



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 10118052
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Meals and Snacks with Venue and Accommodation within Butuan City for the Capacity Enhancement on Innovation and Strategic Planning on October 18-20, 2023
Area of Delivery Agusan Del Norte

Solicitation Number:	2023-08-0485	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	11/09/2023
Approved Budget for the Contract:	PHP 1,560,000.00	Last Updated / Time	11/09/2023 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	03/10/2023 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 63-85-3428207 63-85-8752021 caraga@deped.gov.ph		

Description

Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. ROSALES AVENUE, BUTUAN CITY

INVITATION TO BID FOR Procurement of Meals and Snacks with Venue and Accommodation within Butuan City for the Capacity Enhancement on Innovation and Strategic Planning on October 18-20, 2023

1. The Department of Education-Caraga Region, through the 2023 General Appropriations Act intends to apply the sum of One Million Five Hundred Sixty Thousand Pesos (P1,560,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Meals and Snacks with Venue and Accommodation within Butuan City for the Capacity Enhancement on Innovation and Strategic Planning on October 18-20, 2023 with Project Identification No. 2023-08-0485. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT NO. PROJECT DESCRIPTION QUANTITY ABC (Php) CONTRACT DURATION

1
Meals and Snacks with Venue and Accommodation within Butuan City for the Capacity Enhancement on Innovation and Strategic Planning on October 18-20, 2023 260 pax 1,560,000.00 3 CD

2. The Department of Education-Caraga Region, through the Bids and Awards Committee (BAC), now invites bids for the above Procurement Project. Delivery of the Goods is required within three (3) calendar days. Bidders should have completed, within Five 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.

4. Prospective Bidders may obtain further information from DepEd Caraga Procurement Unit and inspect the Bidding Documents at the address given below from Monday to Friday from 8:00am to 5:00am.

5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

a. A complete set of Bidding Documents may be acquired by interested Bidders on September 13, 2023 to October 3, 2023, from DepEd Caraga Procurement Unit, upon accomplishing a bidder's information sheet and payment of non-refundable fee for the Bidding Documents to the DepEd Caraga Cashier.
Payment in checks should be made payable to DECSRO TRUST FUND.

b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at procurement_caraga@deped.gov.ph by accomplishing a bidder's information sheet. Upon receipt of the bidder's information sheet, the Procurement Unit will send through email the details of the DECSRO TRUST FUND Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the Procurement Unit will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents shall be as follows:

Lot No. Bidding Documents Fee

(In Php)

1 5,000.00

6. The Department of Education-Caraga Region will hold a Pre-Bid Conference on September 19, 2023, at 9:00 AM at DepEd Caraga Regional Office, RPSU Lobby which will be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat on or before 8:59 AM of October 3, 2023. 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 October 3, 2023, at 9:00 AM, RPSU Lobby, 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.

Only two (2) representatives with Special Power of Attorney (SPA) per bidder will be allowed to enter the venue.

10. The Department of Education-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.

11. For further information, please refer to:

ELSIE D. MONGADO

Administrative Officer IV

Procurement Unit

Email address: procurement_caraga@deped.gov.ph

September 11, 2023

PEDRO T. ESCOBARTE, JR

BAC Chairperson

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Hotel/Lodging/Meeting Facilities	Meals and Snacks with Training Venue and Hotel Accomodation	260	Each	1,560,000.00

Pre-bid Conference

Date	Time	Venue
19/09/2023	9:00:00 AM	RPSU Lobby DepEd Caraga Butuan City

Created by

Pedro T. Escobarte, Jr.

Date Created

10/09/2023

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