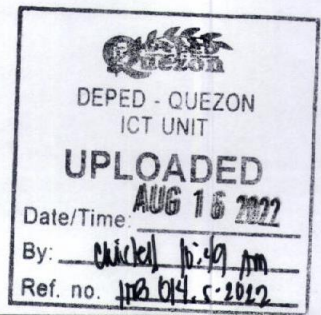




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

INVITATION TO BID

PROJECT NO. 2022-04-SERVICES

POST PLANNING WORKSHOP CUM TECHNICAL ASSISTANCE ON SCHOOL WORK AND FINANCIAL PLANS AND FINALIZATION OF ANNUAL IMPLEMENTATION PLAN FOR FY 2023

1. The DepED - Division of Quezon, through the Funding Source, Government of the Philippines (GOP) intends to apply the sum of ONE MILLION EIGHT HUNDRED EIGHT THOUSAND PESOS & 00/100 (P1,808,000.00) being the Approved Budget for the Contract (ABC) to eligible payments under the contract for **POST PLANNING WORKSHOP CUM TECHNICAL ASSISTANCE ON SCHOOL WORK AND FINANCIAL PLANS AND FINALIZATION OF ANNUAL IMPLEMENTATION PLAN FOR FY 2023** the FOR SDO QUEZON USE. Bids received that exceed the ABC shall be rejected at bid opening.

PROJECT DESCRIPTION/ INTENDED COMPLETION DATE	LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PhP)	CONTRACT DURATION
POST PLANNING WORKSHOP CUM TECHNICAL ASSISTANCE ON SCHOOL WORK AND FINANCIAL PLANS AND FINALIZATION OF ANNUAL EMPLEMENTATION PLAN FOR FY 2023	1	Food , Venue and Accommodations	P1,808,000.00	10 CALENDAR DAYS
Grand- Total			P1,808,000.00	

2. The DepED-Division of Quezon of Region IV-A, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works. Prospective bidders must have an experience of having completed at least one (1) contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PS) consumer price indices, must be at least fifty percent (50%) of the ABC of the lot to be bid. The description of an

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eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction 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".

Bidding is restricted to Filipino citizens/sole proprietor ships, 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 DepED – Division of Quezon and inspect the Bidding Documents at the address given below. A complete set of Bidding Documents may be purchased by interested Bidders and upon payment of a non-refundable fee for the Bidding Documents in the amount stated below. Only bidders who purchased the Bidding Documents will be allowed to submit bids (ITB 6.8).

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), www.philgeps.gov.ph, provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

Activity	Date & Time	Venue
Issuance of Bidding Documents	August 15- September 04,2022 (9am-1pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon
Pre-Bid Conference	August 23,2022	DepED-Division of Quezon, Talipan, Pagbilao, Quezon / Online
Final Submission and Opening of Bids	September 04,2022 (1:30pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon

Amount of Bidding Documents shall be as follows:

Lot No.	Bidding Documents Fee
1	P5,000.00

5. Considering the current situation due to the pandemic (Covid – 19) and the mandate to observe social distancing, DepED-Quezon will hold a pre-bid conference for the Project on August 23,

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2022, 2:00 P.M. through face to face or video conferencing, which shall be open to prospective bidders.

Prospective Bidders who intend to participate are required to communicate with the BAC Secretariat-Services through email at floricel.lagos@deped.gov.ph their confirmation on or before August 23, 2022, 10:00 A.M. Upon receipt of confirmation, the BAC Secretariat will send the link of the meeting.

6. Bids must be delivered to the address and on the date and time stated herein. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of the bid security premises.

Bids will be opened in the presence of the bidders' representatives who choose to attend the opening of bids at the address stated herein. Late bids shall not be accepted.

In adherence to health protocols and to ensure the safety of everybody, all participants to the submission and opening of bids for the above project are required to present a latest negative result of rapid test / swab test / antigen test, before entering the premises of the Department of Education.

Only one (1) representative per bidder will be allowed entry into the venue / conference room.

