



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Invitation to Bid

for

**Food, Venue and Accommodation for the Capacity Building on
Disaster Risk Reduction and Management (DRRM) and
Climate Change Adaptation and Mitigation (CCAM)**

1. The **Department of Education – Schools Division of Bohol**, through the *Government Appropriations Act CY 2024* intends to apply the sum of **Seven Million Six Hundred Seventy Seven Thousand Nine Hundred Pesos (P7,677,900.00) only; ITB No G2024-09-06**, being the total Approved Budget for the Contract to payments under the contract for the **Food, Venue and Accommodation for the Capacity Building on Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM)**, detailed below.

Table 1.

Item of Expenditure	Lot #	# Required (e.g. # of pax/ unit/set/hr)	Cost per Unit/day/Hour	Total # of Days	Approved Budget for the Contract
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1. The venue is within Tagbilaran City because the participants come from different parts of the province and also near to SDO for urgent transactions of the organizer. 2. Can provide one plenary hall that can accommodate the target participants and 5 function halls for the breakout sessions. 3. Function halls must have one laptop (back-up), LCD projector, quality sound system with at least 3 microphones & standby operator/attending IT and strong internet connection that can accommodate the desired participants. 4. Function hall must have extra space for the workshop. 5. With free flowing coffee/milo and water at the function rooms. 6. Provides on time buffet breakfast, lunch, dinner, and AM/PM snacks. Meals for lunch and dinner must be choice of chicken or fish (other seafoods), pork or beef, vegetables and dessert (seasoned fruits or salad). 7. Provides complimentary meals for guest speakers, secretariat and training management. 8. Give consideration for participants with food restrictions (separate menu). 9. Candy/nuts should be served every afternoon session for the participants.	1	795	P 1,900.00	3	₱4,531,500.00
10. Provision of extension wires for the participants and training staffs. 11. Provision of service vehicle for the Speakers/advance party to and from the terminal. Service vehicle for participants from the venue to the terminal. 12. Provision of foods and accommodation for advance party or day zero of management/speakers. 13. The room should only occupy the required number of pax., if the room is good for two people only, two people should be accommodated. However, for rooms with extra space, only one (1) additional person shall be allowed. 14. All rooms must be fully air conditioned with free toiletries. 15. In case of emergency the winning bidder will provide a medical assistance/medication (over the counter medication) to ailing participants. 16. With available in good condition standby power generator. 17. With available parking area.	2	552	P 1,900.00	3	₱3,146,400.00



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Total

₱7,677,900.00

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

2. The **Department of Education – Schools Division of Bohol** now invites bids for the above Procurement Project. Bidders should have completed, within *five 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) No. 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 **Department of Education – Schools Division of Bohol** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *September 4, 2024 to September 25, 2024* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00) per Lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.

Payment for the purchase of the bidding documents can be done at the Cashier's Office of DepEd – Schools Division of Bohol or by depositing the amount in the bank account detailed below:

Name of Bank: **Landbank of the Philippines (Tagbilaran Branch)**

Account Name: **DEPED BOHOL TRUST FUND**

Account Number: **0612102112**



DepEd Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: dep.ed.bohol@dep.ed.gov.ph
www.dep.edbohol.org



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

If payment is done through the bank account detailed above, the prospective bidder is advised to send the e-copy or scanned copy of the deposit slip to bacdepedbhol@gmail.com so that the BAC Secretariat can assist the bidder in providing for the Official Receipt of the amount paid.

6. The **Department of Education – Schools Division of Bohol** will hold a Pre-Bid Conference on *September 12, 2024 at nine o'clock in the morning* at the *Department of Education – Schools Division of Bohol, 0050 Lino Chatto Drive, Cogon, Tagbilaran City, Bohol* and/or through videoconferencing/webcasting via any available video conferencing app, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** on or before *September 25, 2024 at nine o'clock in the morning (Philippine Standard Time)*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *September 25, 2024 at nine o'clock in the morning (Philippine Standard Time)* at the *Department of Education – Schools Division of Bohol, 0050 Lino Chatto Drive, Cogon, Tagbilaran City, Bohol*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Education – Schools Division of Bohol** 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:

PABLITO D. VILLALON

BAC Secretariat

Department of Education – Schools Division of Bohol

0050 Lino Chatto Drive, Barangay Cogon, Tagbilaran City, Bohol

Email Address: bacdepedbhol@gmail.com

12. You may visit the following websites:
For downloading of Bidding Documents: www.depedbohlo.org



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REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Or at the PhilGEPS website: www.philgeps.gov.ph

[September 3, 2024]

FAY C. LUAREZ EdD, PhD TM, CESO VI

BAC Chairperson