



Republic of the Philippines
Department of Education
Region v
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon City

INVITATION TO BID FOR *PROVISION OF CATERING SERVICES FOR VARIOUS SDO SORSOGON ACTIVITIES*

PROJECT NO.: 18-01-001

1. The DepEd Schools Division Sorsogon Province, through the Division Bids and Awards Committee (GAA FY 2018 GAS-MOOE DO PROPER and TRUST Fund) intends to apply the sum of **One Million Five Hundred Five Thousand Two Hundred Eighty Pesos (Php 1,505,280.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Provision of Catering Services for various SDO Sorsogon Activities*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Bids and Awards Committee now invites bids for *Provision of Catering Services for Various SDO Sorsogon Activities*.² Delivery of the Goods is required *within prescribed schedule as per Delivery Order Contract (DOC)*.

Line Item	Description	Quantity	ABC
1	Catering Services for the Six (6) Division MANCOM Meeting (No. of Pax per Division MANCOM: 720 pax) – (Ordering Agreement)	4320 pax	1,296,000.00
2	Catering Services for Division Staff Meeting – (Ordering Agreement)	240 pax	57,600.00
3	Catering Services for the Division Deliberation/Ranking for Promotions – (Ordering Agreement)	132 pax	31,680.00
4	Catering Services for Central/Regional Office Monitoring - (Ordering Agreement)	100 pax	24,000.00
5	Catering Services for the Emergency Meeting - (Ordering Agreement)	200 pax	48,000.00

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

6	Catering Services for the Pre-Planning Conference for the Conduct of TIP, Hiring, Teachers Day and PRAISE - (Ordering Agreement)	200 pax	48,000.00
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Bidders should have completed, within 2 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.

- 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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.

- Interested bidders may obtain further information from *DepEd, Division of Sorsogon (Province), Capitol Compound, Sorsogon City* and inspect the Bidding Documents at the address given below during *office hours, (8:00am to 5:00pm)*.
- A complete set of Bidding Documents may be acquired by interested Bidders on **January 30, 2018 – February 19, 2018** from the address 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 Php 5,000.00.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Activity	Date and Time	Venue
Issuance of Bidding Documents	January 30, 2018 – February 19, 2018 (8:00 am -5:00 pm)	BAC Secretariat Office
Pre-Bid Conference	February 7, 2018, 9:00am	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Submission of Bids/ Opening of Bids	February 19, 2018, 1:00pm	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Bid Evaluation	February 20, 2018, 8:00	DepEd SDO Sorsogon, Capitol

	am	Compound, Sorsogon City (c/o TWG for Goods)
Post Qualification	February 21, 2018, 8:00 am	Winning Bidder/Lowest Bidder
Notice of Award	February 22, 2018, 8:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Contract Signing	February 23, 2018, 10:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Notice to Proceed	February 26, 2018, 10:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City

6. Bids must be duly received by the BAC Secretariat at the address below on or before **February 19, 2018, 1:00 pm**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **February 19, 2018, 1:00 pm** at **DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The **Bids and Awards Committee** 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

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MA. JEANY T. POSTRADO
BAC Chairperson *gmh*