



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11994651
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Meals and Snacks with Venue and Accommodation for the Regional Training on Mental Health and Psychological First Aid for DRRM Coordinators, Health Focal Persons and Guidance Counselors
Area of Delivery Agusan Del Norte

Solicitation Number:	2025-04-191	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Hotel and Lodging and Meeting Facilities	Date Published	18/05/2025
Approved Budget for the Contract:	PHP 1,200,000.00	Last Updated / Time	18/05/2025 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	09/06/2025 09:59 AM
Client Agency:			
Contact Person:	Pedro T. Escobarte, Jr. Assistant Regional Director J.P. Rosales Avenue Butuan City Agusan Del Norte Philippines 8600 63-85-3428207 63-85-8752021 procurement_caraga@deped.gov.ph		

Description

Republic of the Philippines
Department of Education
Caraga Region
J. Rosales Avenue, Butuan City
Tel. No. 342-8207

INVITATION TO BID FOR Procurement of Meals and Snacks with Venue and Accommodation for the Conduct of Regional Training on Mental health and Psychological First Aid for DRRM Coordinators, Health Focal Persons, and Guidance Counselors on June 24-27, 2025

1. The Department of Education (DepEd) Caraga Region, through the FY 2024 GAA intends to apply the sum of One Million Two Hundred Thousand Pesos (₱1,200,000.00) being the ABC to payments under the contract for the Procurement of Meals and Snacks with Venue and Accommodation for the Regional Training on Mental Health and Psychological First Aid for DRRM Coordinators, Health Focal Persons and Guidance Counselors on June 24-27, 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.

UNIT DESCRIPTION QTY. ALLOCATED BUDGET

pax Day 0 – PM snacks, dinner, accommodation and venue 200 ₱260,000.00
pax Day 1 – 3 meals and 2 snacks with venue and accommodation 200 ₱400,000.00
pax Day 2 – 3 meals and 2 snacks with venue and accommodation 200 ₱400,000.00
pax Day 3 – Breakfast, AM snacks, lunch and venue 200 ₱140,000.00
(see Section 7 for the specifications)
GRAND TOTAL ₱1,200,000.00

2. The Department of Education (DepEd) Caraga Region now invites bids for the above Procurement Project. Delivery of the Goods and Services is required by 4 calendar days. Bidders should have completed, within 5 years 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from the Department of Education, Caraga Regional Office Procurement Unit and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM, Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders starting May 20, 2025 to June 6, 2025, 8:00 AM to 5:00 PM, from the given address and website(s) below and upon accomplishing the bidder's information sheet and payment of the applicable fee for the Bidding Documents to the DepEd Caraga Regional Office Cashier, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The Department of Education (DepEd) Caraga Region will hold a Pre-Bid Conference on May 28, 2025, 11:00 A.M. at the Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 9:59 AM of June 9, 2025. 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 9, 2025 at 10:00 AM at the Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

A maximum of two personnel per bidder is allowed, prospective Suppliers should present their identification cards before the start of the bid opening and in case of representatives, they must present a duly notarized Special Power of Attorney (SPA) which contain express authorization to represent the bidder/proprietor. Any representation which does not comply with the foregoing conditions shall not be recognized and has no legal standing to represent his/her employer. Personnel who has no business at all during the bid opening shall not be authorized to participate or enter the venue for the bid opening.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. Only duly authorized representatives with Letter of Intent and Special Power of Attorney are allowed to purchase and drop the bidding documents. Certificate of PhilGEPS Platinum Registration is also required.

11. The Department of Education (DepEd) Caraga Region 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.

12. For further information, please refer to:

Procurement Unit
DepEd Regional Office XIII
J. Rosales Ave., Butuan City
procurement_caraga@deped.gov.ph
Tel No. (085) 342-8207
caraga.deped.gov.ph

13. You may visit the following website:

For downloading of Bidding Documents: caraga.deped.gov.ph

May 18, 2025

PEDRO TENEBRO ESCOBARTE JR.
Director III/Assistant Regional Director
BAC Chairperson

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Procurement of Meals & Accommodation	Meals, Snacks with Venue & Accommodation	200	Each	1,200,000.00

Pre-bid Conference

Date	Time	Venue
28/05/2025	11:00:00 AM	Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City

Created by	Pedro T. Escobarte, Jr.
Date Created	28/04/2025

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