



Republic of the Philippines
Department of Education
 CARAGA REGION
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

**INVITATION TO BID FOR PROCUREMENT OF VENUE
 AND MEALS FOR THE CONDUCT OF DIVISION
 TRAINING OF TRAINERS ON THE MATATAG
 CURRICULUM**

1. The *Department of Education Division of Surigao City*, through the GAA intends to apply the sum of *ONE MILLION TWO HUNDRED THIRTY TWO THOUSAND EIGHT HUNDRED PESOS (PHP 1,232,800.00)* being the ABC to payments under the contract for *FY-2024-GDS-029*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education Division of Surigao City* now invites bids for the Procurement of the following items, to wit;

QTY	UNIT	AGENCY SPECIFICATIONS
		VENUE WITH MEALS
CLUSTER 1		
MONDAY, JUNE 17, 2024		
163	pax	AM SNACKS
163	pax	LUNCH
163	pax	PM SNACKS
163	pax	DINNER
TUESDAY, JUNE 18, 2024		
163	pax	AM SNACKS
163	pax	LUNCH
163	pax	PM SNACKS
163	pax	DINNER
WEDNESDAY, JUNE 19, 2024		
163	pax	AM SNACKS
163	pax	LUNCH
163	pax	PM SNACKS
163	pax	DINNER
THURSDAY, JUNE 20, 2024		
163	pax	AM SNACKS
163	pax	LUNCH
163	pax	PM SNACKS
163	pax	DINNER
FRIDAY, JUNE 21, 2024		
163	pax	AM SNACKS
163	pax	LUNCH
163	pax	PM SNACKS
CLUSTER 2		
MONDAY, JULY 1, 2024		
105	pax	AM SNACKS
105	pax	LUNCH

QTY	UNIT	AGENCY SPECIFICATIONS
105	pax	PM SNACKS
105	pax	DINNER
TUESDAY, JULY 2, 2024		
105	pax	AM SNACKS
105	pax	LUNCH
105	pax	PM SNACKS
105	pax	DINNER
WEDNESDAY, JULY 3, 2024		
105	pax	AM SNACKS
105	pax	LUNCH
105	pax	PM SNACKS
105	pax	DINNER
THURSDAY, JULY 4, 2024		
105	pax	AM SNACKS
105	pax	LUNCH
105	pax	PM SNACKS
105	pax	DINNER
FRIDAY, JULY 5, 2024		
105	pax	AM SNACKS
105	pax	LUNCH
105	pax	PM SNACKS

* Venue must be within Surigao City, must be safe and conducive to learning, spacious, fully airconditioned, with WiFi Connection, multiple power outlets and extensions, multiple functional microphones, white screen and projector, quality sound system, and functional amenities.

* Venue must be able to break out into 18 breakout rooms for two (2) day sessions.

* See attached menu as Annex A.

Delivery of the Goods is required in *ten (10) days after the issuance of the Notice to Proceed*. Bidders should have completed, within *twenty-four (24) months* 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).


3. 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) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the *Department of Education Division of Surigao City* and inspect the Bidding Documents at the address given below during regular office hours, *8:00AM to 5:00PM, Mondays to Fridays*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *May 23, 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of five thousand pesos (PHP 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic mail*.

6. The *Department of Education Division of Surigao City* will hold a Pre-Bid Conference on *May 30, 2024, 2:00PM* at the *Office of the Assistant Schools Division Superintendent, Schools Division Office of Surigao City, M. Ortiz St., Surigao City* and/or through video conferencing *via Google Meet with the link <https://meet.google.com/fgz-huve-rbr>*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *June 13, 2024, 10:00 AM*. **LATE BIDS SHALL NOT BE ACCEPTED.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on *June 13, 2024, 10:00 AM* at the Office of the Assistant Schools Division Superintendent, Schools Division Office of Surigao City, M. Ortiz St., Surigao City and/or through video conferencing *via Google Meet with the link <https://meet.google.com/fgz-huve-rbr>*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity provided they present a Special Power of Attorney (SPA).
10. The *Department of Education Division of Surigao City* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Robert Sherwin S. Betita
Office of the Bids and Awards Committee,
Department of Education, Division of Surigao City
M. Ortiz St., Brgy. Washington,
CV Diez Central Elementary School Compound, Surigao City
robertsherwin.betita@deped.gov.ph
09466410658
www.depedsc.com
12. You may visit the following websites:

For downloading of Bidding Documents:
<https://depedsc.com/procurement/bid-opportunities/>

May 23, 2024


GILBERT L. GAYRAMA, PhD, CESO VI
Chairperson, Bids and Awards Committee