

# **PHILIPPINE BIDDING DOCUMENTS**

## **SUPPLY AND DELIVERY OF CATERING SERVICES FOR VARIOUS PROGRAMS, PROJECTS AND ACTIVITIES OF SDO- AURORA FOR FY 2024 (Early Procurement Activity)**

**ABC-P1,428,300.00**

*Project Identification Number 2023-10-471*

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
SCHOOLS DIVISION OF AURORA  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**  
San Luis, Aurora 3201 Philippines

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF CATERING SERVICES FOR THE VARIOUS PROGRAMS, PROJECTS AND ACTIVITIES OF SDO-AURORA FOR FY 2024 (EARLY PROCUREMENT ACTIVITY)**

1. The *Department of Education-Bids and Awards Committee*, through the 2024 National Expenditure Program (NEP) intends to apply the sum of *One Million Four Hundred Twenty-Eight Thousand Three Hundred Pesos (P1,428,300.00)* being the ABC to payments under the contract for Supply and Delivery of Catering Services for the Various Programs, Projects and Activities (PPAs) of SDO-Aurora for FY 2024 (Early Procurement Activity (EPA) and **Project Identification Number 2023-10-471**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education Bids and Awards Committee* now invites bids for the above Procurement Project. Delivery of the Goods is required *starting January until December 2024 or until the contract amount is exhausted*. Bidders should have completed, within ONE (1) YEAR 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 Bids and Awards Committee* and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.
5. For those who are interested to purchase Bidding Documents, two (2) options are made available, to wit:
  - a. A complete set of Bidding Documents may be purchased by interested Bidders during office hours starting **November 21, 2023** until **December 13, 2023** from the *Department of Education, Schools Division of Aurora, Bids and Awards Committee* Secretariat, upon accomplishing a bidder’s Information sheet (see

attached) and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500,000
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email [procurement.depeditaurora@deped.gov.ph](mailto:procurement.depeditaurora@deped.gov.ph) by accomplishing a bidder's information sheet (Annex A). Upon receipt of the bidder's information sheet, the BAC Secretariat will send through email the details of the DepEd Aurora Trust Fund Account (DepEd Aurora Trust Account Number 1062-1013-57) for payment. Upon payment, bidders must send through email the proof of payment before the deadline for the submission of bids.

Payment in checks should be made payable to DepED Aurora Trust Fund.

6. The Department of Education Bids and Awards Committee will hold a Pre-Bid Conference<sup>1</sup> on November 30, 2023 @ 9:00am at BAC Office and/or through video conferencing or webcasting via google meet <https://meet.google.com/ogh-fpod-moj> which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before December 13, 2023 at 9:00am. 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.

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<sup>1</sup>

9. Bid opening shall be on *December 13, 2023 @9:30 am at BAC Office*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. And/or through videoconferencing/webcasting *via google meet* <https://meet.google.com/xgk-unki-mdm>.
10. For the purpose of constituting a quorum, both the physical and virtual presence of the BAC and TWG members shall be considered pursuant to GPPB Resolution No. 09-2020.
11. The *Department of Education Bids and Awards Committee* 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.
12. For further information, please refer to:  
  
*DR. JEFFREY C. RESUEÑO*  
*Department of Education*  
*Schools Division of Aurora*  
*Bids and Awards Committee-Secretariat*  
*Email: procurement.depedaurora@deped.gov.ph*
13. You may visit the following websites:  
  
For downloading of Bidding Documents:  
  
<http://www.deped-aurora.com/>

*November 21, 2023*

DANILO M. JACOBA  
BAC Chairperson

