



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**INVITATION TO BID FOR THE MEALS AND SNACKS WITH VENUE FOR THE CONDUCT OF DIVISION-LED TRAINING OF TEACHERS ON THE REVISED GRADE 6,9, AND 10 CURRICULUM**

1. The Schools Division of Zamboanga del Norte, through **SUB-ARO NO. RO-9-ZN-26-04-0261**, intends to apply the sum of **Seven Million Four Hundred Eighty Thousand Eight Hundred Pesos Only (Php 7,480,800.00)** being the ABC to payments under the contract for the **MEALS AND SNACKS WITH VENUE FOR THE CONDUCT OF DIVISION-LED TRAINING OF TEACHERS ON THE REVISED GRADE 6,9 AND 10 CURRICULUM** with Project Identification No. **2026-009-CBZN**:

No.	Activity	Participants	No. of Days	Cost per Day	Total Cost
1	DIVISION-LED TRAINING OF TEACHERS ON THE REVISED GRADE 6,9 AND 10 CURRICULUM	3117 participants	4 days	600.00	<u>Php 7,480,800.00</u>

**Terms of Reference:**

Inclusion of Morning and Afternoon Snacks, 1 Meal (Lunch)

Number of Function Hall: **24 function halls to accommodate at least 130 participants per function hall**

Venue:

- within Dipolog City
- Function Hall must be airconditioned
- Can accommodate the number of at least 130 participants per function hall
- With projector and projector screen in each function hall
- Sound System in each function hall
- At least 3 Microphones with spare batteries in each function hall
- With water and water dispenser in each function hall
- Tarpaulin (4 x 8) provided at the main hall
- Tarpaulin (3 x 4) provided in each function hall
- With internet access with at least 10 mbps in each function hall
- Overflowing coffee in each function hall

Proposed Menu:

Morning Snacks: cucumber juice/ hot choco, banana cake/ buko pie/ suman/ biko

Lunch: Rice, Fried Chicken, Chicken Bam-I/ Pancit/ Chopsuey/ Fish Fillet, Soup and Assorted Fruits

Afternoon Snacks: lemon juice/ hot choco, cassava cake/ bibingkitas/ camote or banana cue

- **Strictly no bottled sweetened beverages and soft drinks**
- **Strictly no pork and cream dory**

TARGET DATE OF ACTIVITY: **May 26-29, 2026**

Venue Area: **within Dipolog City**

Bids received in excess of the ABC 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. Completion of the Works is required to be **completed within the TARGETED DATE OF ACTIVITY** from the receipt of Notice to



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Proceed. 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 Implementing Rules and Regulations (IRR), otherwise known as the “New Government Procurement Act (NGPA)”.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested Bidders may obtain further information from the Schools Division Office of Zamboanga Del Norte and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.
5. A complete set of electronic/soft copy of Bidding Documents may be acquired by interested bidders from **April 30, 2026 to May 21, 2026**, 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 **Ten Thousand Pesos (P10,000.00)**. 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 the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Schools Division of Zamboanga Del Norte will hold an onsite and online Pre-Bid Conference on **May 8, 2026, at 3:00 P.M.** at the 3<sup>rd</sup> Floor, CID Conference Room, New SDO Building, Estaka, Dipolog City and via Microsoft teams through this link: <https://tinyurl.com/PreBidGoods>, 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 **12:59 PM of May 21, 2026**. 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 16.
9. Bid opening shall be **May 21, 2026, at 1:00 PM** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. Prospective bidders intending to acquire the Bidding Documents shall be required to submit a duly signed Letter of Intent executed by the registered owner of the company or business. In cases where a representative is designated to acquire the said documents, such representative must be duly authorized by the owner through a written Authorization Letter, which shall be presented at the time of acquisition.



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11. The Schools Division of Zamboanga del Norte 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 70 of RA 12009, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**SHEENA MARIE L. SUELTO**  
*Head, BAC Secretariat*  
*DepEd- Zamboanga del Norte*  
0915-227-5980

13. You may visit [www.depedzn.net](http://www.depedzn.net) or e-mail at [depedznbac@gmail.com](mailto:depedznbac@gmail.com) / [zn.bac@deped.gov.ph](mailto:zn.bac@deped.gov.ph)

  
**ZYHRINE P. MAYORMITA EdD**  
*BAC Chairperson – Goods and Services*

Date of Issue: April 30, 2026