



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON  
Balogo Sports Complex, Sorsogon City

**INVITATION TO BID FOR *PROVISION OF CATERING SERVICES AND VENUE FOR THE DIVISION CAPACITY BUILDING ON THE POLICY GUIDELINES ON THE IMPLEMENTATION OF REVISED SCHOOL-BASED MANAGEMENT SYSTEM (SBM) AND ON TECHNICAL ASSISTANCE MECHANISM AGENDA (TAMA) OF REGION V FOR ELEMENTARY AND SECONDARY SCHOOL HEAD***

**Project No.: SDOSOR-G-2025-0002**

1. The *DepEd - Schools Division Sorsogon Province*, through the *FY 2025 GAAAO GAS-MOOE* intends to apply the sum of *One Million Nine Hundred Ten Thousand Pesos Only (Php 1,910,000.00)* being the ABC to payments under the contract for *PROVISION OF CATERING SERVICES AND VENUE FOR THE DIVISION CAPACITY BUILDING ON THE POLICY GUIDELINES ON THE IMPLEMENTATION OF REVISED SCHOOL-BASED MANAGEMENT SYSTEM (SBM) AND ON TECHNICAL ASSISTANCE MECHANISM AGENDA (TAMA) OF REGION V FOR ELEMENTARY AND SECONDARY SCHOOL HEADS, Project No. SDOSOR-G-2025-0002*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DepEd - Schools Division Sorsogon Province* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Fifteen (15) days upon receipt of Notice to Proceed*. Bidders should have completed, *at least fifty (50%) of the ABC to be bid 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).

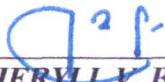
Lot No.	Description	Quantity	ABC
1	Meals and Venue	1 lot	<i>Php 1,910,000.00</i>
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT</b>			<b><i>Php 1,910,000.00</i></b>

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 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 No. 5183.
4. Prospective Bidders may obtain further information from ***DepEd, Schools Division of Sorsogon (Province), Balogo Sports Complex, Sorsogon City*** and inspect the Bidding Documents at the address given below during ***office hours, (8:00am to 5:00pm)***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***May 14, 2025 to June 3, 2025*** from the given address and PhilGEPS website ***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 (Php 5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person not later than the submission of their bid***.

Activity	Date and Time	Venue
<b>Issuance of Bidding Documents</b>	<b>May 14, 2025 to June 3, 2025 (8:00 a.m. to 5:00 p.m.)</b>	BAC Secretariat Office/Personnel Section Office
<b>Pre-Bid Conference</b>	<b>May 22, 2025, 10:30 a.m.</b>	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
<b>Submission of Bids</b>	<b>June 3, 2025, 8:00 a.m.</b>	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
<b>Opening of Bids</b>	<b>June 3, 2025, 11:00 a.m.</b>	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
<b>Bid Evaluation</b>	<b>June 4, 2025</b>	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City (c/o TWG for Goods)
<b>Post Qualification</b>	<b>June 5, 2025</b>	Winning Bidder/Lowest Bidder
<b>Notice of Award</b>	<b>June 6, 2025</b>	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
<b>Contract Signing</b>	<b>June 9, 2025</b>	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
<b>Notice to Proceed</b>	<b>June 10, 2025</b>	DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City

6. The *DepEd, Schools Division of Sorsogon Province* will hold a Pre-Bid Conference<sup>1</sup> on **May 22, 2025, 10:30 a.m.** at **Balogo Sports Complex, Sorsogon City**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 3, 2025, 8:00 a.m.** 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 **June 3, 2025, 11:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *DepEd, Schools Division of Sorsogon Province* 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.
11. For further information, please refer to:  
  
***ALLANA ERICA D. CORTES***  
*Head, BAC Secretariat*  
*DepEd SDO Sorsogon, Balogo Sports Complex, Sorsogon City*  
*Mobile No. (0915) 593 9794 | Email: allanaerica.cortes@deped.gov.ph*  
*Website: depedsorsogon.com.ph*
12. You may visit the following websites: For downloading of Bidding Documents:  
<https://philgeps.gov.ph/>

  
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**CHERYLL V. BERMUDO**  
*Assistant Schools Division Superintendent*  
*BAC Chairperson*

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.