



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION
SCHOOLS DIVISION OF GENERAL SANTOS CITY

INVITATION TO BID
Project No: 2023 – 015

1. The Department of Education through the **FY 2023 GAA** intends to apply the sum of **One Million One Hundred Eighty Six Thousand Five Hundred and 00/100 (1,186,500.00)** being the Approved Budget for the Contract (ABC) described below for the **Development of SLM’s for Special Programs (SPA and SPS) and QA Enhancement of SLMs for Special Program in SPS and SPA** and Bids received in excess of the ABC shall be automatically rejected at the bid opening.

LOT	UNIT	DESCRIPTION	Qty	Cost	ABC (VAT Inclusive)
1	LOT	Catering Services for the Development of SLMs for Special Programs (SPA and SPS)			
	pax	Catering Services with Venue Date: January 13, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	165	700.00	115,500.00
	pax	Catering Services with Venue Date: January 20, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	165	700.00	115,500.00
	pax	Catering Services with Venue Date: January 27, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	165	700.00	115,500.00
		<p>GENERAL SPECIFICATIONS: Venue with Complete Facilities and Amenities</p> <p>Function Room: Opening Program good for 100 participants compliant to the percentage allowed by the IATF for plenary Three (3) breakout halls that can accommodate 100 participants</p> <p>Specification:</p> <ul style="list-style-type: none"> • 1 Unit LCD Projector • 1 Wide Screen led wall 9ft x 12ft • Sound System with 3 or more wireless microphone • Function backdrop (6x8ft tarpaulin, landscape) for 3 function areas • Registration Table • 500 to 600mbps internet connection • 3 breakout session Extension Cords • Standby Waiter and Operators • Free Flowing Coffee / Tea • No Cream Dories • Fully Airconditioned Hall • With standby generator • Soundproof Hall • NO PORK (Food to be served must be 			



Address: Tionson Street, Brgy. Lagao, General Santos City
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		HALAL) <ul style="list-style-type: none"> • Waiter ratio 1:16 • 2way Buffet station • Within General Santos City (City Proper) • Tarpaulin • Wide parking area <p style="text-align: center;">*** NOTHING FOLLOWS***</p>			
				SUBTOTAL	346,500.00
2	LOT	Supplies for the Development of SLMs for Special Programs (SPA and SPS)			
	box	Linen Paper A4 (Beige/Ivory) 1 box 500pcs	1	1200.00	1,200.00
	pcs	Sign Pen (0.5 black) pcs x 20.00	50	20.00	1,000.00
	packs	Parchment Paper for Certificates (A4) 100pcs / pack (290 x 3packs)	3	350.00	1,050.00
	pcs	Certificate Holder A4 (30 x 80.00)	30	90.00	2,700.00
	pcs	Expandable Plastic Envelope A4 (Green)	10	96.00	960.00
	pcs	Expandable Plastic Envelope Legal (Green)	10	110.00	1,100.00
	pads	Note Pad Stick on 3"x4"	5	44.00	220.00
	pcs	Folder (Brown A4)	20	8.00	160.00
	pcs	Folder (Brown Legal)	20	10.00	200.00
	pcs	Clearbook A4 (Green)	10	41.50	415.00
	pcs	Clearbook Long (Green)	10	45.00	450.00
	pcs	Heavy Duty Stapler (Big)	1	545.00	545.00
				SUBTOTAL	10,000.00
3	LOT	Catering Services for QA and Enhancement of SLMs for Special Program in SPS and SPA			
	pax	Catering Services with Venue Date: February 3, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	290	700.00	203,000.00
	pax	Catering Services with Venue Date: February 4, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	290	700.00	203,000.00
	pax	Catering Services with Venue Date: February 10, 2024 2 Snacks AM and PM; 1 Meal (Lunch)	290	700.00	203,000.00
	pax	Catering Services with Venue Date: February 11, 2024	290	700.00	203,000.00



