



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES
BIDS AND AWARDS COMMITTEE (BAC)
Virac, Catanduanes

INVITATION TO BID

Food & Accommodation

**REGIONAL WORKSHOP ON MID-YEAR FINANCIAL REPORTS-
July 12-14, 2023**

1. The **DepEd, Schools Division Office of Catanduanes**, through the **GAA CY 2023** intends to apply the sum of **One Million Nine Hundred Fifty Thousand Pesos Only (Php1,950,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Food and Accommodation- Regional Workshop on Mid-Year Financial Reports**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DepEd, Schools Division Office of Catanduanes** now invites bids for the above Procurement Project. Delivery of Goods is required three (3) days. Bidders should have completed, within three (3) 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).

ITEMS & DESCRIPTION	Quantity	Approved Budget for the Contract
FOOD AND ACCOMMODATION- July 12-14, 2023 Regional Workshop on Mid- Year Financial Reports	325 pax	Php1,950,000.00

MENU:

DAY 0

Dinner : Plain rice, mixed seafoods with chili, pork adobo, pinakbet, soup, water

DAY 1

Breakfast : Plain rice, sunny side-up egg, hot dog, coffee/milk
Snacks-AM : Carbonara, sandwich, cucumber juice
Lunch : Plain rice, beef caldereta, gatang kalabasa, fried fish, soup, water
Snacks PM : Pansit canton, bread, water
Dinner : Plain rice, chicken adobo, adobo sitaw, fish fillet, fruits, water

DAY 2

Breakfast : Plain rice, pork tocino, boiled egg, daing, coffee/milk
Snacks AM : Lasagna, garlic bread, iced tea
Lunch : Plain rice, kare-kare, special chopsuey, fried chicken, soup, pakwan, water
Snacks PM : Latik, water
Dinner : Plain rice, pork sinigang, fried fish, lumpia shanghai, water

DAY 3

Breakfast : Plain rice, daing, scrambled egg, coffee/milo/milk
Snacks AM : Dinuguan, puto, juice
Lunch : Plain rice, breaded porkchop, sweet and sour fish, ampalaya con carne, mango, water
Snacks PM : Clubhouse sandwich, juice
Dinner : Plain rice, beef cauliflower, rellenong manok, pinangat, banana, soup water

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 restricted to Filipino citizen/sole proprietorship, partnership, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from Schools Division Office of Catanduanes and inspect the Bidding Documents at the address given below during Monday to Friday from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 15, 2023 to July 5, 2023** from the given address and website below and 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 Only (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **DepEd, Schools Division of Catanduanes** will hold a **Pre-Bid Conference** on **June 22, 2023 at 9:00 AM** at **SDO- CID Office**, and/or through video conferencing, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at **SDO-CID Office** on or before **July 5, 2023 at 9:00 AM**. 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 **July 5, 2023 at 9:00 AM** at the **SDO- CID Office**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prior to Bid Opening, representative of bidders should present and submit to the BAC **Special Power of Attorney** stating the detailed activities which he/she will perform relative to the bidding at hand.

11. The **DepEd, Division of Catanduanes**, 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 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:

MA. LUISA T. DELA ROSA
Chairman, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
CP No. 09476099689
www.depedrovcatanduanes.com

MA. LUISA T. DELA ROSA
BAC Chairman

REGIONAL WORKSHOP ON MID-YEAR FINANCIAL REPORTS-
July 12-14, 2023

PROJECT SCHEDULE

NO.	ACTIVITY	DURATION (days)	START	END
1.	Advertisement/Posting of Invitation to Bid	7	June 15, 2023	June 21, 2023
2.	Issuance of Bidding Documents	1	June 15, 2023 to July 5, 2023	
3.	Pre-Bid Conference	1	June 22, 2023- 9:00 AM, CID Office	
4.	Issuance of Bid Bulletin (if any)	7		
5.	Deadline of Submission and Receipt of Bids/ Bid Opening	1	July 5, 2023- 9:00 AM, CID Office	
6.	Bid Evaluation		July 5, 2023- 1:00 PM, CID Office	
7.	Post-qualification		July 5, 2023- 2:00 PM	
8.	Approval of Resolution to Award/Issuance of Notice of Award		July 6, 2023	
9.	Contract Preparation and Signing		July 7, 2023	
10.	Approval of contract by higher authority			
11.	Issuance of Notice to Proceed		July 10, 2023	

MA. LUISA T. DELA ROSA
BAC Chairman

OFFICIAL SIGNATURE
MARY JEAN S. ROMERO
Vice-Chairman

OFFICIAL SIGNATURE
ROMEL G. PETAJEN
Member

Signature
MA. CIELO C. TUBALE
Member

Signature
GINAL. CUSTODIO
Member

Signature
JESSLYN P. TAWAY
Provisional Member