan

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PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

SPECIFICATIONS FOR:

PR NO. 19-10-006 : ORDERING AGREEMENT: Catering and Venue for the Palawan Council for Sustainable Development Staff (PCSDS) EPA- FOR FY 2020

ITEM NO	NO. OF DAYS	DESCRIPTION	QUANTITY	UNIT COST PER PAX	TOTAL
LOT 1: CATERING AND VENUE FOR EEED					
A. EEED Representation for 2020 (Regular)					
1	1	Catering Services for Kiddie Wildlife Savers Club Summit <i>(PM snacks)</i> <i>Location: Puerto Princesa City</i>	300 pax		
2	3	Catering and Venue for Training 1 <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: Puerto Princesa City</i>	30 pax		
3	3	Catering and Venue for Training 2 <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: Puerto Princesa City</i>	30 pax		
4	3	Catering and Venue for Training 3 <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: Puerto Princesa City</i>	30 pax		
B. EEED Representation for 2020 (WMF)					
5	1.5	Catering Services for Youth Eco-Camp (1 Camp) <i>(1 lunch, 1 dinner, 1 breakfast & 3 snacks)</i> <i>Location: within Palawan</i>	100 pax		
6	2	Catering and Venue for Species Management Training (Training 1) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	54 pax		
	2	Catering and Venue for Species Management Training (Training 2) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	54 pax		
7	3	Catering and Venue for Teacher's Training on Wildlife Conservation and Protection (Training 1) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	50 pax		
	3	Catering and Venue for Teacher's Training on Wildlife Conservation and Protection (Training 2) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	50 pax		
	3	Catering and Venue for Teacher's Training on Wildlife Conservation and Protection (Training 3) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	50 pax		

	3	Catering and Venue for Teacher's Training on Wildlife Conservation and Protection (Training 4) <i>(1 lunch, AM snacks, PM snacks)</i> <i>Location: within Palawan</i>	50 pax		
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GREEN SPECIFICATIONS: (applicable to all catering events listed above)

All Food and Catering Services:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall provide a vegetarian offer.
4. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
5. The service supplier shall post its environmental policy in places where employees can easily notice them

All Training Facilities/Hotels/Venues:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide organic, local or regional products or products which are produced in a sustainable way (esp. avoid overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall ensure that indoor lighting is energy efficient.
4. The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments.
5. The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.



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Invitation for Negotiated Procurement

PR. No. 19-10-006 (B): Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020
Lot 2: Catering and Venue for EMED (A)

1. In view of the two (2) failed public biddings, the Palawan Council for Sustainable Development Staff (PCSDS) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the project, PR. No. 19-10-006: Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020," in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act;
2. The PCSDS intends to apply the sum of **Two hundred fifty-five thousand pesos (Php 255,000.00)** pesos being the Approved Budget for the Contract (ABC) to payments under the contract for the project under FY 2020. The funding source is through the authorized appropriations under the National Expenditure Program (NEP) for the succeeding year – Single Year (FY 2020). The required specification of the Catering and Venue is listed in the Annex attached hereto;
3. The PCSDS-BAC will hold a negotiation conference with all interested bidders on **February 11, 2020, 10:00** in the morning at the **PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan**. Submission of **"Best Offer/Proposal"** shall immediately follow at **10:30 AM on the same date**.
4. The Eligibility Documents, Technical Proposal and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies;
5. Interested bidders may obtain further information from the PCSDS-BAC Secretariat at the address given below during office hours from 9:00 AM to 4:00 PM;
6. The PCSDS 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

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PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

SPECIFICATIONS FOR:

PR NO. 19-10-006 (B): ORDERING AGREEMENT: Catering and Venue for the Palawan Council for Sustainable Development Staff (PCSDS) EPA- FOR FY 2020

ITEM NO	NO. OF DAYS	DESCRIPTION	QUANTITY	UNIT COST PER PAX	TOTAL
LOT 2: CATERING AND VENUE FOR EMED (A)					
A. PKP Collaborator's Meeting					
1	4 meetings	Catering and Venue for PKP Collaborator's Meeting (one day per meeting) <i>(Food/Snacks for more or less 30 pax; 1 main conference hall; Standby LCD projectors and microphones)</i>		lumpsum	
B. PCSD Scientific Advisory Panel Meeting					
2	1 meeting	Catering and Venue for PCSD Scientific Advisory Panel Meeting a. <i>Food for more or less 50 pax (2 snacks, 1 lunch, 1 dinner) for Day 1 ; and 70 pax (2 snacks, 1 lunch, 1 dinner) for Day 2</i> b. <i>Lodging/Accommodation and tokens for 24 SAP members for 2 nights (single occupancy)</i> c. <i>1 main hall/meeting room and 1 adjacent hall for breakout session, equipped with projection facilities and sound system</i> d. <i>Standby LCD projectors and microphones</i>		lumpsum	

