

INVITATION TO BID

FOR THE

PROVISION OF MEALS AND SNACK ON DIVISION ORIENTATION ON THE IMPLEMENTING GUIDELINES FOR THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM WITH APPROVED BUDGET FOR CONTRACT WORTH TWO MILLION FIVE HUNDRED TWENTY FOUR THOUSAND NINE HUNDRED NINETY PESOS (2,524,990.00)

Unit	Item Description	Quantity	Unit	TOTAL COST
			Cost	
LOT 1	Meals and Accommodation			
	Day 1			
Pax	AM snacks	1,531	100.00	153,100.00
Pax	Lunch	1,531	280.00	428,680.00
Pax	PM Snacks	1,531	100.00	153,100.00
Pax	Dinner	1,531	280.00	428,680.00
Pax	Accommodation	1,100	500.00	550,000.00
	Day 2			
Pax	Breakfast	1,531	150.00	229,650.00
Pax	AM snacks	1,531	100.00	153,100.00
Pax	Lunch	1,531	280.00	428,680.00
	<i>Venue Minimum Requirements for Trainings with Food Provision are attached in Anex B.</i>			
	TOTAL			2,524,990.00

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

1. The DepEd, through the Bids and Awards Committee (BAC), now invites bids for the above Procurement Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
2. 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) No. 9184.
3. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. Interested bidders may obtain further information from the DepEd Schools Division Office Surigao del Sur at Telephone/Cellphone No. 09853432707 and inspect the Bidding Documents at the address indicated herein for issuance of Bidding Documents during office hours.

5. All Prospective bidders must submit Medical Health Certificates of the employees involved in the handling and preparation of food. These employees are also required to wear their identification and certification during the implementation period. Failure to comply will result in disqualification.
6. For those who are interested to purchase the Bidding Documents, a complete set of Bidding Documents shall be acquired from July 21, 2025 to August 04, 2025 by interested Bidders from the Bids and Awards Committee Secretariat DepEd SDO – Surigao del Sur only, upon accomplishing a bidder’s information sheet and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier. Amount of Bidding Documents is **5,000.00** Philippine Peso.
7. The Department of Education - Surigao del Sur Division will hold a Pre-Bid Conference on July 21, 2024 (Monday) 1:30 PM; 3rd Floor, Division Office Conference Hall, Balilahan, Mabua, Tandag City and through video conferencing or webcasting via <https://tinyurl.com/ms7v2sj5> which shall be open to prospective bidders.
8. Prospective Bidders who intend to participate are required to communicate with the BAC Secretariat through email at surigaodelsur.procurement@deped.gov.ph for confirmation and accomplish the Online Pre-bid Conference Form provided (Annex B) on or before July 21, 2025 (Monday) Upon receipt of this form, the BAC Secretariat will send the link of the meeting.
9. Submission of Bids must be dropped at the drop box provided at 3rd Floor Conference Hall DepEd Surigao del Sur Division, Balilahan, Mabua, Tandag City August 04, 2025 (Monday), at exactly 1:30 PM, Philippine standard time. Late bids shall not be accepted.
10. All Prospective bidders must submit Medical Health Certificates for all employees involved in the handling and preparation of food. These employees are also required to wear their identification and certification during the implementation period.
11. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
12. Bid opening shall be on August 04, 2025 (Monday), at exactly 1:30 PM; 3rd Floor, Division Office Conference Hall, Balilahan, Mabua, Tandag City. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity and also via Microsoft teams <https://tinyurl.com/4awdxujm> For the purpose of constituting a quorum, both the physical and virtual presence of the BAC and TWG members shall be considered pursuant to GPPB Resolution No. 09-2020.
13. The DepEd - *Surigao del Sur Division* 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.
14. For further information, please refer to:
BAC SECRETARIAT
Balilahan, Mabua, Tandag City
surigaodelsur.procurement@deped.gov.ph
09853432707
depedsurigaodelsur.com
15. You may visit the following websites:
 For downloading of Bidding Documents:
<https://notices.philgeps.gov.ph/>
<https://www.deped.gov.ph/>

Date: July 10, 202

LAILA F. DANAQUE, EdD, CESO VI
(SGD)
Chairperson

Annex B.

Venue Minimum Requirements for Trainings with Food Provision

To ensure a conducive learning environment and the welfare of participants during capacity-building, workshops, or training sessions, the following minimum venue requirements shall be strictly observed:

A. Physical Setup Requirements

1. Capacity and Comfort

- The venue must comfortably accommodate the total number of participants, facilitators, and support staff.
- Adequate spacing to maintain mobility, with consideration for participants with disabilities (PWD-friendly).
- Provision for both plenary and breakout sessions, where applicable.
- 4 Batches
- 3 breakout sessions per Batch
- Trash bins, Philippine Flag, Podium per room
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2. Accessibility

- Easily accessible location via public and/or private transportation.
- Availability of parking spaces for facilitators and participants (if applicable).

3. Ventilation and Lighting

- Well-ventilated area with functioning air conditioning units or fans.
- Sufficient natural or artificial lighting to support visibility.

4. Audio-Visual Facilities

- Working sound system with microphones (lapel and handheld) for speakers.
- Projector, screen, and laptop connectivity for presentations.
- Stable internet connection

5. Electrical Supply

- Sufficient electrical outlets for laptops, projectors, and other equipment.
- Availability of backup generator or alternative power source in case of outages.

B. Sanitation and Health Protocols

1. Restrooms

- Clean, gender-segregated, and accessible comfort rooms within or adjacent to the venue.
- Availability of handwashing stations with soap, water, and sanitizers.

2. Health and Safety Compliance

- Adherence to current government health protocols (e.g., COVID-19 safety guidelines, if still applicable).
 - Venue should have a basic first aid kit and emergency contacts visibly posted.
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C. Food Service Requirements

1. Serving Area

- With Food Server, for Food Station - 1 station for every 50 participants and 2 stations for 50 up participants (to avoid traffic), water station, and coffee
- Proper food handling and sanitation procedures must be observed by catering personnel.

2. Schedule of Food Service

- Morning snacks – 9:30 am
 - Lunch – 11:30 am
 - Afternoon snacks – 3:00 pm
 - Beverages (water and coffee station accessible at all times)
 - Breakfast – 6:30 am -7:30 am
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D. Additional Requirements

- Venue should be free from distractions (noise, external disruptions).
 - Availability of signage and directional markers within the venue.
 - Security personnel or venue staff present to assist during emergencies.
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E. Optional but Recommended Features

- Outdoor spaces for breakout or energizer activities.
- Accommodation facilities for multi-day training (if applicable).
- Provision of basic toiletries (tissues, hand liquid or bar soap, etc.) upon request.