



Republic of the Philippines  
Department of Education  
REGION XII  
SCHOOLS DIVISION OF SARANGANI

## INVITATION TO BID FOR

### *Meals, Venue and Accommodation for Sarangani Division's Various Activities for the CY 2024 (Lot A and Lot B)*

1. The *Department of Education-Sarangani Division*, through the *NEP 2024* intends to apply the sum of **ONE MILLION FIVE HUNDRED SEVENTY-SEVEN THOUSAND SIX HUNDRED AND 00/100 PESOS (Php 1,577,600.00)** being the ABC to payments under the contract for the *Meals, Venue and Accommodation for Sarangani Division's Various Activities for the CY 2024 (Lot A and Lot B) 2023-EPA-002* broken down as follows:

#### Lot A -Meals with Venue

1. Purpose: Division Office Midyear Performance Review and Evaluation cum Team Building and Enhancement/Adjustment for CY 2024					
Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax.	Meals with Venue (1 day live-out)2 Snacks (AM-PM)Lunch & Dinner	Live-out *can cater 160 participants at the same *Have a strong internet connectivity with 100-200mbps.	160	1,000.00	160,000.00

		<p>Safety seal bearer issued by the Department of Tourism 100% personnel vaccinated.</p> <p>* 3 function Halls</p> <p>-One (1) big function hall for the plenary session. with LED Wall which will be utilized also during the breakaways session can cater 160 participants with at least 5 standby waiter at the same time, with 2 wireless microphones, , Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p> <p>-1 function Hall that can accommodate 44 participants with LCD Projector with 2 standby waiter, with 2 wireless microphones, , Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p>			
		<p>-1 function hall that can accommodate 32 participants with LCD Projector with 1 standby waiter with 2 wireless microphones, Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p> <p>*with welcome tarpaulin 4ft x 8ft * 2 Registration table 2 ftx4 ft size *With in General Santos City, 5km radius from City Hall, with parking Space</p>			

		<p>Food</p> <p>AM Snacks: chicken sandwich &amp; soft drinks</p> <p>Lunch: garlic chicken, chop suey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan) rice.</p> <p>PM Snacks: cheese burger &amp; soft drinks</p> <p>Dinner: Beef Rendang, Fish Fillet, Chopsuey with Drinks, with Fresh Fruits</p>		
		<b>Date: July 2024</b>		<p style="text-align: right;"><b>Total</b></p> <p style="text-align: right;"><b>160,000.00</b></p>

**2. Purpose: QMS Final Audit**

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax.	Meals with Venue (1 day live-out) 2 Snacks (AM-PM) Lunch & Dinner	<p>Live-out</p> <p>*can cater 170 participants at the same *Have a strong internet connectivity with 100-200mpbs</p> <p>* 3 function Halls</p> <p>-One (1) big function hall for the plenary session. with LED Wall which will be utilized also during the breakaways session</p> <p>can cater 160 participants with at least 5 standby waiter at the same time, with 2 wireless microphones, , Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p> <p>*with welcome tarpaulin 4ft x 8ft</p> <p>* 2 Registration table 2 ftx4 ft size</p> <p>*With in General Santos City, 5km radius from City Hall, with parking Space</p> <p>Food</p> <p>AM Snacks: tuna egg sandwich &amp;</p>	170 (160 Division Personnel & 10 Auditors)	1,000.00	170,000.00





				Total	14,400.00
<b>5. Purpose: For monthly Division Executive Committee Meeting</b>					
Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax.	Meals and Snacks with venue	<b>Lunch</b> - (Non-Pork and non cream dory) at least 3 viands, rice, dessert and juice/soft drinks	30	600 x 2	36,000.00
		<b>AM SNACKS</b> -sandwich/kakanin, juice/ soft drinks			
		<b>PM SNACKS</b> - slice of cake/ pasta and soft drinks/juice			
		<b>Dinner</b> - (Non-Pork and non cream dory) at least 3 viands, rice, dessert and juice/soft drinks			
		Function Room: Wide enough to accommodate at least 40 participants with consideration of physical distancing; free backdrop; no obstructing pillar, free WIFI with strong connectivity at least 100 mbps ; with table for secretariat and TWG, with at least 5 extension wire at least 5 meters long with 3 gangs each , free welcome tarp (4ft by 8ft), with use of sound system with at least microphone, LED monitor or projector. With free unlimited flowing brewed coffee and service water			
		<b>Date of Activity: Every third (3rd) Wednesday of the month</b>			
					36,000.00
<b>6. Purpose: For Suppliers Forum</b>					
Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
Pax	Meals, Snacks and Venue	<b>Lunch</b> - (Non-Pork) at least 3 viands, rice, dessert and juice/soft drinks <b>AM SNACKS</b> -sandwich/kakanin, juice/ soft drinks <b>PM SNACKS</b> - slice of cake/ pasta and soft drinks/juice  <b>Venue:</b> <b>* 3 Function Halls</b>	60	600.00	36,000.00



