



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

INVITATION TO BID

PROCUREMENT FOR CATERING SERVICES AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS

1. The Department of Education Regional Office VIII, through **DOWNLOADED FUNDS (CURRENT FUND)** intends to apply the sum of **Three Million Two Hundred Nineteen Thousand Pesos Only (₱3,219,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR CATERING SERVICES AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS**. 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	TITLE OF ACTIVITY
30	pax	Catering Services for the Production Team (packed meal) Date: Nov. 12, 2024 AM Snack and Lunch
50	pax	Catering Services for the Performers (packed meal) Date: Nov. 12, 2024 Dinner ▪ REFER TO SECTION VII FOR ATTACHED MENU
56	pax	Board and Lodging for 1 day for the Final Briefing of Technical Working Group (TWG) Date: Nov. 10, 2024 2 meals & 1 snack (pm) -First Meal-Lunch Nov. 11, 2024 1 meal & snack-Last Meal-AM-snacks ▪ REFER TO SECTION VII FOR ATTACHED MENU ▪ <i>Free flowing coffee/ chocolate drinks for the 4-day activity</i>
480	pax	Board and Lodging for 4 days on the National Conference of Cashiers in the Regional and Schools Division Offices and Selected Implementing Units Day 1: November 11, 2024 2 meals & 1 snack-First Meal-Lunch (Check-in) Day 2: November 12, 2024 3 meals and 2 snacks Day 3: November 13, 2024 3 meals and 2 snacks Day 4: November 14, 2024 2 meals & 1 snack-Last Meal-Lunch (Check-out) ▪ REFER TO SECTION VII FOR ATTACHED MENU ▪ <i>Free flowing coffee/ chocolate drinks for the 4-day activity</i>



QTY	UNIT	TITLE OF ACTIVITY
		<p>Terms and Conditions:</p> <p>A. Function Room</p> <ol style="list-style-type: none"> 1. Inclusive of a ballroom-type function hall sufficient to accommodate the 424 participants, approx. at least 40x50M in Dimension <ul style="list-style-type: none"> -with an air-conditioning unit -Presidential tables for VIP guests -Tables and chairs for participants 2. 4 LCD Projectors for the Plenary Sessions and a standby HDM Splitter 3. With stage decoration (Flowers and balloons) 4. Adequate lighting and sounds with LED wall suited for formal occasions 5. Provision of three (3) tarpaulins for the Activity (4x8), 2 at the venue and 1 to be used in welcoming the participants at the airport. 6. Six wireless w/ stand & two wired microphone 7. Standby Power Supply and available Extension Cords 8. Excellent WIFI connection 9. Free flowing Coffee/choco and water (4-6 stations) 10. No pillars in the middle of the hall/conference room 11. Accessible Comfort Rooms for male and female 12. Photobooth <p>B. Room Accommodation</p> <ol style="list-style-type: none"> 1. No mattresses on the floor 2. Room sharing of at most 5 participants per room with separate beds (strictly no bed sharing) 3. All rooms have their own toilet and bathroom equipped with shower and basic fittings, with cold and hot running water on a 24-hour basis. 4. There shall be a functioning air conditioning and television set in each room 5. There shall be drinking water and glasses in each bedroom (or near the bedrooms) 6. Lightings and fixtures in all rooms and bathrooms shall be functional 7. Fire exit guidelines and house rules per guest should be prominently displayed in each bedroom. 8. A reception information counter providing 24-hour service with a telephone should be available 9. There should be a hotel lobby, reasonably furnished with seating

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		<p>10. Porter service shall be made available upon request</p> <p>11. Clean, good quality linen/blankets/towels, etc. shall be supplied upon request</p> <p>12. With free access to Wi-Fi in all areas of the venue</p> <p>C. Dining Service</p> <p>1. There should be at least Six (6) Buffet stations in the Venue</p> <p>2. Strictly Follow the Menu attached.</p> <p>D. Engineering and Maintenance</p> <p>1. Maintenance personnel should be made available when requested for all hotel sections</p> <p>2. There shall be adequate ventilation in all rooms</p> <p>3. There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms and operating elevators, food, refrigeration, and other services in case of power outage.</p> <p>4. Fire prevention Facilities shall conform to the requirements of the Fire Code of the Philippines.</p> <p>5. Accessible emergency Exit alarm, stand-by fire extinguishers, and automatic sprinklers</p> <p>E. Safety and Security</p> <p>1. Adequate security on a 24-hour basis shall be provided at all entrances and exits of the hotel premises. CCTV system is preferred to be available in public areas/hallways, entrances, and exits.</p> <p>2. The uniformed service staff shall be well-trained, experienced, courteous, efficient, and fully vaccinated</p> <p>3. With provided parking spaces reserved within the venue</p> <p>F. Other Housekeeping Requirements</p> <p>1. Maintain cleanliness for the plenary hall, guest rooms, toilets, and bathrooms.</p> <p>2. Sufficient stand-by waiters/waitresses for any type of buffet (Breakfast, Lunch, and Dinner)</p>

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		<p>G. Other Requirements</p> <ol style="list-style-type: none"> 1. The hotel should be located within Tacloban City Only 2. Supplier must coordinate with end-user for the exact date of the conduct of the activity 3. Must strictly follow the indicated specifications above.

Important Note/s:

1. The Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division (AD) (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-5738, 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 AND BOARD AND LODGING FOR THE NATIONAL CONFERENCE OF CASHIERS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES AND SELECTED IMPLEMENTING UNITS**. 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 on the day it is published in PhilGEPS, in 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** 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	0025-0000097

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), 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 **October 10, 2024, 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. Physical appearance is also allowed.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either manual/physical submission or through courier **on or before 10:00 a.m. of October 23, 2024**. Late Bids shall not be accepted.

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

9. **Bid opening** shall be on **October 23, 2024, 10:15 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**.

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids** 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) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s)**. Physical appearance is also allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	October 10, 2024 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	October 23, 2024 10:15 AM	Candahug, Palo, Leyte

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 before 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:



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



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