



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

## INVITATION TO BID

### PROCUREMENT FOR CATERING SERVICES OF EVRAA DELEGATION TO THE PALARONG PAMBANSA 2023 IN MARIKINA CITY

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2023** intends to apply the sum of **Two Million Seven Hundred Thousand Pesos Only (P2,700,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR CATERING SERVICES OF EVRAA DELEGATION TO THE PALARONG PAMBANSA 2023 IN MARIKINA CITY**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

| QTY | UNIT | ITEM DESCRIPTION  |
|-----|------|---|
| 450 | pax  | <b>Food Catering for 10 Days of EVRAA Delegation during the Palarong Pambansa in Marikina City from July 27, 2023 to August 5, 2023.</b><br><i>July 27-Aug. 5, 2023, (Breakfast, AM/PM Snack, Lunch and Dinner) Pls. see attached approved Menu</i> |

#### Important Note/s:

1. The Caterer(s) shall adhere to the required menu, refer to Section VII.
2. The food shall be served at Marikina Elementary School.
3. The winning Catering Service must have an updated Sanitary Permit and individual Health Certificates with ID pictures of the service crew.
4. Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Curriculum and Learning Management Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties. Contact No. (053) 832-4627, E-mail address: clmd.region8@deped.gov.ph.

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR CATERING SERVICES OF EVRAA DELEGATION TO THE PALARONG PAMBANSA 2023 IN MARIKINA CITY**. Bidders should have completed, within the last Five (5) 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) 9184.

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 the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders starting on June 02, 2023** from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, [region8@deped.gov.ph](mailto:region8@deped.gov.ph) and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

Prospective bidders who intend to **purchase the bidding documents through online banking**, deposit may be done through:

**PHILIPPINE VETERANS BANK**

**Account Name:** DepEd RO 8

| No. | Fund    | Account Number  |
|-----|---------|-----------------|
| 1.  | SEMINAR | 0025-002137-001 |

**A scanned copy of the deposit slip** together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on June 09, 2023, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of June 26, 2023**. Late Bids shall not be accepted.

8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **June 26, 2023, 10:15 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**. *Physical attendance of bidders/representatives during the Pre-Bid Conference/Bid Opening activities shall not be allowed during the COVID-19 pandemic.*

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted/shared** to prospective bidders who wish to attend the said procurement activities online, **via Microsoft Teams**. Hence, **interested bidders shall provide** the BAC Secretariat ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s).**


| ACTIVITY           | DATE & TIME OF CONDUCT          | VENUE   |
|--------------------|---------------------------------|---|
| Pre-Bid Conference | <b>June 09, 2023</b>   10:00 AM | DepEd Regional Office VIII, Candahug, Palo, Leyte |
| Opening of Bids    | <b>June 26, 2023</b>   10:15 AM |   |

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 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:

**RACHEL R. CUEVAS**  
 Head, BAC Secretariat  
**DepEd Regional Office VIII**  
 Government Center, Candahug, Palo, Leyte  
**Tel. No. (053) 888-9349**  
**E-Mail: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)**

Prepared by:

  
**RACHEL R. CUEVAS**  
 EPS, Quality Assurance Division  
 Head, BAC Secretariat

Concurred:

  
**HARVIE D. VILLAMOR**  
 Chief, CLMD  
 Regional Sports Coordinator

Approved:

  
**RONEO/AL K. FIRMO, CESO V**  
 Assistant Regional Director  
 BAC Chairman