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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12489534
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Meals and Snacks with Venue and Accommodation for the Conduct of Capacity Building of JHS Non-Physics Major Teachers Teaching Physics (Professional Teachers' Development Course in Physi
Area of Delivery Agusan Del Norte

Solicitation Number:	2025-10-592	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	15/10/2025
Approved Budget for the Contract:	PHP 4,155,000.00	Last Updated / Time	15/10/2025 00:00 AM
Delivery Period:	9 Day/s	Closing Date / Time	04/11/2025 08:59 AM
Client Agency:			
Contact Person:	Pedro T. Escobarte, Jr. Assistant Regional Director J.P. Rosales Avenue Butuan City Agusan Del Norte Philippines 8600 63-85-2251151 Ext.112 procurement_caraga@deped.gov.ph		

Description

INVITATION TO BID FOR PROCUREMENT OF MEALS AND SNACKS WITH VENUE AND ACCOMMODATION FOR THE CONDUCT OF CAPACITY BUILDING OF JHS NON-PHYSICS MAJOR TEACHERS TEACHING PHYSICS (PROFESSIONAL TEACHERS' DEVELOPMENT COURSE IN PHYSICS OR PROTEACH) BATCH 2 ON NOVEMBER 13-21, 2025

1) The Department of Education (DepEd) Caraga Region, through the FY 2024 and 2025 GAA intends to apply the sum of Four Million One Hundred Fifty-Five Thousand Pesos (P4,155,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Meals and Snacks with Venue and Accommodation for the Conduct of Capacity Building of JHS Non-Physics Major Teachers Teaching Physics (Professional Teachers' Development Course in Physics or PROTEACH) Batch 2 on November 13-21, 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 and Accommodation for the TWG and Resource Speakers 30 39,000.00
pax Day 1-7: Breakfast, AM & PM Snacks, Lunch, Dinner with Venue and Accommodation 280 3,920,000.00
pax Day 8: Breakfast, AM Snacks, Lunch with Venue without Accommodation 280 196,000.00
GRAND TOTAL P4,155,000.00

2) The Department of Education (DepEd) Caraga Region now invites bids for Procurement of Meals and Snacks with Venue and Accommodation for the Conduct of Capacity Building of JHS Non-Physics Major Teachers Teaching Physics (Professional Teachers' Development Course in Physics or PROTEACH) Batch 2 on November 13-21, 2025. Delivery of the Goods is required nine (9) calendar days. Bidders should have completed, at least five (5) years from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

i) Bidding is open to all interested Bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR.

4) Prospective Bidders may obtain further information from 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 on October 15, 2025 to November 3, 2025, 8:00 AM to 5:00 PM, from the given address and website(s) below and upon accomplishing the bidder's information 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 (P5,000.00).

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 applicable fee for the Bidding Documents not later than the submission of their bids.

6) The Department of Education (DepEd) Caraga Region will hold a Pre-Bid Conference on October 23, 2025, 10:00 A.M. at the Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City and/or through video conferencing via [insert website, application or technology to be used], which shall be open to prospective Bidders.

7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before 8:59 A.M. of November 4, 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 16.1.

9) Bid opening shall be on November 4, 2025 at 9:00 A.M. at the Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City, or in case of change of venue, the bidders will be informed accordingly. 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.

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 Section 70 of R.A. No. 12009, without 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 websites:

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

October 15, 2025

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

Pre-bid Conference

Date	Time	Venue
23/10/2025	10:00:00 AM	Gold Hall DepEd Regional Office J. Rosales Ave., Butuan City

Created by Pedro T. Escobarte, Jr.

Date Created 14/10/2025