GREEN SPECIFICATIONS: (applicable to all catering events listed above)

All Food and Catering Services:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall provide a vegetarian offer.
4. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
5. The service supplier shall post its environmental policy in places where employees can easily notice them

All Training Facilities/Hotels/Venues:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide organic, local or regional products or products which are produced in a sustainable way (esp. avoid overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall ensure that indoor lighting is energy efficient.
4. The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments.
5. The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.



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Invitation for Negotiated Procurement

**PR. No. 19-10-006 (C): Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020
Lot 3: Catering and Venue for EMED (B)**

1. In view of the two (2) failed public biddings, the Palawan Council for Sustainable Development Staff (PCSDS) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the project, PR. No. 19-10-006: Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020," in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act;
2. The PCSDS intends to apply the sum of **Three hundred thousand pesos (Php 300,000.00)** pesos being the Approved Budget for the Contract (ABC) to payments under the contract for the project under FY 2020. The funding source is through the authorized appropriations under the National Expenditure Program (NEP) for the succeeding year – Single Year (FY 2020). The required specification of the Catering and Venue is listed in the Annex attached hereto;
3. The PCSDS-BAC will hold a negotiation conference with all interested bidders on **February 11, 2020, 10:00** in the morning at the **PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan**. Submission of "**Best Offer/Proposal**" shall immediately follow at **10:30 AM on the same date**.
4. The Eligibility Documents, Technical Proposal and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies;
5. Interested bidders may obtain further information from the PCSDS-BAC Secretariat at the address given below during office hours from 9:00 AM to 4:00 PM;
6. The PCSDS 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
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SPECIFICATIONS FOR:

PR NO. 19-10-006(C): ORDERING AGREEMENT: Catering and Venue for the Palawan Council for Sustainable Development Staff (PCSDS) EPA- FOR FY 2020

ITEM NO	NO. OF DAYS	DESCRIPTION	QUANTITY	UNIT COST PER PAX	TOTAL
LOT 3: CATERING AND VENUE FOR EMED (B)					
1	1 event	Catering and Venue for International Conference on Sustainable Development a. 1 lunch, AM snacks, PM snacks for more or less 250 pax b. Lodging/ accommodation for 10 guest speakers for 3 nights (single occupancy) c. 1 main conference hall for plenary sessions, equipped with projection facilities and sound system, and can accommodate 300 pax d. 4 adjacent halls for breakout sessions with projection facilities, and can accommodate 50- 90 pax e. Exhibit area adjacent to the main hall with provision for setting up posters for viewing throughout the symposium Standby LCD projectors and microphones		Lumpsum	

GREEN SPECIFICATIONS: (applicable to all catering events listed above)

All Food and Catering Services:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall provide a vegetarian offer.
4. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
5. The service supplier shall post its environmental policy in places where employees can easily notice them

All Training Facilities/Hotels/Venues:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
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BIDS AND AWARDS COMMITTEE**

Invitation for Negotiated Procurement

**PR. No. 19-10-006 (D): Catering and Venue for Palawan Council for
Sustainable Development Staff (PCSDS) for FY 2020
Lot 4: Catering and Venue for OED**

1. In view of the two (2) failed public biddings, the Palawan Council for Sustainable Development Staff (PCSDS) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the project, PR. No. 19-10-006: Catering and Venue for Palawan Council for Sustainable Development Staff (PCSDS) for FY 2020," in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act;
2. The PCSDS intends to apply the sum of **Eight hundred seven thousand pesos (Php 807,000.00)** pesos being the Approved Budget for the Contract (ABC) to payments under the contract for the project under FY 2020. The funding source is through the authorized appropriations under the National Expenditure Program (NEP) for the succeeding year – Single Year (FY 2020). The required specification of the Catering and Venue is listed in the Annex attached hereto;
3. The PCSDS-BAC will hold a negotiation conference with all interested bidders on **February 11, 2020, 10:00** in the morning at the **PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan**. Submission of **"Best Offer/Proposal"** shall immediately follow at **10:30 AM on the same date**.
4. The Eligibility Documents, Technical Proposal and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies;
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6. The PCSDS 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
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SPECIFICATIONS FOR:

