



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11998374  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF CALBAYOG CITY  
**Title** Procurement of FOOD , VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS with  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2025-04-037	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	30/04/2025
<b>Approved Budget for the Contract:</b>	PHP 180,000.00	<b>Last Updated / Time</b>	17/06/2025 11:25 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	08/05/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Ma. Marlie M. Mendoza BAC Secretariat Head P2 Bgy. Hamorawon Calbayog City Samar Philippines 6710 63-55-2091639 63-55-2091639 calbayogcity.bac@deped.gov.ph		

#### Description

The DepEd SDO Calbayog City, through the downloaded SUB-ARO No. RO-8-24-0715 intend to apply the sum of Php 180, 000.00 being the ABC to payment under the contract for the Procurement of FOOD , VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS

Bids received in excess of the ABC shall be automatically rejected at bid opening.

Select this for lot-procurement:

The DepEd SDO Calbayog City, through the SUB-ARO No. RO-8-24-071 with the PR 24-04-037 to apply the sum of:

Php 180,000.00 with PR No. 24-04-037

and the Project: Procurement of FOOD , VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS

being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Select this for Framework Agreement:

The [insert name of Procuring Entity], using a {[choose either single-year or multi-year] for a duration of [specify if 2 or 3] years} Framework Agreement, through the [insert source of funding and year] intends to apply the sum of [insert the ABC corresponding to the total cost of each item to be bid out, and the [specify identification number per item] being the ABC to payments under the contract for each item. Bids received in excess of the total cost per item shall be automatically rejected.

1. The DepEd Schools Division of Calbayog City now invites bids for the above Procurement Project. Delivery of the Goods and services are required by CY 2025. Bidders should have completed, within the said date 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).

Select this for Framework Agreement:

The [insert name of Procuring Entity] now invites bids for [insert Procurement Project]. Delivery of the Goods is required within [insert expected delivery time frame] [insert either after issuance of a Call-Off or any date determined by the PE]. Bidders should have completed, within [insert relevant period] 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).

2. 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.

[Select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184]

a. [Select this paragraph if conditions (a), (c), and (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:] 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.

b. [Select this paragraph if condition (a), (c), or (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 exists:] Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

3. Prospective Bidders may obtain further information from DepEd Schools Division of Calbayog City and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm office hours.

4. A complete set of Bidding Documents may be acquired by interested Bidders April 28, 2025 to May 6, 2025 (until 10:00 AM only) from the given address and website(s) below:

BAC Office, DepEd, SDO Calbayog City and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php Procurement of FOOD , VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS

The Procuring Entity shall allow the bidder to present its proof of payment for the fees and it will be presented in person.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

5. No Pre-Bid Conference will be conducted.

6. Bids must be duly received by the BAC Secretariat through manual submission and receipt of bids on or before the deadline of the submission of bids at the office address indicated below:

On or before 10:00 o'clock in the morning of May 6, 2025 at BAC Office, 2nd floor Old Building of DepEd SDO Calbayog City.

Late bids shall not be accepted.

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

8. Bid opening shall be on May 6, 2024 at 10:00 o'clock in the morning at the given address below:

Division Conference Hall of DepEd SDO Calbayog City, Bgry. Hamorawon, Calbayog City, W. Samar  
Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

#### 9. 1. TECHNICAL SPECIFICATION

Php 180, 000.00 with PR No. 24-4-037  
and the Procurement Project:

