



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11232240
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Meals and Snacks with Venue and Accommodation for the Conduct of Capacity Building of Newly Designated DRRM Coordinators and School Heads (Batch 1 & 2) on October 8-10, 2024 and October
Area of Delivery Agusan Del Norte

Solicitation Number:	2024-09-0510	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	10/09/2024
Approved Budget for the Contract:	PHP 1,664,000.00	Last Updated / Time	10/09/2024 00:00 AM
Delivery Period:	6 Day/s	Closing Date / Time	30/09/2024 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 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 for the Conduct of Capacity Building of Newly Designated DRRM Coordinators and School Heads (Batch 1 & 2) on Oct. 8-10, 2024 and Oct. 15-17, 2024

1. The Department of Education-Caraga Region, through the Sub-Allotment Release Order No. OSEC-13-23-4240 dated August 2, 2023 intends to apply the sum of One Million Six Hundred Sixty-Four Thousand Pesos (P1,664,000.00) 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 Newly Designated DRRM Coordinators and School Heads (Batch 1 & 2) on October 8-10, 2024 and October 15-17, 2024 with Project Identification No. 2024-09-0510. 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 Conduct of Capacity Building of Newly Designated DRRM Coordinators and School Heads (Batch 1 & 2) on October 8-10, 2024 and October 15-17, 2024 320 pax (Batch 1 & 2) 1,664,000.00 6 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 six (6) 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 September 11-30, 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. 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 September 18, 2024 at 10:00 AM at Gold 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 9:59 AM of September 30, 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 September 30, 2024, at 10:00 AM, 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. 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

September 10, 2024

PEDRO TENEBRO ESCOBARTE, JR.

Director III / Asst. Regional Director
BAC Chairperson

Pre-bid Conference

Date	Time	Venue
18/09/2024	10:00:00 AM	Gold Hall DepEd Regional Office J. Rosales Avenue, Butuan City

Created by Pedro T. Escobarte, Jr.

Date Created 09/09/2024

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