



Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Telefax No. (074) 442-7819



INVITATION TO BID FOR

- (1) Research Evaluation Course for Division Research Working Committee Members*
- (2) 2018 Teacher Induction Program – Module 1*
- (3) 2018 World Teachers’ Day Culminating Activity and Awarding of Best Performing Employees and Schools*
- (4) Division Training on Radio and TV Broadcasting and Scriptwriting for School Paper Advisers (SPAs)*
- (5) Orientation on Updates on LIS & EBEIS to public and private schools*
- (6) Capacity Building, Public Schools’ Procurement Process Formulation, and Procurement Reports Preparation for the School Heads and School BAC Members, and Division Bids and Awards Committee Secretariat and Finance Unit’s Personnel Interface*
- (7) Division “Musabaqah” Skills Exhibition*
- (8) Financial Literacy Training for Teachers, and*
- (9) Quarterly Performance Review and Assessment of Finance Team*

Bid Reference No. 019, s.2018

1. The *Department of Education, Schools Division of Baguio City* intends to apply the sum of:

Lot No.	Approved Budget for the Contract (ABC)	Name/Identification/Number of Contract
1	Eighty-Six Thousand Four Hundred Pesos (Php86,400.00)	Research Evaluation Course for Division Research Working Committee Members
2	One Hundred Twenty Thousand Pesos (Php120,000.00)	2018 Teacher Induction Program – Module 1
3	One Hundred Seven Thousand Five Hundred Pesos (Php107,500.00)	2018 World Teachers’ Day Culminating Activity and Awarding of Best Performing Employees and Schools
4	Thirty Thousand Pesos (Php30,000.00)	Division Training on Radio and TV Broadcasting and Scriptwriting for School Paper Advisers (SPAs)
5	Sixteen Thousand Fifty Pesos (Php16,050.00)	Orientation on Updates on LIS & EBEIS to public and private schools
6	One Hundred Twenty-Six Thousand Pesos (Php126,000.00)	Capacity Building, Public Schools’ Procurement Process Formulation, and Procurement Reports Preparation for the School Heads and School BAC Members, and Division Bids and

		Awards Committee Secretariat and Finance Unit's Personnel Interface
7	Fifty-Four Thousand Pesos (Php54,000.00)	Division "Musabaqah" Skills Exhibition
8	One Hundred Sixty Thousand Pesos (Php160,000.00)	Financial Literacy Training for Teachers
9	Thirty-Six Thousand Four Hundred Fifty Pesos (Php36,450.00)	Quarterly Performance Review and Assessment of Finance Team

being the Approved Budget for the Contract (ABC) to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **Department of Education, Schools Division of Baguio City** now invites bids for **meals and snacks, or meals and snacks with venue, as the case may be, for each corresponding lot abovementioned.**³ Delivery of the Goods is required *on the date of the activity*. Bidders should have completed, within *at least 6 months* 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, otherwise known as the "Government Procurement Reform Act".

In addition,

- (i) 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 5183.
4. Interested bidders may obtain further information from **Department of Education, Schools Division of Baguio City, # 82 Military Cu-Off, Baguio City** and inspect the Bidding Documents at **www.depedpines.com** or the address given during *Monday to Friday 8:00 AM - 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 6, 2018** from the address below *and upon payment of the applicable fee for the Bidding*

³ See Attachment 1 for the provided brief description of the type(s) of Goods, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos only (P1,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and 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.

6. Bids must be duly received by the BAC Secretariat at the address below on or before **June 14, 2018, 8:45 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on **June 14, 2018, 9:00 AM** at *DepED, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The *Department of Education, Schools Division of Baguio City* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

SORAYA T. FACULO, Ph.D.

