

INVITATION TO BID

FOR THE

PROVISION ON MEALS AND SNACK ON THE CAPACITY DEVELOPMENT ON A SCHOOL SITES TITLING PROCESSES WITH APPROVED BUDGET FOR CONTRACT WORTH ONE MILLION TWO HUNDRED SIXTY PESOS (1,260,000.00)

Stock No.	Unit	Item Description	Quantity	Unit	TOTAL COST
				Cost	
		PREWORK			
		Day 1			
	pax	AM snacks	300	100.00	30,000.00
	pax	Lunch	300	300.00	120,000.00
	pax	PM Snacks	300	100.00	30,000.00
	pax	Dinner	300	300.00	120,000.00
	pax	Accommodation	300	600.00	180,000.00
		Day 2			
	pax	Breakfast	300	200.00	60,000.00
	pax	AM snacks	300	100.00	30,000.00
	pax	Lunch	300	300.00	120,000.00
	pax	PM Snacks	300	100.00	30,000.00
	pax	Dinner	300	300.00	120,000.00
	pax	Accommodation	300	600.00	180,000.00
		Day 3			
	pax	Breakfast	300	200.00	60,000.00
	pax	AM snacks	300	100.00	30,000.00
	pax	Lunch	300	300.00	120,000.00
	pax	PM Snacks	300	100.00	30,000.00
		TOTAL			1,260,000.00

Note: The Activity shall be conducted within Surigao del Sur

Venue Minimum Requirements:

- Available GenSet in case of power outage, Wi-Fi, Projector and Projector screen every breakout rooms, Sound system with Bluetooth or cabled connectivity, 2 functional wireless microphones with reserve batteries, emergency lights, extension wire per room, every break standby technical staff, Air-conditioned, trash bins, Philippine Flag, Podium per room
- The venue is tailored for secluded meetings, providing a serene and distraction-free Environment That Fosters Deep Focus and Productive Discussions Regarding Highly Technical Matters
- The venue is strategically situated away from high traffic areas, ensuring minimal interruptions and a quite atmosphere.
- More Convenient to all participants and its safety and secured facility were observed.

Food Minimum Requirement:

- Food Server, Food Station 1 station for every 50 participants and 2 stations for 50 up participants (to avoid traffic), water station, and unlimited coffee

Accommodation Minimum Requirement:

- Complete Toiletries: Shampoo, Soap, Tissue, Towel, Air-conditioned Room, Well-Lighted

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. For those who are interested to purchase the Bidding Documents, a complete set of Bidding Documents shall be acquired from August 18, 2025 to September 01, 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.
6. The Department of Education - Surigao del Sur Division will hold a Pre-Bid Conference on August 18, 2025 (Monday) 2:00 PM; 3rd Floor, Division Office Conference Hall, Balilahan, Mabua, Tandag City and through video conferencing or webcasting via <https://tinyurl.com/3k8v8vnh>, which shall be open to prospective bidders.
7. 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 August 18, 2025 (Monday) Upon receipt of this form, the BAC Secretariat will send the link of the meeting.
8. 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 September 01, 2025 (Monday), at exactly 10:00 AM, Philippine standard time. Late bids shall not be accepted.
9. Prospective bidders must submit Medical Health Certificates for all employees involved in the handling and preparation of food. These employees must also ensure compliance with local health and safety regulations throughout the implementation period.
10. A valid Sanitary Permit must be submitted as this procurement involves the supply of food items.
11. Failure to comply with the provisions in Nos. 9 and 10 shall result in disqualification
12. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
13. Bid opening shall be on September 01, 2025 (Monday), at exactly 10:00 AM; 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/6xfnav4m> 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.

14. 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.

15. For further information, please refer to:

*BAC SECRETARIAT
Balilahan, Mabua, Tandag City
surigaodelsur.procurement@deped.gov.ph
09853432707
depedsurigaodelsur.com*

16. You may visit the following websites:
For downloading of Bidding Documents:
<https://notices.philgeps.gov.ph/>
<https://www.deped.gov.ph/>

Date: August 07, 2025

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