46,000.00

## 8. Purpose: Quarterly Management Review (QMR)

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax	Meals with Venue (1 day live-out) 2 Snacks (AM-PM) Lunch & Dinner  <b>Date of Activity</b> <b>* December 2024</b> <b>(4th quarter)</b>	<p><b>Venue:</b></p> <ul style="list-style-type: none"> <li>* One function room that can accommodate 40 pax (live out)</li> <li>* with LED Wall</li> <li>* with 2 wireless microphones</li> <li>* with 1 standby sound operator</li> <li>* With available extension wires</li> <li>* with backdrop tarpaulin 4ft x 8ft</li> <li>* 1 Registration Table</li> <li>* Classroom Table set up that can accommodate 40 pax</li> <li>* no obstructing pillars</li> <li>* with standby generator</li> <li>* with 1 or 2 standby waiters</li> <li>* wth free flowing coffee and service water</li> <li>* with strong wifi connection of at least 100 mbps that can accommodate 40 participants simultaneously.</li> <li>* with in General Santos City, 5km radius from City Hall, with parking Space</li> <li>* Safety Seal bearer issued by the Department of Tourism 100% personnel vaccinated.</li> </ul> <p><b>Food:</b></p> <ul style="list-style-type: none"> <li>* AM Snacks: Chicken sandwich with Kropek &amp; Juice</li> <li>* Lunch: Fried chicken, chopsuey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan), rice.</li> <li>* PM Snacks: Cheese burger &amp; softdrinks</li> </ul>	40  (40 pax @ 1 quarter)	1,000.00	40,000.00



		* Dinner: Garlic Chicken with sufficient sauce, afritadang manok, sotanghon with chicken liver with fresh fruits (watermelon & lakatan) rice.			40,000.00
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**9. Purpose: Program Implementation Review (PIR) 2024**

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax	Meals with Venue (1 day live-out) 2 Snacks (AM-PM) & Lunch	<p><b>Venue:</b></p> <ul style="list-style-type: none"> <li>* One function room that can accommodate 32 pax (live out)</li> <li>* with One (1) Unit LCD Projector</li> <li>* with One (1) Wide Screen</li> <li>* with 2 wireless microphones</li> <li>* with 1 standby sound operator</li> <li>* With available extension wires</li> <li>* with backdrop tarpaulin 4ft x 8ft</li> <li>* 1 Registration Table</li> <li>* Classroom Table set up that can accommodate 32 pax</li> <li>* no obstructing pillars</li> <li>* with standby generator</li> <li>* with 1 or 2 standby waiters</li> <li>* wth free flowing coffee and service water</li> <li>* with strong wifi connection of at least 100 mbps that can accommodate 32 participants simultaneously.</li> <li>* with in General Santos City, 5km radius from City Hall, with parking Space</li> <li>* Safety Seal bearer issued by the Department of Tourism 100% personnel vaccinated.</li> </ul> <p><b>Food:</b></p> <ul style="list-style-type: none"> <li>* AM Snacks: Chicken sandwich with Kropek &amp; Juice</li> </ul>	128  (32 pax @ 4 quarter)	600.00	76,800.00

	<p><i>Date of Activity</i>  April 2024 (1st quarter)  July 2024 (2nd quarter)  October 2024 (3rd quarter)  January 2025 (4th quarter)</p>	<p>* Lunch: Fried chicken, chopsuey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan), rice.</p> <p>* PM Snacks: Cheese burger &amp; soft drinks</p>				76,800.00
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10.Purpose: Quarterly Division Monitoring, Evaluation and Plan Adjustment (DMEPA) 2024

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax	<p><b>Meals with venue</b>  (1 day live-out)  2 Snacks (AM-PM) &amp; Lunch</p>	<p><b>Venue:</b></p> <ul style="list-style-type: none"> <li>* One Function Hall for a Plenary Session that can accommodate 41 pax (live out)</li> <li>* 3 Function Rooms for Break-out Session that can accommodate a max. of 15 pax</li> <li>* with One (1) Unit LCD Projector per function room</li> <li>* with One (1) Wide Screen per function room</li> <li>* with 2 wireless microphones per function room</li> <li>* with 1 standby sound operator per function room</li> <li>* With available extension wires per function room</li> <li>* with backdrop tarpaulin 4ft x 8ft</li> <li>* 1 Registration Table</li> <li>* Classroom Table set up that can accommodate 15 pax per function room</li> </ul>	<p>164</p> <p>(41 pax @ 4 quarter)</p>	600.00	98,400.00

