



Republic of the Philippines  
Department of Education  
**DIVISION OF CAMARINES SUR**  
**BIDS AND AWARDS COMMITTEE**  
San Jose, Pili, Camarines Sur



ITB No. 2016-02-07

## INVITATION TO BID

The **DepEd-Division of Camarines Sur**, through its Bids and Awards Committee (BAC), invites bidders to apply for eligibility and to bid for the hereunder project:

Name of the Project	Delivery Location	Description	Approved Budget for the Contract (ABC)	
<b>FOOD, VENUE AND ACCOMMODATION FOR THE MASS TRAINING OF TEACHERS (MTOT) FOR GRADE 5 K to 12 BASIC EDUCATION PROGRAM (BEP) (April 16-22, 2016) &amp; (April 25- May 1, 2016)</b>	Division of Camarines Sur	<b>BATCH 1: LOT 1 (April 16-22, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 312 pax)	Php. 1,747,200.00	
		<b>BATCH 1: LOT 2 (April 16-22, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 311 pax)	Php. 1,741,600.00	
		<b>BATCH 1: LOT 3 (April 16-22, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 188 pax)	Php. 1,052,800.00	
		<b>BATCH 2: LOT 4 (April 25- May 1, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 312 pax)	Php. 1,747,200.00	
		<b>BATCH 2: LOT 5 (April 25- May 1, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 311 pax)	Php. 1,741,600.00	
		<b>BATCH 2: LOT 6 (April 25- May 1, 2016)</b>  Food, venue and accommodation for the participants (Php. 800.00 / day x 7 days = Php. 5,600.00 x 188 pax)	Php. 1,052,800.00	
		<b>AMENITIES</b>		
		1a. For LOT 1, 2, 4 & 5, five (5) air-conditioned session halls which can accommodate 60 participants with ICT equipment, LCD projector with service laptop and 2 microphones, if wireless with extra functional batteries, 7 working tables and 65 chairs, with free wifi connection, one (1) whiteboard for each training hall (size of a plywood)		
		1b. For LOT 3 & 6, three (3) air-conditioned session halls which can accommodate 60 participants with ICT equipment, LCD projector with service laptop and 2 microphones, if wireless with extra functional batteries, 7 working tables and 65 chairs, with free wifi connection, one (1) whiteboard for each training hall (size of a plywood)		
		2a. For LOT 1, 2, 4 & 5, one (1) huge function hall for plenary session which can accommodate 320 participants during opening and closing program		
2b. For LOT 3 & 6, one (1) huge function hall for plenary session which can accommodate 200 participants during opening and closing program				
(Amenities No. 3-10 must be available for each lot) 3. Free flowing coffee with sugar and cream 4. Free flowing potable and purified water 5. Sound system with on call technician/operator 6. Stand by generator and operator 7. Free backdrop (1 tarpaulin – 6 ft. by 8 ft. for plenary hall) 8. Air conditioned rooms/sleeping quarters that can comfortably accommodate participants, with comfort room, with shower, with pail and dipper, with good lighting 9. With free 10 meals and snacks and 2 rooms/accommodation for support staff, medical team, QAME and DepEd Officials/guests 10. Well cleaned and maintained restrooms.				

- Venue must be within Naga City.
- Food provision to participants/facilitators with dietary preferences must be at a price similar to the menu indicated and as agreed by both parties.

**MENU**

**Day 0: DINNER:** 1 soup bowl nido soup, 1 saucer reg. serving (100 grams per serving) assorted vegetable with beancurd, 1 saucer reg. serving (100 grams per serving) beef salpicao, 1 cup steamed rice, 1 reg. serving (100 grams per serving) mango graham cake

**Day 1: BREAKFAST:** 2 pcs. skinless longganisa, 1 pc. hard boiled egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 pc. medium sized banana (lakatan); **A.M. Snack:** 1 pc. cheese tuna sandwich (2 big slices), 1 glass sago't gulaman juice; **LUNCH:** 1 soup bowl cream of asparagus soup, 1 pc. breaded pork chop (100 grams per serving), 1 saucer reg. serving (100 grams per serving) pinakbet, 1 cup steamed rice, 1 reg. serving (100 grams per serving) chilled peaches jelly; **P.M. Snack:** 1 pc. big steamed siopao, 1 juice glass pineapple juice; **DINNER:** 1 soup bowl egg soup, 1 saucer reg. serving (100 grams per serving) sauteed water spinach with tofu, 1 pc. orange chicken (thigh), 1 cup steamed rice, 1 regular serving (100 grams per serving) chilled fruit cocktail

