



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

**INVITATION TO BID**

**PROCUREMENT OF SERVICE PROVIDER ON TRAININGS FOR THE FIRST QUARTER 2023 (MEALS AND VENUE/ACCOMMODATION)**

**EARLY PROCUREMENT ACTIVITY FY 2023**

1. The *Schools Division Office of Catanduanes* through the *National Expenditure Program FY 2023* intends to apply the sum of **Six Hundred Thirteen Thousand Two Hundred Pesos Only (Php613,200.00)**, being the Approved Budget for the Contract (ABC) to payment under the contract for the *Procurement of Service Provider on Trainings for the First Quarter (Meals and Venue/Accommodation)-Early Procurement Activity 2023*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Schools Division Office of Catanduanes* now invites bids for the above Procurement Project. *Delivery of the Goods/services is required as schedule within the first quarter*. 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 Instruction to Bidders.

**Name of Project: Procurement of Service Provider on Trainings for First Quarter 2023 (Meals and Venue/Accommodation) -Early Procurement Activity FY 2023**

**Approved Budget for the Contract: Php613,200.00**

**Specifications:**

	Description	ABC
<b>CID</b>	<i>Division Orientation-Workshop on the Utilization of Digitalized Learning Resources in Mathematics, English, Science, Filipino, Araling Panlipunan, MAPEH, EsP, EPP/TLE, TVL, Kindergarten, ALS, LRMDS, SPED-IE, and Multigrade</i>	
	MATHEMATICS= 45 pax- January 20, 2023	Php27,000.00
	ENGLISH = 45 pax- January 18, 2023	27,000.00
	SCIENCE = 45 pax- January 26, 2023	27,000.00
	FILIPINO = 45 pax- January 13, 2023	27,000.00
	ARALING PANLIPUNAN = 45 pax- January 13, 2023	27,000.00
	MAPEH = 45 pax- January 27, 2023	27,000.00
	EsP = 45 pax- January 20, 2023	27,000.00
	EPP/TLE = 43 pax- January 11, 2023	25,800.00
	TVL = 45 pax- January 13, 2023	27,000.00
	Kindergarten = 45 pax- January 13, 2023	27,000.00
	ALS = 39 pax- January 12, 2023	23,400.00
	LRMDS/ADM =45 pax- January 16, 2023	27,000.00
	SPED-IE = 45 pax- January 20, 2023	27,000.00
	Multigrade =45 pax- January 20, 2023	27,000.00

	<b>Remediation and Continuity= 50 pax</b>	
	<b>CARE for Aspiring Principals= 40pax</b>	<b>120,000.00</b>
	<b>Conduct Quarterly DMEA Coordination Meeting= 40 pax</b>	<b>24,000.00</b>
<b>Approved Budget for the Contract=Php613,200.00</b>		

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary *pass/fail* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, 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 or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 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 **December 7, 2022 to December 27, 2022** from the given address and website below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos Only (Php1,000.00)**. The Procuring Entity shall allow the bidder to present proof of payment for the fees in person.
6. The Schools Division Office of Catanduanes will hold a Pre-bid Conference on **December 14, 2022 at 9:00 AM** at SDO- CID Office which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 27, 2022 at 9:00 A.M.** at SDO- CID Office. 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 **December 27, 2022 at 9:00 AM** at the given address below. 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 a **Special Power of Attorney** stating the detailed activities which he/she will perform relative to the bidding at hand.
11. *Please note that this is an **EARLY PROCUREMENT ACTIVITY** and awards of contract will commence upon the approval and effectivity of its funding source or its budget authorization document.*
12. The *Schools Division Office 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 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.
13. For further information, please refer to:  
**MA. LUISA T. DELA ROSA**  
**Chairman, Bids and Awards Committee**  
**DepEd, Division Office, Virac, Catanduanes**  
**CP No. 09476099689**

**PROCUREMENT OF SERVICE PROVIDER ON TRAININGS FOR THE FIRST  
QUARTER 2023 (MEALS AND VENUE/ACCOMMODATION)**

*EARLY PROCUREMENT ACTIVITY FY 2023*

**PROJECT SCHEDULE**

<b>NO.</b>	<b>ACTIVITY</b>	<b>DURATION (days)</b>	<b>START</b>	<b>END</b>
1.	Advertisement/ Posting of Invitation To Bid	7	Dec. 7, 2022	Dec. 13, 2022
2.	Issuance of Bidding Documents		Dec. 7, 2022	Dec. 27, 2022
3.	Pre-Bid Conference	1	Dec. 14, 2022- 9:00 AM at CID Office	
4.	Issuance of Bid Bulletin (if any)	7		
5.	Deadline of Submission and Receipt of Bids/Bid Opening	1	Dec. 27, 2022- 9:00 AM at CID Office	
6.	Bid Evaluation	1	January 3, 2023	
7.	Post-qualification	2	January 4, 2023	
8.	Approval of Resolution to Award/ Issuance of Notice of Award	1		
9.	Contract Preparation and Signing	1		
10.	Approval of contract by higher authority	1		
11.	Issuance of Notice to Proceed	1		

  
**MA. LUISA T. DELA ROSA**  
BAC Chairman

  
**MARY JEAN S. ROMERO**  
Vice- Chairman

  
**MA. CIELO C. TUBALE**  
Member

  
**AROLINE T. BORJA**  
Member

  
**EVA S. TOLENTINO**  
Head- BAC Secretariat

  
**ROMEL G. PETAJEN**  
Member

  
**GINA L. CUSTODIO**  
Member