For the purpose of constituting a quorum, both physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

7. The DepEd – Division of Quezon of Region IV-A reserves the right to accept or reject any and all bids, declare a failure of bidding, not award the contract(s) at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

Herbert D. Perez
BAC Chairman
DepEd – Division of Quezon
Talipan, Pagbilao, Quezon
Contact No. 042-784-0366

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9. You may visit the following websites:

For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- DepEd-Quezon website: www.depedquezon.com.ph



HERBERT D. PEREZ

OIC – Asst. Schools Division Superintendent
BAC Chairperson

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Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
DepED, Division of Quezon
Talipan, Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Item Description	Quantity	Unit Cost	Total Cost
POST PLANNING WORKSHOP CUM TECHNICAL ASSISTANCE ON SCHOOL WORK AND FINANCIAL PLANS AND FINALIZATION OF ANNUAL EMPLEMENTATION PLAN FOR FY 2023	1	Food , Venue and Accommodations (September 14 to 15,2022)	179 pax		
		Food , Venue and Accommodations (September 15 to 16,2022)	196pax		
		Food , Venue and Accommodations (September 18 to 19,2022)	195pax		
		Food , Venue and Accommodations (September 19 to 20,2022)	202pax		
		Food , Venue and Accommodations (September 20 to 21,2022)	132pax		

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TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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ITEM: <i>Lease of Venue including Meals for the conduct of</i> POST PLANNING WORKSHOP CUM TECHNICAL ASSISTANCE ON SCHOOL WORK AND FINANCIAL PLANS AND FINALIZATION OF ANNUAL EMPLEMENTATION PLAN FOR FY 2023	<u>APPROVED BUDGET FOR THE CONTRACT (ABC):</u> <i>One Million Eight Hundred Eight Thousand Pesos Only (PhP1,808,000.00)</i>
PROPOSED BID	
Name of Function Room/s: 	 <i>(Please indicate Php 0.00 if it is free of charge)</i>
Total AM Snacks for 10 days	
Total PM Snacks for 10 days	
Total Buffet Breakfast for 10 days	
Total Buffet Lunch for 10 days	
Total Packed Dinner for 10 days	
Accommodations for 179 -1 st Batch 196-2 nd Batch, 195-3 rd Batch, 202-4 th Batch and 132-5 th Batch	
Total Offered Quotation	

 Signature over Printed Name

 Office Telephone No. / Mobile Telephone No.

 Email address/es

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Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification"

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
I. Availability of the Function Room/s (to be confirmed within 5 days before the event)*			
1. 14-15 September 2022* (2 days for 179 participants) *			
2. 15-16 September 2022* (2 days for 196 participants)*			
3. 18-19 September 2022* (2 days for 195 participants)*			
4. 19-20 September 2022* (2 days for 202 participants)*			
5. 19-20 September 2022* (2 days for 132 participants)*			
II. Location*	YES	NO	REMARKS
1. Within Batangas Province			
2. Free Parking Space reserved within or near the venue*			
3. With access to main roads and national highways*			
4. Open space for outdoor activities that can accommodate 179/ 196/ 195/ 202/ 132 participants.			
III. Neighborhood data*	YES	NO	REMARKS
1. Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority			
2. Proximity to Police and Fire Stations			
3. Proximity to banks, postal, and telecommunications service provider			
IV. Venue*	YES	NO	REMARKS
1. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both. *			
2. Functionality of the Function Room:			
Day 1 – 10 (14-15 / 15-16 / 18-19 / 19-20 / 20-21 September 2022)			
a. Availability of one (1) Function Room* with an area that can accommodate 179/ 196/ 195/ 202/ 132 participants from 7:00 A.M. up to 6:00 P.M.;			
b. Classroom setup for Function Rooms that can accommodate an average of 340 participants (with center aisle)*; and five (5) rooms for Parallel Sessions for 179/ 196/ 195/ 202/ 132 pax			

c. Pillars, if any, should not obstruct the view of the participants towards the stage and projector screen/s*; and			
d. Amenities that include the following*:			
i. Secretariat's Table*;			

	YES	NO	REMARKS
ii. At least three (3) microphone units* (preferably wireless);			
iii. Projector screen and table for LCD projector*;			
iv. Podium;			
v. Philippine Flag and pole*;			
vi. Pads, pencils, and candies;			
vii. Whiteboard and/or flipchart, and markers*;			
viii. Free and steady Wi-Fi connection in the Function Rooms*; and			
ix. Waived electricity charges for use of laptops and projectors*;			
x. The Function Rooms should be able to accommodate 179/ 196/ 195/ 202/ 132 participants from 7:00 A.M. up to 6:00 P.M			
3. Facilities:			
a. Continuous water supply and accessible comfort rooms*;			
b. Provision for toiletries*;			
c. Compliance with the standards provided by the Building Code of the Philippines*;			
d. At least one (1) operational elevator (available 24/7), if applicable*;			
e. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*; and			
f. Available telephone and/or internet connection within the premises of the building*.			
4. Other Requirements:			
a. Provision of janitorial and maintenance services*;			
b. Ambience promotes learning*; and			
c. Adequate security service (24/7)*.			