



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region XI  
**DIVISION OF DAVAO DEL NORTE**  
 Mankilam, Tagum City

Telephone No. (084) 217-3197; Telefax No. (084) 218-7267



**INVITATION TO BID**  
**FOR THE PROCUREMENT OF VENUE, MEALS AND**  
**SNACKS, AND ACCOMMODATION FOR THE**  
**DIVISION IN-DEPTH ROLL-OUT OF INSTRUCTIONAL**  
**LEADERSHIP TRAINING (ILT): STRENGTHENING**  
**LEARNING CONDITIONS FOR EARLY LITERACY**  
**CUM: COLLOQUIUM**

1. The **Department of Education Division of Davao del Norte**, through the **CY 2024 General Appropriations Act** intends to apply the sum of **One Million Ten Thousand and 00/100 Pesos (PhP 1,010,000.00)** being the ABC to payments under the contract for the **Procurement of Meals, Snacks, and Venue for the Division In-Depth Roll-Out of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy Cum: Colloquium**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. Details were as follows:

No.	Unit	Item Descriptions	Quantity	Unit Cost	Total Cost
1	Package	(FULL BOARD) Venue, Meals and Snacks, and Accommodation (May 21-25, 2024) (P2,000.00/pax/day for 5 days)	101	10,000.00	1,010,000.00
		Venue Specifications: -One big function room that can accommodate 101 pax during plenary for opening and closing programs, with tables and chairs -Will provide 1 additional airconditioned function room/hall for the breakout session on Day 4 (May 24, 2024) that can accommodate 50 pax for Poster Presentation, complete with one (1) overhead projector; - With free use of extension wires and outlets that can accommodate use of multiple laptops (participants are expected to use their laptops during workshops); -With two (2) projectors complete with with VGA/audio cables and splitter and (2) projector screens to be used in the plenary hall -With one (1) white board with white board pen and eraser. -With sound system of clear audio and with wired and wireless microphones provided in the function room (at least 4 microphones) - Well-ventilated lecture venue; -Wi-fi with at least 100 Mbps provided during sessions requiring internet connections. -With water dispenser and flowing coffee. -With clean and separate restrooms for men and ladies.			

<ul style="list-style-type: none"> <li>-No posts at the façade of each function hall which can bar good visual receptions.</li> <li>-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.</li> <li>-Can provide at least 3 extension wires if necessary.</li> <li>-With Stand-by generator/alternate power during brown-outs</li> <li>-With elevator for easy transporting/ carrying of the supplies and materials for the exhibits in the plenary hall.</li> <li>-Accommodation of all participants must be within the same building/hotel as the venue.</li> <li>- Will provide 1 bedroom on Day 0 (May 20, 2024) good for 4 pax (for the TWG and program owner) who shall be checking in advance to prepare the materials for the venue</li> </ul> <p>-SPECIFICATION FOR ROOM ACCOMMODATION:</p> <ul style="list-style-type: none"> <li>- there shall be maximum of 4 participants in 1 bedroom,</li> <li>- As much as possible all pax must be provided with individual bed with cushion/ mattress;</li> <li>-All pax must have individual linens and pillows, no sharing for privacy and safe physical distance,</li> <li>-Rooms cleaned and linen/beddings are changed daily;</li> <li>-Individual clean towels provided to pax and changed daily; Each room occupant shall be provided with necessary toiletries;</li> <li>-With private restrooms inside each bedroom;</li> <li>-No Sub-Contracting on room accommodation;</li> <li>-Must be in the same place as the seminar venue,</li> <li>-Rooms must be well-ventilated and well- lighted;</li> <li>-With standby generator in case of brownout;</li> </ul> <p>SPECIFICATION FOR THE FOOD:</p> <ul style="list-style-type: none"> <li>-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;</li> <li>-Snacks shall be a combo of juice and bread/sandwiches/boiled rootcrops/native delicacies/pasta;</li> <li>-Hypoallergenic (no shrimps/crabs/squid contents); With water dispenser and flowing coffee;</li> </ul>	
<b>GRAND TOTAL</b>	<b>PhP 1,010,000.00</b>

3. The **Department of Education Division of Davao del Norte** now invites bids for the above Procurement Project. Delivery of the Goods is required for **five (5) 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).
4. 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.
5. 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**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **March 20, 2024 – April 11, 2024** 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.

7. The **Department of Education Division of Davao del Norte** will hold a Pre-Bid Conference<sup>1</sup> on **March 27, 2024 @ 9:00 AM** at the **Division Conference Room, DepEd Division of Davao del Norte** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **April 11, 2024 @ 9:00 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **April 11, 2024 @ 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.
11. 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.
12. For further information, please refer to:

**JILLIAN APRIL A. CASAL**  
BAC SECRETARIAT CHAIR  
DepEd Davao del Norte  
Govt. Center, Brgy. Mankilam  
Tagum City, Davao del Norte  
bac.depeddavnor@gmail.com  
Phone Number: 0930-966-4183  
<https://www.depeddavnor.ph>

  
**JANETTE G. VELOSO, CESO VI**  
BAC Chair

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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.