



INVITATION TO BID FOR THE PROCUREMENT OF MEALS AND SNACKS WITH TRAINING VENUE AND ACCOMMODATION FOR THE DRRM CONTINGENCY PLANNING WORKSHOP


1. The Department of Education Division of Davao del Norte, through the CY 2023 General Appropriations Act intends to apply the sum of **One Million Six Hundred Eighty Thousand and 00/100 Pesos (PhP 1,680,000.00)** being the ABC to payments under the contract for the **Procurement of Meals and Snacks with Training Venue and Accommodation for the DRRM Contingency Planning Workshop**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

| No. | Unit | Item Descriptions | Quantity | Unit Cost | Total Cost |
|--|---------|--|----------|-----------|-------------------------|
| 1 | Package | Meals and Snacks (Full Board) with Training Venue and Accommodation @ P2,000.00/day/pax x 3 days on November 15-17, 2023 | 280 | 6,000.00 | 1,680,000.00 |
| <p>SPECIFICATION FOR SEMINAR VENUE: Can accommodate all participants during plenary session; With Breakout rooms, at least 70 persons per breakout rooms; With free use of extension wires and outlets that can accommodate use of multiple laptops (participants are expected to use their laptops during workshops); Well-ventilated lecture venue; With sound system of clear audio and with wired and wireless microphones; With one (1) projector in the function rooms together with VGA/audio cables and wide projector screens; With strong Wi-fi connection provided during sessions requiring internet connections; With clean and separate restrooms for men and ladies; No posts/ pillars at the façade of each function hall which can bar good visual receptions; Courteous and responsive venue crew/staff and the management shall be available and ready to respond to clients in case of queries and dissatisfaction of the services provided; Sub-contracting of venue and food not allowed; With Stand-by generator/alternate power during brown-outs; With Security Guard/s; With enough parking space within the premises to ensure safety of service vehicles.</p> <p>SPECIFICATION FOR THE FOOD: Nutritious and well-balanced meals of rice, 2 main dish, 1 side dish, soup and any fruit in season or salad dessert and drinks (juice or softdrinks); With Buffer food for Walk-In Guests; Snacks shall be a combo of juice and bread/sandwiches/boiled rootcrops/native delicacies/pasta; Hypoallergenic (no shrimps/crabs/squid contents); With water dispenser and flowing coffee;</p> <p>SPECIFICATION FOR ROOM ACCOMMODATION: Well-ventilated and well- lighted; With standby generator in case of brownout; As much as possible all pax must be provided with individual bed with cushion/ mattress; All pax must have individual linens and pillows, no sharing for privacy and safe physical distance; Each room must not be over-crowded with occupants; Rooms cleaned and linen/beddings are changed daily; Individual clean towels provided to pax and changed daily; Each room occupant shall be provided with necessary toiletries; With private restrooms inside each bedroom; No Sub-Contracting on room accommodation; Must be in the same place as the seminar venue</p> <p>MENU: (see technical specifications)</p> | | | | | |
| GRAND TOTAL | | | | | PhP 1,680,000.00 |

2. The Department of Education Division of Davao del Norte now invites bids for the above Procurement Project. Delivery of the Goods is required for **three (3) days**. Bidders should have completed, within **three (3) 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).

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 **Department of Education Division of Davao del Norte** and inspect the Bidding Documents at the address given below during **8:00-5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 13-November 3, 2023** from the given address and website(s) below and upon submission of letter of intent and payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand and 00/100 Pesos (PhP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Department of Education Division of Davao del Norte** will hold a Pre-Bid Conference¹ on **October 20, 2023 @ 9:00 AM** at the **Division Conference Room, DepEd Division of Davao del Norte** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 03, 2023 @ 9:00 AM**. 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 **November 03, 2023 @ 9:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Education Division of Davao del Norte** 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:

GAY P. TAGUIRAN
BAC SECRETARIAT CHAIR
DepEd Davao del Norte
Govt. Center, Brgy. Mankilam
Tagum City, Davao del Norte
bac.depeddavnor@gmail.com
Phone Number: 0917-637-1930
<https://www.depeddavnor.ph>


REBECCA C. SAGOT, CESO V
BAC Chairman

¹ 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.