**Day 2: BREAKFAST:** 1 pc. medium sized fried smoked fish, 1 regular serving (100 grams per serving) scrambled egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 whole medium sized orange, **A.M. Snack:** 1 slice regular serving banana cake; 1 juice glass iced tea; **LUNCH:** 1 soup bowl clam soup, 1 pc. roasted chicken (wings), 1 saucer reg. serving (100 grams per serving) laing special, 1 cup steamed rice, 1 reg. serving (100 grams per serving) saba con hiel; **P.M. Snack:** 1 pc. big ensaymada, 1 juice glass blue lemonade; **DINNER:** 1 soup bowl chicken tinola, 1 pc. fried vegetable lumpia (100 grams per piece), 1 saucer reg. serving (100 grams per serving) tuna sisig, 1 cup steamed rice, 1 reg. serving (100 grams per serving) mango tapioca

**Day 3: BREAKFAST:** 1 serving (100 grams per serving) crispy fried sweet dilis, 1 reg. serving (100 grams per serving) Spanish omelet, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 slice regular sized watermelon; **A.M. Snack:** 1 pc. big empanada, 1 juice glass four seasons juice; **LUNCH:** 1 soup bowl nido soup, 4 pcs. shanghai roll, 1 saucer reg. serving (100 grams per serving) assorted buttered veggies with quail eggs, 1 cup steamed rice, 1 reg. serving (100 grams per serving) fruit salad; **P.M. Snack:** 1 pc. hotdog sandwich (regular sized hotdog bun), 1 juice glass black gulaman juice; **DINNER:** 1 soup bowl pork sinigang, 1 saucer reg. serving (100 grams per serving) stir fried baguio beans in sesame oil, 1 saucer reg. serving (100 grams per serving) chicken afritada, 1 cup steamed rice, 1 reg. serving (100 grams per serving) leche flan

**Day 4: BREAKFAST:** 1 serving (100 grams) pork tocino, 1 pc. sunny side-up egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 slice regular sized papaya; **A.M. Snack:** 1 slice regular serving mocha cake; 1 juice glass blue lemonade; **LUNCH:** 1 soup bowl beef bulalo soup, 1 saucer reg. serving (100 grams per serving) mixed seafood, 1 saucer reg. serving (100 grams per serving) vegetable omelet, 1 cup steamed rice, 1 reg. serving (100 grams per serving) mango float; **P.M. Snack:** 1 pc. big mongo bread, 1 juice glass mango juice; **DINNER:** 1 soup bowl cream of mushroom soup, 1 saucer reg. serving (100 grams per serving) sautéed toque & tofu, 1 saucer reg. serving (100 grams per serving) pork asado, 1 cup steamed rice, 1 reg. serving (100 grams per serving) gelatine

	<p><b>Day 5: BREAKFAST:</b> 1 pc. fried daing na abo, 1 regular serving scrambled egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 whole medium sized apple; <b>A.M. Snack:</b> 1 pc. ham &amp; egg sandwich (2 big slices), 1 juice glass orange juice; <b>LUNCH:</b> 1 soup bowl pork broth; 1 stick pork kebab/barbeque, 1 saucer reg. serving (100 grams per serving) buttered mixed vegetables, 1 cup steamed rice, 1 reg. serving (100 grams per serving) mais con hielo; <b>P.M. Snack:</b> 2 pcs. saba turon, 1 juice glass dalandan juice; <b>DINNER:</b> 1 soup bowl mongo- sotanghon soup, 1 pc. (100 grams per serving) fresh lumpia, 1 saucer reg. serving (100 grams per serving) beef kare-kare, 1 cup steamed rice; 1 reg. serving (100 grams per serving) buko pandan salad</p>	
	<p><b>Day 6: BREAKFAST:</b> 1 serving (100 grams) corned beef with potato, 1 pc. sunny side-up egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 slice regular sized pineapple; <b>A.M. Snack:</b> 1 slice regular serving cassava cake, 1 juice glass cucumber lemon juice; <b>LUNCH:</b> 1 soup bowl cream of corn soup; 1 pc. fried chicken (thigh), 1 saucer reg. serving (100 grams per serving) chop suey, 1 cup steamed rice, 1 reg. serving (100 grams per serving) chocolate brownie; <b>P.M. Snack:</b> 1 pc. big toasted siopao, 1 juice glass buko juice; <b>DINNER:</b> 1 soup bowl seafood chowder, 1 saucer reg. serving (100 grams per serving) assorted vegetable with pork loin, 1 saucer reg. serving (100 grams per serving) sweet and sour fish fillet, 1 cup steamed rice, 1 reg. serving (100 grams per serving) mango lechetin</p>	
	<p><b>Day 7: BREAKFAST:</b> 1 pc. crispy fried daing na bangus, 1 pc. hard-boiled egg, 1 cup garlic rice, 1 cup coffee, tea/glass of juice, 1 pc. medium sized banana (lakatan); <b>A.M. Snack:</b> 1 pc. chicken sandwich (2 big slices), 1 juice glass mango juice; <b>LUNCH:</b> 1 soup bowl sinigang na hipon, 1 pc. grilled tilapia (100 grams per serving), 1 saucer reg. serving (100 grams per serving) ensaladang talong; 1 cup steamed rice, 1 reg. serving (100 grams per serving) ice cream, <b>P.M. Snack:</b> 1 pc. regular hamburger, 1 bottle iced tea (350ml)</p>	
<b>GRAND TOTAL</b>		<b>Php.9,083,200.00</b>

