

INVITATION TO BID FOR
PROVISION OF CATERING SERVICES FOR THE CONDUCT OF VARIOUS TRAINING
ACTIVITIES OF SDO BILIRAN FOR CY 2027 (Goods-EPA-2027-002)

- 1) The **DepEd, SDO Biliran**, through the FY 2027 NEP¹ intends to apply the sum of **Five Hundred Six Thousand Six Hundred Fifty Pesos (P506,650.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Provision of Catering Services for the Conduct of Various Training Activities of SDO Biliran for CY 2027 (Goods-EPA-2027-002). Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The **DepEd, SDO Biliran** now invites bids for the above procurement project². Delivery of the Goods is required on **January to December 2027**. Bidders should have completed, at least five (5) years from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from **DepEd, SDO Biliran** and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM, Mondays to Fridays except holidays.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **October 27, 2026 to November 17, 2026 from 8:00 AM to 5:00 PM, Mondays to Thursdays except holidays** from the address given 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 (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.

¹ Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential Bidders to decide whether or not to respond to the invitation.

- 6) The DepEd, SDO Biliran will hold a Pre-Bid Conference on **November 4, 2026 @9:00 A.M** at **Conference Room, DepEd, SDO-Biliran, Larrazabal, Naval, Biliran** and/or through video conferencing via google meet which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before **November 17, 2026 @ 8:30 A.M.** Late bids shall not be accepted.
- 8) All Bids must be accompanied by Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

Bid opening shall be on **November 17, 2026 @ 10:00 A.M** at **Conference Room, DepEd, SDO-Biliran, Larrazabal, Naval, Biliran**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity. A link will be provided to those bidder/s who wish to join the activity via google meet.

- 9) The **Head of Procuring Entity of DepEd, SDO Biliran** 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 70³ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 10) For further information, please refer to:

DR. JOSEPHINE M. CASAS
Head, BAC Secretariat
Telephone No. 09453372765/09667926880

- 11) You may visit the following websites:

For downloading of Bidding Documents: **www.PhilGEPS.gov.ph** or **depedbiliran.org**

October 23, 2026


ARVIN T. ELATICO CPA, JD
BAC Chairperson

³ Reservation Clause