



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

INVITATION TO BID

**BOARD AND LODGING FOR THE TRAINING IN TECHNICAL WRITING IN RESEARCH
FOR SENIOR HIGH SCHOOL TEACHERS TEACHING RESEARCH AND SELECT
DIVISION RESEARCH TECHNICAL WORKING TEAM**

1. The Schools Division of Zamboanga del Norte, through Continuing Appropriation, intends to apply the sum of One Million Two Hundred Thirty-Seven Thousand Five Hundred Pesos & 00/100, Philippine Currency, (P1,237,500.00) being the ABC to payments under the contract for Board and Lodging for the Training in Technical Writing in Research for Senior High School Teachers Teaching Research and Select Division Research Technical Working Team with project identification No. 2023-002-CBZN:

Training in Technical Writing in Research for Senior High School Teachers Teaching Research and Select Division Research Technical Working Team						
Batch	Item Description	No. of Participants	Days/ Nights	Est. Unit Cost	Total Cost	Total Cost per Batch
5 batches	<i>Inclusive of Function Hall, Meals, Snacks and Room Accommodation</i>	45	3	1,500.00	1,012,500.00	1,237,500.00
	<i>Inclusive of Function Hall, Meals and Snacks</i>	10	3	1,500.00	225,000.00	
(please read the Purchase Request for the inclusions and terms of references for the project)						

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

2. The Schools Division of Zamboanga Del Norte, through the Bids and Awards Committee, now invites bids for the above procurement project. The Delivery of the Goods is required to be **completed within the given schedule**. 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.

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.



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net

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4. Prospective Bidders may obtain further information from the Schools Division of Zamboanga Del Norte and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 P.M.
5. A complete set of electronic/soft copy of Bidding Documents may be acquired by interested bidders from **March 7, 2023 to March 28, 2023**, in the given address and website below and pursuant to the latest guidelines issued by the GPPB, and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Five Thousand Pesos (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees either in person, by facsimile, or through electronic means before or upon dropping of proposal.
6. The Schools Division of Zamboanga Del Norte will hold an on-site and online Pre-Bid Conference on **March 15, 2023, at 3:00 P.M.** at 4th Floor Conference Hall, New SDO Building, Estaka, Dipolog City and via google meet at the link (meet.google.com/whc-rbre-mqi) which shall be open to prospective bidders.
7. Bids in three (3) copies including the original must be duly received by the BAC Secretariat through manual submission at the office address indicated below before or at exactly **11:00 AM of March 28, 2023. 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 **March 28, 2023, at 3:00 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. This Procuring Entity 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:

JESSIE E. ELACAN
BAC Secretariat Head
DepEd- Zamboanga del Norte
0908-875-9854/ 0935-399-3224

12. You may visit www.depedzn.net or e-mail at zn.bac@deped.gov.ph


JUDITH V. ROMAGUERA CESO VI
BAC Chairperson (Goods and Services) ✱

Date of Issue: March 6, 2023



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

PURCHASE REQUEST

2023-03-0067

Department:	Department of Education [DepEd]		PR No.	02/28/2023	
Section / Office:	SGOD- HRD and P & R		SAI No.		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	
		MEALS, SNACKS w/ ACCOMMODATION			
		4-DAY (Inclusive of Day 0) Live-In Training In Technical Writing in Research for Senior High School Teachers Teaching Research and Select Division Research Technical Working Team (5 Batches)			
1	pax	Inclusive: 3 breakfasts, 3 lunches, 3 dinners, 6 snacks, use of function hall and sound system in a training/ seminar-workshop set-up and three (3) days accommodation (Batch 1-5) - FOR PARTICIPANTS	225	4,500.00	1,012,500.00
2	pax	Inclusive: 3 breakfasts, 3 lunches, 3 dinners, 6 snacks, use of function hall and sound system in a training/ seminar-workshop set-up and three (3) days accommodation (Batch 1-5) - FOR RESOURCE PERSONS AND PMT	50	4,500.00	225,000.00
		Terms of References:			
		to be conducted in Dipolog City, Zamboanga del Norte			
		*One (1) spacious functional hall to accommodate 55 pax per batch ; Availability of audio-visual equipment e.g. sound system, microphones, Philippine Flag, audio jack, video screen, etc.); Banquet set-up for meals;			
		Strong & unlimited internet connection.			
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner)			
		Breakfast: egg w/ ampalaya, boneless dried dangguit, chicken hotdog, sardines & rice and/or as agreed by end user and service provider			
		AM Snacks: kakanin and pineapple juice, tea			
		Lunch: rice, bam.i, fish fillet, beef steak, crab/chicken soup & assorted fruits and/or as agreed by end user and service provider			
		PM Snacks: lemon juice, cassava cake/ banana cake, tea			
		Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or as agreed by end user and service provider			
		<u>Note: subject to change upon the request of the end-user in accordance to budget</u>			
		Add-ons:			
		Managed Buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee; flowing water			
		*alcohol/hand sanitizer			
		*Parking Space for at least 30% of the participants			
ONE MILLION TWO HUNDRED THIRTY SEVEN THOUSAND AND FIVE HUNDRED PESOS ONLY					₱ 1,237,500.00
PURPOSE: 2023 Live-In Training In Technical Writing in Research for Senior High School Teachers Teaching Research and Select Division Research Technical Working Team (5 Batches) to be conducted on March 30, 31, April 1, 2 (1st batch); April 13-16 (2nd batch); April 20-23 (3rd batch); April 27-30 (4th batch); May 11-14 (5th batch).					
Signature:		Requested by:		Approved by:	
Printed Name:		LEONILDO A. PAMPILLO, JR.		VIRGILIO P. BATAN JR., CESO VI	
Designation:		SEPS, ...		Schools Division Superintendent	
Date:		02/28/2023			

Continuing Approval
Comp. ...