PR NO. 19-10-006(D): ORDERING AGREEMENT: Catering and Venue for the Palawan Council for Sustainable Development Staff (PCSDS) EPA- FOR FY 2020

ITEM NO	NO. OF DAYS	DESCRIPTION	QUANTITY	UNIT COST PER PAX	TOTAL
LOT 4: CATERING AND VENUE FOR OED					
A. PCSD Meeting					
1	12 meetings	Catering and Venue for PCSD Meeting a. One (1) Snack; b. One (1) Buffet Lunch c. Physical Setup d. Venue e. Flowing Coffee f. Availability of Vegetarian and Halal Food	40 pax		
B. PCSD Adjudication Board Meeting					
2	8 meetings	Catering and Venue for PCSD Adjudication Board Meeting a. One (1) Snack; b. One (1) Buffet Lunch c. Physical Setup d. Venue e. Flowing Coffee f. Availability of Vegetarian and Halal Food	20 pax		
C. Tribal Affairs Committee					
3	3 meetings	Catering and Venue for Tribal Affairs Committee a. One (1) Snack; b. One (1) Buffet Lunch c. Physical Setup d. Venue e. Flowing Coffee f. Availability of Vegetarian and Halal Food	20 pax		
D. Committee on Agriculture					
4	3 meetings	Catering and Venue for PCSD Committee on Agriculture Meeting a. One (1) Snack; b. One (1) Buffet Lunch c. Physical Setup d. Venue e. Flowing Coffee f. Availability of Vegetarian and Halal Food	25 pax		
E. Committee on Environment and Natural Resources					
5	3 meetings	Catering and Venue for PCSD Committee on Environment and Natural Resources Meeting a. One (1) Snack; b. One (1) Buffet Lunch c. Physical Setup	30 pax		

		<i>d. Venue</i> <i>e. Flowing Coffee</i> <i>f. Availability of Vegetarian and Halal Food</i>			
F. Committee on Security and Safety Meeting					
6	6 meetings	Catering and Venue for PCSD Committee on Security and Safety Meeting <i>a. One (1) Snack;</i> <i>b. One (1) Buffet Lunch</i> <i>c. Physical Setup</i> <i>d. Venue</i> <i>e. Flowing Coffee</i> <i>f. Availability of Vegetarian and Halal Food</i>	20 pax		
G. Fellowship Dialogue with existing partners					
7	2 meetings	Catering and Venue for Fellowship Dialogue with existing partners <i>a. One (1) Snack;</i> <i>b. One (1) Buffet Lunch</i> <i>c. Physical Setup</i> <i>d. Venue</i> <i>e. Flowing Coffee</i> <i>f. Availability of Vegetarian and Halal Food</i>	40 pax		
H. Exploratory Meeting with new partners					
8	3 meetings	Catering and Venue for Exploratory Meeting with new partners <i>a. One (1) Snack;</i> <i>b. One (1) Buffet Lunch</i> <i>c. Physical Setup</i> <i>d. Venue</i> <i>e. Flowing Coffee</i> <i>f. Availability of Vegetarian and Halal Food</i>	40 pax		
I. Meetings under OED					
9	12 meetings	Catering and Venue for Meetings under OED <i>a. One (1) Snack;</i> <i>b. One (1) Buffet Lunch</i> <i>c. Physical Setup</i> <i>d. Venue</i> <i>e. Flowing Coffee</i> <i>f. Availability of Vegetarian and Halal Food</i>	20 pax		

GREEN SPECIFICATIONS: (applicable to all catering events listed above)

All Food and Catering Services:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall provide a vegetarian offer.

4. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
5. The service supplier shall post its environmental policy in places where employees can easily notice them

All Training Facilities/Hotels/Venues:

1. The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide organic, local or regional products or products which are produced in a sustainable way (esp. avoid overfishing, no products from threatened species) when offering food and beverages.
3. The service supplier shall ensure that indoor lighting is energy efficient.
4. The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments.
5. The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.