



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10735042  
**Procuring Entity** DEPARTMENT OF EDUCATION - CARAGA  
**Title** Procurement of Meals and Snacks with Venue and Accommodation for the Regional Training of Trainers for Kindergarten, Grades 4 to 6, 10, and Senior High School Receiving Teachers on SPED Content and Pe  
**Area of Delivery** Agusan Del Norte

|                                          |                                                                                                                                                                                               |                              |                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2024-02-0087                                                                                                                                                                                  | <b>Status</b>                | <b>Active</b>       |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations                                                                                                                                                            |                              |                     |
| <b>Procurement Mode:</b>                 | Public Bidding                                                                                                                                                                                | <b>Associated Components</b> | 1                   |
| <b>Classification:</b>                   | Goods                                                                                                                                                                                         |                              |                     |
| <b>Category:</b>                         | Hotel and Lodging and Meeting Facilities                                                                                                                                                      | <b>Bid Supplements</b>       | 0                   |
| <b>Approved Budget for the Contract:</b> | PHP 1,765,000.00                                                                                                                                                                              | <b>Document Request List</b> | 1                   |
| <b>Delivery Period:</b>                  | 5 Day/s                                                                                                                                                                                       |                              |                     |
| <b>Client Agency:</b>                    |                                                                                                                                                                                               | <b>Date Published</b>        | 08/04/2024          |
| <b>Contact Person:</b>                   | Pedro T. Escobarte, Jr.<br>Assistant Regional Director<br>J.P. Rosales Avenue<br>Butuan City<br>Agusan Del Norte<br>Philippines 8600<br>63-85-3428207<br>63-85-8752021<br>caraga@deped.gov.ph | <b>Last Updated / Time</b>   | 08/04/2024 00:00 AM |
|                                          |                                                                                                                                                                                               | <b>Closing Date / Time</b>   | 29/04/2024 13:59 PM |

#### 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 for the conduct of the Regional Training of Trainers for Kindergarten, Grades 4 to 6, 10, and Senior High School Receiving Teachers on SPED Content and Pedagogy on July 2-6, 2024

1. The Department of Education-Caraga Region, through the Sub-Allotment Release Order No. OSEC-13-23-1702 dated April 18, 2023 intends to apply the sum of One Million Seven Hundred Sixty-Five Thousand Pesos (₱1,765,000.00) 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 Regional Training of Trainers for Kindergarten, Grades 4 to 6, 10, and Senior High School Receiving Teachers on SPED Content and Pedagogy on July 2-6, 2024 with Project Identification No. 2024-02-0087. 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 for the Regional Training of Trainers for Kindergarten, Grades 4 to 6, 10, and Senior High School Receiving Teachers on SPED Content and Pedagogy on July 2-6, 2024 200 pax;  
50 pax additional on the last day 1,765,000.00 5 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 five (5) 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 the Department of Education, Caraga Regional Office and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM, Monday to Friday.

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 April 11-15, 2024, at 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 send their Letter of Intent to purchase the Bidding Documents through email to [procurement\\_caraga@deped.gov.ph](mailto:procurement_caraga@deped.gov.ph). Upon receipt of the Letter of Intent, the Procurement Unit will send the details of the DECSRO TRUST FUND Account for payment. After payment, bidders may send the proof of payment via email 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 April 16, 2024 at 11:00 AM at Silver Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City which will be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat on or before 1:59 PM of April 29, 2024. 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 April 29, 2024, at 2:00 PM, Silver 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. 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:

MR. KEVIN HOPE Z. SALVAÑA  
Head, BAC Secretariat  
DepEd Caraga  
J. Rosales Avenue, Butuan City

April 8, 2024

ATTY. FIEL Y. ALMENDRA, CESO IV  
Asst. Regional Director /BAC Chairman

**Line Items**

| Item No. | Product/Service Name  | Description                              | Quantity | UOM  | Budget (PHP) |
|----------|-----------------------|------------------------------------------|----------|------|--------------|
| 1        | Meals & Accommodation | Meals, Snacks with Venue & Accommodation | 250      | Each | 1,765,000.00 |

**Pre-bid Conference**

| Date       | Time        | Venue                                                                       |
|------------|-------------|-----------------------------------------------------------------------------|
| 16/04/2024 | 11:00:00 AM | Silver Hall<br>DepEd Caraga Regional Office<br>J. Rosales Ave., Butuan City |

**Created by** Pedro T. Escobarte, Jr.

**Date Created** 07/04/2024

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