



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
Division of Pagadian City

## INVITATION TO BID

### THE PROCUREMENT OF MEALS & SNACKS DURING THE CONDUCT OF THE TRAINING-WORKSHOP OF TEACHERS ON THE USE OF FILIPINO SIGN LANGUAGE (FSL) IN THE CLASSROOM OF DEPED PAGADIAN CITY DIVISION

1. The *DepEd Pagadian City Division*, through the *Sub-Aro funds 2024* intends to apply the sum of *Three Hundred Twenty-Four Thousand pesos only (Php324,000.00)* being the Approved Budget for the Contract (ABC) with **Purchase Request number 25-016-CID**.
2. Bids received more than the ABC shall be automatically rejected at the final meeting. Please refer below for the Technical Specifications details and other details:

UNIT	ITEM DESCRIPTION	QUANTITY	ABC
pax	<b>4 Meals &amp; 8 Snacks for 4 days</b>	135	<b>Php 324,000.00</b>
	<b>Inclusions:</b> *Halal foods with Flowing coffee, choco, and water *Drinks should be in canned or sealed plastic bottles *To observe Social/Physical Distancing arrangement of Tables and Chairs *1 Plenary Session Hall good for 135 pax *2 Break out Session Rooms *2 LCD Screens and Projectors *4 Wired and Wireless microphones *Sound System *2 Extension wires 20 meters *Internet Connectivity *Tarpaulin 5x4 *Availability of Alcohol/ Hand Sanitizers *Accommodation must be spacious enough for the quantity intended of every activity		

3. The *DepEd Pagadian City Division* now invites bids for the above Procurement Project. Delivery of the Goods is required **Fifteen (15) days from the issuance of Notice to Proceed**. Bidders should have completed, within *the last two (2) 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).
4. Bidding will be conducted through competitive/public 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.

5. Prospective Bidders may obtain further information from *DepEd Pagadian City Division Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during **weekdays from 8:00 am to 5:00 pm**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **Saturday, March 1, 2025** from the given address and upon submission of a Document Request List (DRL) printed from the Philippine Government Electronic Procurement System (PhilGEPS) website from the address below and upon payment of the Bid Documents amounted to **One Thousand pesos (Php 1,000.00)**, the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. It may also be downloaded free of charge from the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The following are the requirements for purchase of Bidding Documents;
  1. PhilGEPS Registration Certificate Platinum – (3 pages)
  2. Documents Request List (DRL)
  3. Authorization to Purchase Bidding Documents
    - 3.1 Special Power of Attorney (for single proprietorship)
  4. Notarized Joint Venture Agreement (as applicable)

It must be duly received by the BAC Secretariat, ASDS Office at DepEd Pagadian City Division **on or before 9:00am of Friday, March 21, 2025**.

8. The *DepEd Pagadian City Division* will hold a **Pre-Bid Conference on 9:00 am of Monday, March 10, 2025 at DepEd, ASDS Office**, which shall be opened to prospective bidders.
9. Bids must be duly received by the BAC Secretariat at the address below **on or before 9:00am of Friday, March 21, 2025**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. **Bid opening** shall be on **1:00 pm of Friday, March 21, 2025** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.



11. Below is the detailed schedule of procurement activities:

Activities	Date and Time	Venue
Issuance of Bidding documents	From 3/1/2025 to (8:00 am – 5:00 pm) 3/21/2025 before 9:00 am	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City
Advertisement	3/1/2025-3/21/2025	PhilGeps, PE-Website, 3 conspicuous places
Pre-Bid Conference	March 10, 2025 9:00 am	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City
Opening of Bids	March 21, 2025 1:00 pm	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City

12. The *DepEd Pagadian City Division* 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.

13. For further information, please refer to:

**JEZREEL M. LOPEZ**

*Chairperson, BAC Secretariat*

*DepEd Pagadian City Division*

*Email Add: [pagadianbacsec@gmail.com](mailto:pagadianbacsec@gmail.com)*

*Date of Issue:*

*February 28, 2025*

**JUDITH V. ROMAGUERA, EdD, CESO VI**  
*ASDS/Chairperson, BAC*