



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

INVITATION TO BID FOR *PROVISION OF CATERING SERVICES FOR THE DIVISION TRAINING OF TEACHERS (DTOT) ON THE REVISED GRADES 6, 9, AND 10 CURRICULUM*

- 1) The **DepEd – Schools Division of Sorsogon Province**, through the **SARO NO. RO-5-26-00665⁴** intends to apply the sum of *Five Million Two Hundred Ninety Thousand Eight Hundred Eighty Pesos Only (Php5,290,880.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for **PROVISION OF CATERING SERVICES FOR THE DIVISION TRAINING OF TEACHERS (DTOT) ON THE REVISED GRADES 6, 9, AND 10 CURRICULUM**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The **DepEd – Schools Division of Sorsogon Province**, now invites bids for **PROVISION OF CATERING SERVICES FOR THE DIVISION TRAINING OF TEACHERS (DTOT) ON THE REVISED GRADES 6, 9, AND 10 CURRICULUM⁵** using the *Competitive Bidding as Mode of Procurement*. Delivery of the Goods is required **Twelve (12) days upon receipt of Notice to Proceed**. Bidders should have completed, at least **Twenty-Five percent (25%) of the ABC to be bid within 5 years** from the date of submission and receipt of bids, contracts 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	CATERING SERVICES FOR BATCH 1 – DTOT FOR 4 DAYS	755 Pax	Php 1,691,200.00
2	CATERING SERVICES FOR	678 Pax	Php 1,518,720.00

⁴ Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

⁵ 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.

	BATCH 2 – DTOT FOR 4 DAYS		
3	CATERING SERVICES FOR BATCH 3 – DTOT FOR 4 DAYS	929 Pax	Php 2,080,960.00
TOTAL			Php 5,290,880.00

- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the IRR of RA No. 12009.
- i)* 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.
 - ii)* The award criterion for this Procurement is Lowest Calculated Responsive Bid (LCRB)
- 4) Interested 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 from **8:00am to 5:00pm, Office Hours**.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **April 28, 2026 to May 18, 2026, 08:00 a.m to 05:00 p.m** from the address given below 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 (Php5,000.00) per lot**. 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.
- 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.
- 6) The **DepEd – Schools Division of Sorsogon Province**, will hold a Pre-Bid Conference on **May 06, 2026 (Wednesday), 10:00 A.M** at **Bids and Awards Secretariat Office, 2nd Floor, DepEd Schools Division of Sorsogon, Balogo Sports Complex, Sorsogon City** and/or through video conferencing via *web link to be provided by the BAC Secretariat which shall be open to prospective Bidders*.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through *manual submission at the office address indicated below on or before **May 18, 2026, 08:00 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 16.1.
- 9) Bid opening shall be on **May 18, 2026, 10:00 A.M** at **Bids and Awards Secretariat Office, 2nd Floor, DepEd Schools Division of Sorsogon, Balogo Sports Complex, Sorsogon City** and/or through video conferencing via *web link to be provided by the*

BAC Secretariat. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) *Calendar of Bidding Activity for the Project are as follows:*

Activity	Date and Time	Venue
Issuance of Bidding Documents	April 28, 2026 to May 18, 2026	BAC Secretariat Office
Pre-Bid Conference	May 06, 2026, 10:00 am	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Sorsogon City
Submission of Bids	May 18, 2026, 8:00 am	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Sorsogon City
Bid Opening	May 18, 2026, 10:00 am	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Sorsogon City
Bid Evaluation	May 19, 2026	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Sorsogon City
Post Qualification	May 20, 2026	Bidder with Lowest Calculated Responsive Bid (LCRB) offer
Notice of Award	May 21, 2026	Office of the SDS, DepEd SDO Sorsogon Province, Balogo Sports Complex, Sorsogon City
Contract Signing	May 25, 2026	Office of the SDS, DepEd SDO Sorsogon Province, Balogo Sports Complex, Sorsogon City
Notice to Proceed	May 27, 2026	Office of the SDS, DepEd SDO Sorsogon Province, Balogo Sports Complex, Sorsogon City

11) 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 Section 70⁶ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

MA. PATRICIA D. MARTIRES
Administrative Officer IV (Procurement Officer)
DepEd SDO Sorsogon, Balogo Sports Complex, Sorsogon City
Mobile No. (0950) 917 9720 | Email: bac.sorsogon@depedsorsogon.com.ph
Website: depedsorsogon.com.ph

13) You may visit the following websites:

For downloading of Bidding Documents: <https://philgeps.gov.ph>



CHERYLL V. BERMUDO
Asst. Schools Division Superintendent
Chairperson

⁶ Reservation Clause