**SOURCE OF FUND: OSEC-5-15-3898**

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years: *for the Non-Expendable Supplies:* a single contract, equivalent to at **least FIFTY percent ( 50%) of the ABC** or *for the Expendable Supplies:* a single contract, equivalent to at **least TWENTY FIVE percent ( 25%) of the ABC.**
2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 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, organizations with at a 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 the Filipino citizens, pursuant to RA 5183 and subject to commonwealth Act 138. Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, ITB. The bidder with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure.
3. Interested Bidders may obtain further information from The **BAC - DepEd Division of Camarines Sur** and inspect the Bidding Documents at the address given below from **Monday to Friday 8:00 A.M. TO 5:00 P.M., except on holidays:**
4. A complete set of Bidding Documents will be available only to prospective Bidders from the address below upon payment of a non-refundable fee in the amount **Five Thousand Pesos only of Php. 5,000.00 per LOT** to *DepEd Cashier*. The method of payment will be in **Cash**. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

5. The complete schedule of activities is listed, as follows:

<b>Activities</b>	<b>Schedule</b>
1. Advertisement/Posting	<b>February 16-23, 2016</b>
2. Issuance of Bidding Documents	<b>February 16- March 01, 2016</b>
3. Pre-bid Conference	<b>February 17, 2016; 9:00 a.m.</b> Library Hub, DepEd, Division of Cam Sur
4. Submission of Bids	<b>March 01, 2016; 8:30 a.m.</b> BAC Secretariat Office, Division of Cam Sur
5. Opening of Bids	<b>March 01, 2016; 9:00 a.m.</b> Library Hub, DepEd, Division of Cam Sur
6. Bid Evaluation	<b>March 01, 2016; 2:00 p.m.</b>
7. Post-qualification	<b>March 02, 2016</b>
8. Notice of Award	<b>March 3, 2016</b>

6. Only those who purchased the bidding documents shall be allowed to raise, ask or submit written queries or clarifications during the Pre-Bid Conference.
7. All bids must be accompanied by a Bid security in the form of **(1.) Cash, Cashier / Manager's Check, Bank draft/guarantee, Irrevocable letter of credit issued by a Universal or Commercial Bank - (2) % of ABC (2.) Surety Bond – 5% of ABC or Bid Securing Declaration.** Late Bids shall not be accepted. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below.
8. **The DepEd Division of Camarines Sur** assumes no responsibility whatsoever to compensate or indemnify for any expenses incurred in the preparation of the bid;
9. The **DepEd Division of Camarines Sur** reserves the right to accept or reject any or all Bids, to declare the bidding a failure, not to award the contract, to annul the bidding process and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders, ban any bidder with unsatisfactory and derogatory track record. DepEd –Cam Sur may award the aforesaid project to any bidder whose proposal as evaluated by the DepEd Cam Sur - BAC is most advantageous to the government.

For further information, refer to:

**BAC DepEd Division of Camarines Sur**

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**GERALDINE O. AGRAVANTE**  
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Others: **Public Bulletin Boards in DepEd Cam Sur**  
**PhilGEPS**

  
**DOLORES Q. MAPUSAO**  
BAC Chairman-Goods & Services