BAC Chairperson

Department of Education, Schools Division of Baguio City

Address: # 82 Military Cut-Off, Baguio City

Email Add: depedbagniocity@gmail.com

Telefax No.:(074) 442 – 7819

Website: www.depedpines.com



SORAYA T. FACULO
BAC Chairperson



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No. 442-7819



ATTACHMENT 1 TO INVITATION TO BID

TECHNICAL SPECIFICATIONS

GENERAL DESCRIPTION	QUANTITY/UNIT	AMOUNT (PhP)
LOT NO. 1 – Research Evaluation Course for Division Research Working Committee Members on July 14 and 21, 2018 (Venue: Division Office Training Center)		
July 14, 2018		
AM snacks	90 pax	6,750.00
PM snacks	90 pax	6,750.00
Lunch	90 pax	19,800.00
July 21, 2018		
AM snacks	90 pax	6,750.00
PM snacks	90 pax	6,750.00
Lunch	90 pax	19,800.00
Dinner	90 pax	19,800.00
	APPROVED BUDGET FOR THE CONTRACT	86,400.00
Menu and/or Technical Specifications		
1. All in-house menu (bidder to submit proposed menu);		
2. With overflowing coffee or tea and drinking water		
LOT NO. 2 – 2018 Teacher Induction Program – Module 1 on July 12-13 and August 2-3, 2018 (Venue: Division Office Training Center)		
July 12, 2018		
AM snacks	100 pax	7,500.00
Lunch	100 pax	15,000.00
PM snacks	100 pax	7,500.00
July 13, 2018		
AM snacks	100 pax	7,500.00
Lunch	100 pax	15,000.00
PM snacks	100 pax	7,500.00
August 2, 2018		
AM snacks	100 pax	7,500.00
Lunch	100 pax	15,000.00
PM snacks	100 pax	7,500.00
August 3, 2018		
AM snacks	100 pax	7,500.00
Lunch	100 pax	15,000.00
PM snacks	100 pax	7,500.00
	APPROVED BUDGET FOR THE CONTRACT	120,000.00

Menu and/or Technical Specifications**1. Menu:**July 12, 2018

AM Snacks – Pancit palabok with fruits

Lunch – Assisted buffet; with complete condiments and rice

Main dish: Fried tilapia, lowland vegetables with fresh tomatoes, chicken tinola

Dessert: Assorted Fruits

PM Snacks – Carrot/banana cake with fruits

July 13, 2018

AM Snacks – Guinataang bilo-bilo with fruits

Lunch – Assisted buffet; with complete condiments and rice

Main dish: Sweet and sour chicken, Baguio vegetables, Corn soup, Fish fillet

Dessert: Assorted Fruits

Drinks – juice or bottled water

PM Snacks – Chicken sandwich with finger foods

August 2, 2018

AM Snacks – Fresh vegetable lumpia

Lunch – Assisted buffet; with complete condiments and rice

Main dish: Sinigan nab angus, vegetables (okra and talong), fried chicken

Dessert: Fruits

PM Snacks – Siopao

August 3, 2018

AM Snacks – Arozcaldó with egg

Lunch – Assisted buffet; with complete condiments and rice

Main dish: Chicken menudo, fried tilapia, vegetable salad

Dessert: Fruits

PM Snacks – Hamburger

2. With flowing coffee, tea, water and milo

3. Inclusive of TARPAULIN – title of the training (size – 8 x 5 ft)

LOT NO. 3 – 2018 World Teachers' Day Culminating Activity and Awarding of Best Performing Employees and Schools on October 2, 2018 (Venue: Within Baguio City)

October 2, 2018		
Venue	215 pax	
AM Snacks	215 pax	32,250.00
and Lunch	215 pax	75,250
	APPROVED BUDGET FOR THE CONTRACT	107,500.00

Menu and/or Technical Specifications

1. All in-house menu (bidder to submit proposed menu);

2. With overflowing coffee or tea and drinking water;

3. VENUE: WITHIN Baguio City

Big hall that can accommodate 215 participants, with decorated tables, and chairs

Decorated stage

Inclusive of Tarpaulin, size: 8 x 5 ft (design to be provided to winning bidder)