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		2 Snacks AM and PM; 1 Meal (Lunch) GENERAL SPECIFICATIONS: Venue with Complete Facilities and Amenities Function Room: Opening Program good for 100 participants compliant to the percentage allowed by the IATF for plenary Three (3) breakout halls that can accommodate 100 participants Specification: <ul style="list-style-type: none"> • 4 Unit LCD Projector • 1 Wide Screen led wall 9ft x 12ft • Sound System with 3 or more wireless microphone • Function backdrop (6x8ft tarpaulin, landscape) for 3 function areas • Registration Table • 500 to 600mbps internet connection • 5 breakout session Extension Cords • Standby Waiter and Operators • Free Flowing Coffee / Tea • No Cream Dories • Fully Airconditioned Hall • With standby generator • Soundproof Hall • NO PORK (Food to be served must be HALAL) • Waiter ratio 1:16 • 2way Buffet station • Within General Santos City (City Proper) • Tarpaulin • Wide parking area <p style="text-align: center;">*** NOTHING FOLLOWS***</p>			
				SUBTOTAL	812,000.00
4	LOT	Token for QA and Enhancement of SLMs for Special Program in SPS and SPA			
	Pcs	Token (T-Shirt) 600 x 30 pcs	30	600.00	18,000.00
				SUBTOTAL	18,000.00
				GRAND TOTAL	1,186,500.00

2. The DepEd now invites bid for the above procurement project. Bidders must have completed, within **three (3) years** from the date of submission and receipt of bids, a



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contract similar to the Project with an amount of **at least 50%** of the ABC to be bid. The description of an eligible bidder is contained in the Bidding Documents, i.e., in Section II, Instructions to Bidders. Bids received that exceed the ABC per lot shall be rejected at bid opening. The Department of Education, Division of General Santos City Division through its Bids and Awards Committee (BAC) now invites bids for the herein-mentioned Goods. Delivery of the Goods is required on the expected delivery date(s) stated herein.

- 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) 9184, otherwise known as the “Government Procurement Reform Act.”

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 5183.

- A complete set of Bidding Documents in **SOFT COPY ONLY** may be purchased at DepED-Division of General Santos City BAC Secretariat, located at Tionson St., Lagao, General Santos City upon submission of a letter of intent, and payment in cash on a non-refundable fee by interested bidders to the DepEd Division Cashier. Only bidders who purchased the Bidding Documents provided below shall be allowed to submit bid/bids not later than the scheduled Receipt and Opening of Bids.

BIDDING DOCUMENT PRICE	
<i>Lot Number</i>	<i>Price</i>
Lot No. 1	Php 500.00
Lot No. 2	Php 500.00
Lot No. 3	Php 1,000.00
Lot No. 4	Php 500.00

- It may be viewed or downloaded after payment from the website of the Philippine Government Electronic Procurement System (PhilGEPS), www.philgeps.gov.ph. The schedule and venue of the procuring activities are as follows:

Activity	Date and Time	Venue
Pre-bid Conference	December 12, 2023 2:00 PM (Monday)	Conference Room, Division Office or Google Meet
<i>Issuance of Bidding Documents</i>	Until December 26 2023 1:00 PM	To be sent to bidder’s email address after payment of the bidding documents
<i>Receipt and Opening of Bids</i>	December 26, 2023 2:00 PM	Conference Room, Division Office

Prospective bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGEPS website: www.philgeps.gov.ph, for them to be included in the *Document Request List* of the project. The pre-bid conference is open-to-all interested parties who may have or have not bought the bidding documents.



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6. Bids must be **PHYSICALLY** delivered to the address and on the date and time stated herein. **Submission of digital copy of the bidding documents shall not be accepted.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of a bid security. Bids will be opened in the presence of the bidder's representatives who choose to attend the opening of bids at the address, date and stated herein. Late bids shall not be accepted.
7. The DepEd-Division of General Santos City reserves the right to reject any and all bids, declare a failure of bidding, not award the contract(s), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

OFELIA S. PANES
Administrative Officer IV (Records)
BAC Secretariat Chairperson
Cell No. 09692673871

MICHAEL JHON A. DEL SOL
Administrative Assistant II
Member, BAC - Secretariat
Cell No. 09278865516

Approved by:


CARLOS G. SUSARNO PhD, CESO VI
Assistant Schools Division Superintendent
BAC Chairperson

BACSEC/mds