FOOD, VENUE AND ACCOMMODATION PACKAGE

DAILY MENU QTTY UNIT COST TOTAL COST

FOOD, VENUE AND ACCOMMODATION PACKAGE FOR 5 DAYS 30 1, 200.00 180, 000.00

DAY 1- MAY 14, 2025

BREAKFAST:RICE, SCRAMBLED EGG, HOTDOG, TINAPA, SLICED MANGO, COFFEE, MILO

AM SNACKS: CLUB HOUSE WITH FRUIT JUICE IN CAN

LUNCH: RICE, CALDERETA, GRILLED FISH, MIXED VEGGIES, SLICED PINEAPPLE, BOTTLED WATER

PM SNACKS: CARBONARA WITH GARLIC BREAD , FRUIT JUICE IN CAN

DINNER: RICE, MENUDO, GRILLED FISH, MIXED VEGGIE, RIPE BANANA, BOTTLED WATER

DAY 2 – MAY 15, 2025

BREAKFAST:FRIED RICE, TOCINO, FRIED DANGGIT, HOTDOG, RIPE BANANA, COFFEE/MILO

AM SNACKS: 2 PCS MEDIUM SIZE EMPANADA & FRUIT JUICE IN CAN

LUNCH: RICE, FRIED CHICKEN, FISH TINOLA,AMPALAYA CON CARNE, FRUIT (PONKAN), BOTTLED WATER

PM SNACKS: CARBONARA WITH GARLIC BREAD AND FRUIT JUICE IN CAN

DINNER: RICE,PORK SINIGANG, FISH FILLET, CHOPSUEY, BOTTLED WATER

DAY 3 – MARCH 16, 2025

BREAKFAST: FRIED RICE, TINAPA, COCKTAIL HOTDOG, HARD BOILED EGG, SLICED MANGO, COFFEE/MILO

AM SNACKS: SPAGHETTI & FRUIT JUICE IN CAN

LUNCH: RICE, PORK STEAK, FRIED FISH, FRESH LUMPIA, MAJA BLANCA, BOTTLED WATER

PM SNACKS: SIOPAO AND JUICE IN CAN

DINNER: RICE, GRILLED FISH, FRIED CHICKEN, CORN SOUP, PONKAN, BOTTLED WATER

DAY 4 – MARCH 17, 2025

BREAKFAST: FRIED RICE, TINAPA, COCKTAIL BEEF TAPA, HARD BOILED EGG, SLICED MANGO, COFFEE/MILO

AM SNACKS: HAMBURGER & FRUIT JUICE IN CAN

LUNCH: RICE, PORK ADOBO, FRIED FISH GINATAANG KALABASA, 2 SLICES OF BIKO, BANANA,BOTTLED WATER

PM SNACKS: 2 SLICES MARBLE CAKE & FRUIT JUICE IN CAN

DINNER: RICE, BREADED PORK, FISH FILLET,MANGO TAPIOCA, SLICED WATERMELON, BOTTLED WATER

DAY 5 – MARCH 18, 2025

BREAKFAST: FRIED RICE, LONGANISA, DRIED FISH, HARD BOILED EGG, SLICED MANGO, COFFEE/MILO

AM SNACKS: 1 - 3 SLICES BREAD EGG SANDWICH & C2 SOLO

LUNCH: RICE, CALDERETA, SWEET & SOUR PORK, VEGGIE LUMPIA, MACARONI SALAD,BOTTLED WATER

PM SNACKS: CLUBHOUSE & FRUIT JUICE IN CAN

TOTAL 180, 000.00

Other Specifications:

VENUE TYPEand Location: Nature-integrated, air-conditioned training venue located away from the city proper and free from noise during video recording sessions, with a designated green room available.

**SOUND SYSTEM:**

- High-quality audio equipment designed for clear sound
- Microphone (wired/wireless)

**TABLES AND CHAIRS :**

- with high-quality skirting and properly arranged

**LED WALL :**

- designated to not obstruct the participants from viewing all the presentations

**WI-FI & INTERNET :**

- Free Wi-Fi access for all attendees
- Strong, high-speed internet connection

**Others:**

- With Stage Decoration Package
- With Overflowing water and coffee stations

**2. Purchase of Bid Documents:**

Step 1: Any interested bidder must submit a letter of intent together with a copy of updated PhilGEPS registration, Special Power of Attorney (SPA) and Identification Card for representative to the BAC Secretariat to participate in the bidding.

Step 2: The BAC Secretariat will inform the bidder that he/she is qualified to purchase the bid documents and forward the list to the Cashier for reference.

Step 3: The qualified bidder shall pay the corresponding amount of Php Five Hundred Pesos (500.00) for Procurement of FOOD, VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS for bid documents to the cashier based on the Guidelines on the sale of Bidding Documents issued by Government Procurement Policy Board (GPPB).

Step 4: The bidders are reminded that the purchase of bidding documents is available from 8:00 AM to 2:00 PM.

3. All bids shall be accompanied by a sworn affidavit of the bidder that he/she is not related to the HOPE, members of the BAC, the TWG, and BAC Secretariat, the head of the PMO or the end-user or implementing unit and the project consultants, by consanguinity or affinity up to third civil degree as required by Sec. 47.1 of the Revised IRR of RA 9184.

4. Original Bid documents shall be submitted by the bidders during the opening of bids.

5. The BAC requires the following attachments in the bidder's SLCC or its equivalent for projects with private companies:

- Certificate of Completion
- Contract
- Receipts
- Notice of Award
- Notice to Proceed

10. The DepEd SDO Calbayog City 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:

MA. MARLIE M. MENDOZA  
Planning Officer III  
Head, BAC Secretariat  
BAC Office  
Schools Division of Calbayog City  
Calbayog City  
P2, Brgy. Hamorawon, Calbayog City, Samar 6710  
Website: calbayogcity@deped.gov.ph  
Email Add: calbayogcity@deped.gov.ph

April 26, 2025

JUN-NILOU D. DULFO PhD  
OIC – Assistant Schools Division Superintendent  
BAC Chairman

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	FVA - Multigrade Contextualized Materials	Procurement of FOOD, VENUE AND ACCOMMODATION PACKAGE for the Conduct of WRITESHOP ON DEVELOPMENT CONTEXTUALIZED READING MATERIALS FOR MULTIGRADE LEARNERS	1	Lot	180,000.00

**Created by** Ma. Marlie M. Mendoza

**Date Created** 29/04/2025

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