	<p>Date of Activity  April 2024 (1st quarter)  July 2024 (2nd quarter)  October 2024 (3rd quarter)  January 2025 (4th quarter)</p>	<ul style="list-style-type: none"> <li>* no obstructing pillars</li> <li>* with standby generator</li> <li>* with 1 or 2 standby waiters per function room</li> <li>* with free flowing coffee and service water per function room</li> <li>* with strong wifi connection of at least 100 mbps that can accommodate 32 participants simultaneously.</li>   <li>* within General Santos City, 5km radius from City Hall, with parking Space</li> <li>* Safety Seal bearer issued by the Department of Tourism 100% personnel vaccinated.</li>   <li><b>Food:</b></li> <li>* AM Snacks: Chicken sandwich with Kropek &amp; Juice</li> <li>* Lunch: Fried chicken, chopsuey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan), rice.</li> <li>* PM Snacks: Cheese burger &amp; softdrinks</li> </ul>			<p>98,400.00</p>
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GRAND TOTAL LOT A

707,600.00

## LOT B- MEALS, VENUE AND ACCOMMODATION

1. Purpose: Division Office Year-end Performance Evaluation/Planning for CY 2025 and Awarding Ceremony for Division Office Based Personnel					
Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
pax.	Hotel and Venue Accommodation for 3 days & 2 nights) with LED Wall & stage decoration and tarpaulin	<p>Live-in (Accommodation)</p> <p>* 50 rooms that can accommodate maximum of 3 pax per room with individual beddings.</p> <p>* 3 function Halls</p> <p>-One (1) big function hall for the plenary session. with LED Wall for day 1 Plenary Session which will utilized during the breakaways session and Day 3 Awarding Ceremonies  can cater 145 participants with at least 5 standby waiter at the same time, with 2 wireless microphones, , Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p> <p>-1 function Hall that can accommodate 44 participants with LCD Projector  with 2 standby waiter, with 2 wireless microphones, , Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 4ft x 8ft, No obstructing pillars, with flower decoration in the stage</p> <p>-1 function hall that can accommodate 32 participants with LCD Projector  with 1 standby waiter with 2 wireless microphones, Strong internet wifi connection (at least 100 mbps), Free flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin</p>	145	4,600.00	667,000.00

4ft x 8ft, No obstructing pillars, with  
flower decoration in the stage

\*with welcome tarpaulin 4ft x 8ft

\* 2 Registration table 2 ftx4 ft size

\*With in General Santos City, 5km  
radius from City Hall, with parking  
Space

		<p>Food:</p> <p><b>Day 1</b>  AM Snacks: Cheese Burger &amp; soft drinks  Lunch: Garlic Chicken with sufficient sauce, afritadang manok, sotanghon with chicken liver with fresh fruits (watermelon &amp; lakatan) rice.  PM Snacks: spaghetti with toasted bread &amp; softdrinks  Dinner: beefsteak, fish fillet, beef afritada (fresh fruits (watermelon, lakatan)rice</p> <p><b>Day 2:</b>  Breakfast: fried egg, hotdog, fried bangus  AM Snacks: Cheesy spaghetti &amp; fruit juice  Lunch: Fried chicken, chopsuey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan) rice.  PM Snacks: cheese burger &amp; soft drinks  Diner: Garlic Chicken with sufficient sauce, beef rendang, sotanghon with chicken liver with fresh fruits (watermelon &amp; lakatan) rice.</p> <p><b>Day 3:</b>  Breakfast: beefsteak, sunny side up egg, chicken hotdog with fresh fruits (watermelon &amp; lakatan) rice.  AM Snacks: bake mac and cheese &amp; fruit juice  Lunch: garlic chicken, beef kare kare, chopsuey with chicken liver, quail egg, beefsteak with fresh fruits (watermelon &amp; lakatan) rice.  PM Snacks: cheeseburger &amp; fruit juice</p> <p>Date: December 2024</p>			667,000.00
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**2. Purpose: For monthly Division Executive Committee Meeting**

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
	Meals and Snacks with venue and accommodation (For 2 days and 1 night – outside of the Division Office)	<p><b>Lunch</b> - (Non-Pork and non-cream dory) at least 3 viands, rice, dessert and juice/soft drinks</p> <p><b>AM SNACKS</b>-sandwich/kakanin, juice/ soft drinks  <b>PM SNACKS</b>- slice of cake/ pasta and soft drinks/juice</p>	30	2600 x 1	78,000.00

	<p><b>Dinner - (Non-Pork and non-cream dory) at least 3 viands, rice, dessert and juice/soft drinks</b></p> <p><b>Breakfast - (Non-Pork and non-cream dory) at least 2 viands, rice, dessert and juice/soft drinks</b></p> <p>Function Room: Wide enough to accommodate at least 30 participants with consideration of physical distancing; no obstructing pillar, free WIFI with strong connectivity; with table for secretariat, with extra extension wire, free welcome tarp (4ft by 8ft), with use of sound system with microphone, LED monitor or projector. With flowing brewed coffee; rooms to accommodate a maximum of three (3) persons with individual beddings</p>			
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78,000.00