Good sound system

LOT NO. 4 – Division Training on Radio and TV Broadcasting and Scriptwriting for School Paper Advisers (SPAs) on July 5 to 7, 2018 (Venue: Division Office Training Center)		
July 5, 2018 PM Snacks	40 pax	3,200.00
July 6, 2018 AM Snacks Lunch PM Snacks	40 pax 40 pax 40 pax	3,200.00 7,000.00 3,200.00
July 7, 2018 AM Snacks Lunch PM Snacks	40 pax 40 pax 40 pax	3,200.00 7,000.00 3,200.00
APPROVED BUDGET FOR THE CONTRACT		30,000.00
Menu and/or Technical Specifications		
<p>1. Menu:</p> <p><u>July 5, 2018 (Day 1)</u> PM Snacks – Kakanin/Cassava, bottled mineral water</p> <p><u>July 6, 2018 (Day 2)</u> AM Snacks – Egg/Chicken Arroz Caldo, bottled mineral water Lunch – Rice, pork sinigang, fried fish/tilapia, pinakbet, banana, bottled mineral water PM Snacks – Ginataan/Bilo-bilo, bottled mineral water</p> <p><u>July 7, 2018 (Day 3)</u> AM Snacks – Macaroni soup, bottled mineral water Lunch – Rice, chicken/pork adobo, fish fillet, buttered vegetables, apple, bottled mineral water PM Snacks – Saging/Langka turon, bottled mineral water</p> <p>2. With overflowing coffee from Day 1 to 3</p>		
LOT NO. 5 – Orientation on Updates on LIS & EBEIS to public and private schools on August 16-17, 2018 (Venue: Division Office Training Center)		
August 16, 2018 AM Snacks PM Snacks	117 pax 62 pax	8,775.00 4,650.00
August 17, 2018 AM Snacks	35 pax	2,625.00
APPROVED BUDGET FOR THE CONTRACT		16,050.00
Menu and/or Technical Specifications		
<p>1. All in-house menu (bidder to submit proposed menu);</p> <p>2. With overflowing coffee or tea and drinking water;</p> <p>3. Food should be served hot and on time</p>		
LOT NO. 6 – Capacity Building, Public Schools' Procurement Process Formulation, and Procurement Reports Preparation for the School Heads and School BAC Members, and Division Bids and Awards Committee Secretariat and Finance Unit's Personnel Interface on July 10 and 11, 17 and 18, 2018 (Venue: Division Office Training Center)		
July 10, 2018		

AM snacks, lunch, and PM snacks	107 pax	32,100.00
July 11, 2018 AM snacks, lunch, and PM snacks	105 pax	31,500.00
July 17, 2018 AM snacks, lunch, and PM snacks	105 pax	31,500.00
July 18, 2018 AM snacks, lunch, and PM snacks	103 pax	30,900.00
APPROVED BUDGET FOR THE CONTRACT		126,000.00
Menu and/or Technical Specifications		
<ol style="list-style-type: none"> All in-house menu (bidder to submit proposed menu); Assisted buffet; Food should be served hot and on time With overflowing coffee or tea and drinking water; 		
LOT NO. 7 – Division “Musabaqah” Skills Exhibition on September 13, 2018 (Venue: Baguio Central School)		
September 13, 2018 AM snacks and lunch	300 pax	54,000.00
APPROVED BUDGET FOR THE CONTRACT		54,000.00
Menu and/or Technical Specifications		
<ol style="list-style-type: none"> All in-house menu (bidder to submit proposed menu) – must be “HALAL With overflowing drinking water; Packed with complete condiments; To be delivered at Baguio Central School on time 		
LOT NO. 8 – Financial Literacy Training for Teachers on September 27-28, 2018 (Venue: Within Baguio City)		
September 27, 2018 Venue		
AM snacks	100 pax	20,000.00
Lunch	100 pax	40,000.00
PM snacks	100 pax	20,000.00
September 28, 2018 Venue		
AM snacks	100 pax	20,000.00
Lunch	100 pax	40,000.00
PM snacks	100 pax	20,000.00
APPROVED BUDGET FOR THE CONTRACT		160,000.00
Menu and/or Technical Specifications		
<ol style="list-style-type: none"> Menu <u>September 27, 2018</u> AM Snacks – Carrot/banana cake, soup, fruits Lunch – Chicken inasal, Baguio vegetables, sinigang nab angus Dessert – assorted fruits PM Snacks – Chicken sandwich with finger foods 		

September 28, 2018

AM Snacks – Pancit palabok and fruits

Lunch – Kare-kare, fried tilapia, chicken sisig or adobo

Dessert – assorted fruits

PM Snacks – Hamburger with finger foods

2. Flowing coffee, water, milo and tea with calamansi; Coffee should be ready before the start of the sessions in the morning;
3. Follow the menu submitted;
4. Food should be served hot and on time; and
5. With buffer for at least 10 pax

LOT NO. 9 – Quarterly Performance Review and Assessment of Finance Team on July 20, October 19, and November 16, 2018 (Venue: Division Office Training Center)

July 20, 2018		
AM snacks	27 pax	2,700.00
Lunch	27 pax	6,750.00
PM snacks	27 pax	2,700.00
October 19, 2018		
AM snacks	27 pax	2,700.00
Lunch	27 pax	6,750.00
PM snacks	27 pax	2,700.00
November 16, 2018		
AM snacks	27 pax	2,700.00
Lunch	27 pax	6,750.00
PM snacks	27 pax	2,700.00
	APPROVED BUDGET FOR THE CONTRACT	36,450.00

Menu and/or Technical Specifications

1. Menu

July 20, 2018

AM Snacks – Pancit batil patong and fresh fruits

Lunch – Rice, buttered vegetable, beef steak, fried chicken, potato soup, brownies/choco cupcake, canned juice

PM Snacks – Tacos, lasagna, bottled fruit juice

October 19, 2018

AM Snacks – Cassava cake, chicken mami, fresh fruits

Lunch – Rice, grilled porkchop, fish sinigang, ensaladang gulay (katuday, okra, eggplant, Tomato, sibuyas, red eggs), fresh fruits, canned juice

PM Snacks – Fresh lumpia, mic fruits, canned juice

November 16, 2018

AM Snacks – Tuna pasta, toasted garlic bread, fruits, buko juice

Lunch – Rice, grilled salmon, mix vegetables, creamy chicken curry, bottled juice

PM Snacks – Toasted siopao, French fries, canned juice

2. Overflowing water, coffee and tea

TOTAL ABC (Lots 1 to 9)

Php736,400.00



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819

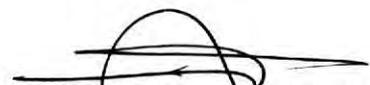


Additional Instructions

The following are the additional instructions to bidders:

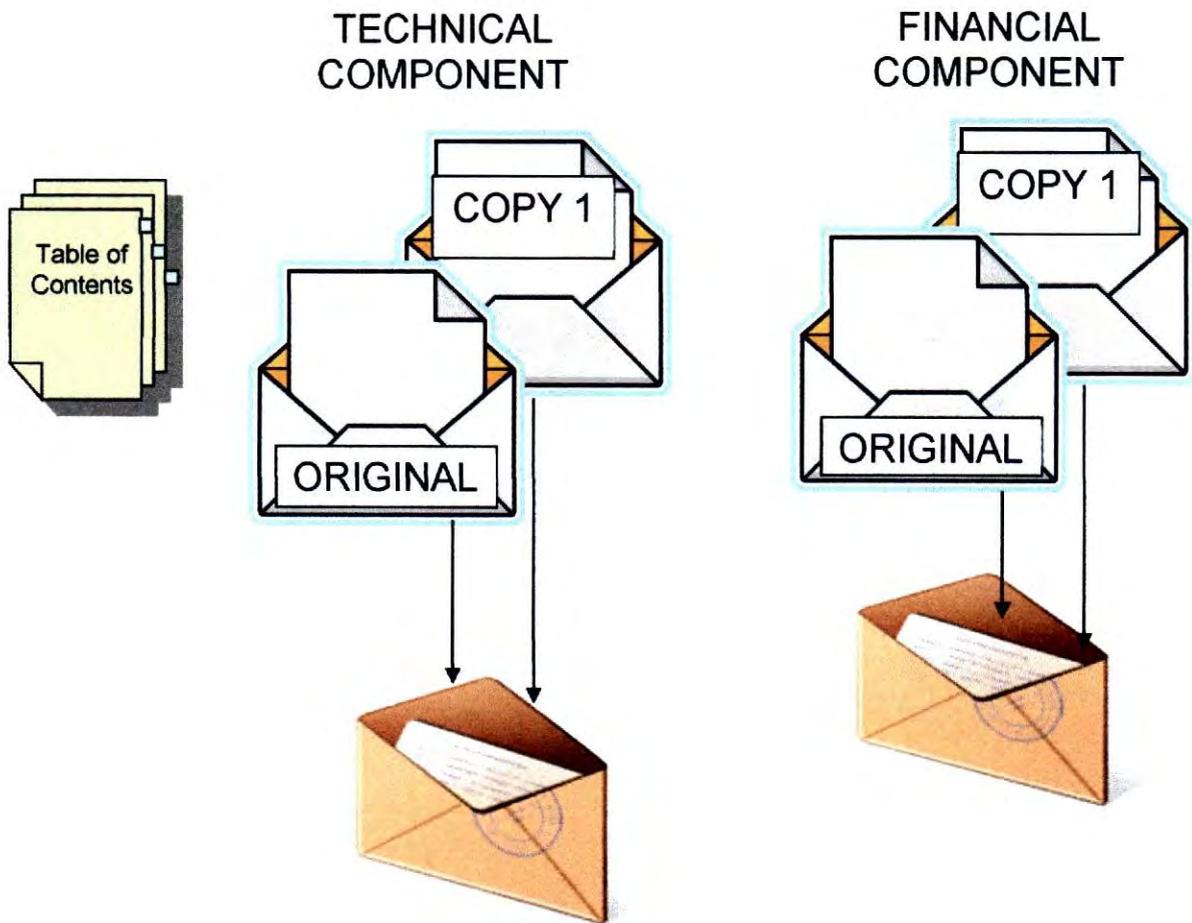
1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
2. All bidders are required to request to join bidding from PhilGEPS for the project.
3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
4. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. Copy of which is hereto attached. (ANNEX B)
5. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
6. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
7. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
8. Bidders who do not meet the requirements specified in the Bid Documents and this Supplemental Bid Bulletin will automatically be disqualified.
9. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.

For Guidance and information of all concerned.


SORAYA T. FACULO, Ph.D.
BAC – Chairman

Envelope Sealing Illustration

(Two-Envelope System)



ANNEX B



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819



Contractor/Prospective Bidder: _____

Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

I. Technical Component Envelope

Eligibility Requirements

Class "A" Documents

Legal Documents

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
- Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- Duly signed Statement Identifying Bidder's Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4

The two statements required shall indicate for each contract the following:

- Name of the contract;
- Date of the contract;
- Contract duration;
- Owner's name and address;
- Kind of Goods/Service;
- For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- Date of completion or delivery;
- end user's acceptance, or official receipt(s), or sales invoice, issued for the contract, if completed, which shall be attached to the statements.

- NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Documents

- Valid and duly signed joint venture agreement pursuant to ITB 5.1, in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. If JVA is not applicable, submit a document stating that Joint Venture Agreement is “NOT APPLICABLE.”

a. Technical Documents

- Original copy of Bid Security, in accordance with ITB Clause 18;
- Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- Original and duly signed copy of Omnibus Sworn Statement in accordance with Section VIII. Bidding Forms.

NUMBER OF COPIES OF TECHNICAL COMPONENT IN SEPARATE ENVELOPES

- One (1) original copy and
- One (1) additional copy

I. FINANCIAL COMPONENT ENVELOPE

- Original copy of duly signed Financial Bid Form

NUMBER OF COPIES OF FINANCIAL COMPONENT ENVELOPES

- One (1) original copy and
- One (1) additional copy

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.


SORAYA T. FACULO
BAC Chairman

JULIET SANNAD
BAC Vice Chairman

FERNANDO ELEPONGA
BAC Member

ROBERTO R. GONZALES
BAC Member

FRANCISCO C. COPSIYAN
BAC Member

Head BAC TWG

PMO/End User

Representative

Representative