**3. Purpose:** Regional Workshop on Far1 and Far 1A Alignment and Reconciliation for FY July 2024

Unit	Item Description	Specifications	Quantity	Unit Cost	Total Cost
Pax.	Venue Accommodation for 3 days & 2 nights) with LED Wall	<p><b>Live-in (Accommodation)</b></p> <p>* 9 rooms that can accommodate maximum of 3 pax per room with individual beddings.</p> <p><b>Venue : 1 Function Hall</b></p> <ul style="list-style-type: none"> <li>● 1 Big function hall for the plenary session.</li> <li>● With LED Wall (wide screen) can cater to 25 participants</li> <li>● With at least 2 standby waiters at the same time</li> <li>● With 2 or more wireless microphones</li> <li>● Strong internet wifi connection (at least 100 Mbps)</li> <li>● Free-flowing coffee and drinking water</li> <li>● With 1 standby operator</li> <li>● With backdrop tarpaulin 6ft x 8ft</li> <li>● No obstructing pillars.*With welcome tarpaulin 6ft x 8ft* Registration Table 2 ftx4 ft size*Within General Santos City, 5km radius from City Hall, with parking Space *With a standby generator</li> <li>● One (1) function hall that can accommodate 25 participants with LCD Projector (wide screen), with 2 standby waiters, 2 wireless microphones, strong internet wifi connection (at least 100 Mbps), Free-flowing of coffee and drinking water, with 1 standby operator, with backdrop tarpaulin 6ft x 8ft, and no obstructing pillars.</li> </ul>	25	5,000.00	125,000.00

		<b>Food:</b> <b>Day 1</b> <b>AM Snacks:</b> Ensaymada & soda <b>Lunch:</b> Chicken Curry, Chop Suey, Grilled Tuna Belly Fresh fruits , and rice <b>PM Snacks:</b> Mango sticky rice and soda <b>Dinner:</b> Beef Steak, Breaded Fish Fillet, Pinakbet, Fresh Fruits, and Rice <b>Day 2:</b> <b>Breakfast:</b> Ampalaya with Egg, Corned Beef, Daing na Bangus, Fresh Fruits, and Rice <b>AM Snacks:</b> Chicken sandwich & Soda <b>Lunch:</b> Fried chicken, Mixed Vegetables, Beef Caldereta, Dessert, and Rice <b>PM Snacks:</b> Carrot cake and Soda <b>Dinner:</b> Garlic Chicken, Beef Broccoli, Chopsuey with quail egg, Dessert, and Rice <b>Day 3:</b> <b>Breakfast:</b> Ensaladang talong, Tocino, Danggit (dried fish) fresh fruits, and rice <b>AM Snacks:</b> Bihon with bread and soda <b>Lunch:</b> Beef Kare-kare, Grilled chicken, Mixed Vegetables, fresh fruits, and Rice			
					125,000.00

GRAND TOTAL (LOT B)

870,000.00

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

2. The **Department of Education-Sarangani Division** now invites bids for the above Procurement Project. Bidders should have completed, within **three (3) 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.

- a. 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. A complete set of Bidding Documents may be acquired by interested Bidders on **October 23, 2023 to November 14, 2023**; from the given address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (1,000.00) for Lot A and One Thousand Pesos (1,000.00) for Lot B.**

6. The **Department of Education-Sarangani Division** will hold a Pre-Bid Conference<sup>1</sup> on **October 31, 2023; 10:30 A.M.** thru virtual platform Microsoft Teams which is open to all interested prospective bidder. Please inquire at the given contact person and numbers below for the link and other concerns.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 14, 2023; 9:00 A.M.**  
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 **November 14, 2023; 9:01 A.M.** thru blended platform face-to-face and online for Bids and Awards Committee, Technical Working Group Members and BAC Secretariat at **DepEd New Division Conference Room, Capitol Compound, Alabel, Sarangani Province** while virtual platform Microsoft Teams to all prospective bidders and bidders' representatives who choose to attend the activity

10. The **Department of Education-Sarangani 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.

11. For further information, please refer to:

**FELIPE B. TUYOGON, JR.**

*Department of Education-Sarangani Division  
Capitol Compound, Alabel, Sarangani Province*

*Tel No./Telefax No. 083-508-2039*

*Mobile No. 09229763957*

*Procurement.sarangani@deped.gov.ph*

  
**NERISSA A. ALAFARA, CESE**  
*BAC Chairperson*

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference