



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

INVITATION FOR NEGOTIATED PROCUREMENT

NEGOTIATED PROCUREMENT-TWO FAILED BIDDINGS

1. In view of the two (2) failed biddings, the DepEd - Division of Lucena City, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the negotiation for the **Procurement of Training Venue, Meals, and Room Accommodation for the "Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy"** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".
2. The Approved Budget for the Contract is **Five Hundred Fifty-Two Thousand Five Hundred Pesos only (P552,500.00)** inclusive of all applicable taxes.
3. The **DepED Schools Division of Lucena City** will hold a Negotiated Conference¹ on **February 23, 2024, 9:00 a.m. through** video conferencing or webcasting *via MS TEAM Meeting*, which shall be open to prospective bidders.

Negotiated with Prospective Bidders Link: February 23, 2024

<https://tinyurl.com/BAC>

Meeting ID: 488 847 376 657

Passcode: MvJG66

4. The submission of quotation is on or before February 28, 2024, 9:00 a.m. Final Quotation must be duly received by the BAC Secretariat through manual submission at the office address indicated below. Late quotation shall not be accepted.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



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5. ***Should you wish to submit your quotation online, you may send the same to bac.lucenacity@deped.gov.ph. Kindly take note that the same shall be encrypted with password.*** Such bid will only be decrypted during the opening of quotation. If the submitted online documents are not password protected it would not open during the Opening of Quotation, then it shall be **Disqualified (DQ)**.
6. Interested bidders may obtain further information from DepEd – Division of Lucena City inspect the Invitation for Negotiated Procurement at the address given below.
7. The schedule of Procurement Activities of the project are as follows:

Activity	Date & Time	Venue
Negotiation with Prospective Bidders thru Virtual <i>Note: The Negotiation must be attended by at least one (1) bidder's technical personnel and one (1) official representative</i>	February 23, 2024, 9:00 a.m.	2 nd flr. LCTECC Building, Lucena West I Elementary School Compound, ML Tagarao Extension, Ilayang Iyam, Lucena City
Deadline for the Submission of the Best and Final Offer / Quotations	February 28, 2024 9:00 a.m.	Lucena West I Elementary School Compound, ML Tagarao Extension, Ilayang Iyam, Lucena City

8. Interested Bidder shall submit the following documents in a sealed envelope. The envelope should also contain the name of the bidder, address, and contact details of the bidder:

I. ELIGIBILITY DOCUMENTS

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

II. TECHNICAL DOCUMENTS

1. Conformity with the Schedule of Requirements and Technical Specifications

III. FINANCIAL DOCUMENTS

1. Duly accomplished Price Proposal Form.
2. Duly accomplished Price Schedule.

9. During post-qualification, the following shall be required:

- a. Income Tax Returns for taxable 2023 (BIR Form 1701 or 1702); and
- b. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the six months immediately prior to the opening of bids.
Only tax returns filed and taxes paid through the Electronic Filing and Payment System (EFPS) shall be accepted.
- c. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document
- d. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
- e. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- f. Audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

10. The DepEd – Division of Lucena City 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), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

BAC SECRETARIAT

DepEd – Division of Lucena City

Lucena West I Elementary School Compound

ML Tagarao Extension, Ilayang Iyam, Lucena City

(042) 421-4161 loc. 240

For:



EDENIA O. LIBRANDA

BAC Chairperson

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

	Unit of Measure	Description	Delivery Schedule
	1 function room	<p>INCLUSIONS: TRAINING VENUE:</p> <ul style="list-style-type: none"> • Use of Air-conditioned one (1) Function Hall / Room that can accommodate sixty-five (65) participants (classroom type set-up) to be used during the TRAINING SESSIONS for five (5) days with Presidential Table good for 4 pax during the Opening Program (Day 1) and Closing Program (Day 5) • Availability of the following equipment in the function room: <ul style="list-style-type: none"> * One (1) table good for two (2) pax for the Registration * One (1) table good for two (2) pax for the Process Observer and Documenter * One (1) table good for two (2) pax for the Nurse-on-duty * One (1) white board with marker and eraser * One (1) podium / lectern • Availability of the following audio-visual equipment: <ul style="list-style-type: none"> * At least one (1) LCD 	Within seven (7) calendar days upon receipt of the Notice to Proceed

		<p>projector & wide screen</p> <ul style="list-style-type: none"> * Complete set of sound system with two (2) microphones <ul style="list-style-type: none"> • Unlimited access to internet / Wi-Fi in all areas of venue <p>MEALS:</p> <p>Day 1: AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner</p> <p>Day 2-4: Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner</p> <p>Day 5: Breakfast, AM Snacks, and Buffet Lunch</p> <ul style="list-style-type: none"> • Free flowing brewed coffee, and drinking water for the whole duration of the training <p>Specifications:</p> <ul style="list-style-type: none"> • Breakfast: <ul style="list-style-type: none"> * Sinangag / Fried Rice served with: <ul style="list-style-type: none"> √ Choice of daing na bangus, longganisa, hotdog, corned beef, ham, or bacon √ Fresh farm egg prepared for liking: scrambled egg, sunny side-up egg, boiled egg, etc. √ Brewed coffee, milo or tea • AM Snacks: Sandwich & Juice / Soda • Buffet Lunch: Soup, Rice, two (2) main dishes (either pork / chicken / 	
	65 pax		
	65 pax		
	65 pax		

	65 pax	<p>seafood) Vegetables, and Dessert</p> <ul style="list-style-type: none"> • PM Snacks: Pasta, Bread & Juice / Soda • Dinner: Soup, Rice, two (2) main dishes (either pork / chicken / seafood) Vegetables, and Dessert <p>ROOM ACCOMODATION:</p> <ul style="list-style-type: none"> • Guaranteed four (4) nights room accommodation in twin, triple or quadruple sharing <p>Specifications:</p> <ul style="list-style-type: none"> • Bed configuration for twin occupancy room should be two (2) single beds; for triple occupancy room should be two (2) single beds plus one (1) extra bed; and for quadruple occupancy rooms should be three (3) single beds plus one (1) extra bed • Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to beddings, cable television, WiFi access, closet, toilet and bathrooms, hot and cold-water supply with daily replenishment of bath towels, slippers, toiletries, and complimentary bottled water for each guest / participant. <p>Other Provisions:</p>	
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	1 room	<ul style="list-style-type: none"> • One (1) complimentary room for the Monitoring Team from the Regional Office / Central Office with FREE MEALS (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner) good for 1-2 pax 	
	1 room	<ul style="list-style-type: none"> • One (1) complimentary room for the Top Management with FREE MEALS (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner) good for 1-2 pax • Provision of backdrop for the activity; and tarpaulin display at Project Site, not to exceed 3" x 4" • Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area • With 24-hour security, front-desk and housekeeping services <p>Preferably within CALABARZON area</p>	

Name of Company

Signature over Printed Name
Authorized Representative

Date

ANNEX B

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Requirements

Technical Specification	Statement of Compliance (Comply or Not Comply)	Evidence of Compliance / Remarks
Procurement of Training Venue, Meals, and Room Accommodation for the “Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy”		
INCLUSIONS: TRAINING VENUE: <ul style="list-style-type: none">• Use of Air-conditioned one (1) Function Hall / Room that can accommodate sixty-five (65) participants (<i>classroom type set-up</i>) to be used during the TRAINING SESSIONS for five (5) days with Presidential Table good for 4 pax during the Opening Program (Day 1) and Closing Program (Day 5)• Availability of the following equipment in the function room:<ul style="list-style-type: none">* One (1) table good for two (2) pax for the Registration* One (1) table good for two (2) pax for the Process Observer and Documenter* One (1) table good for two (2) pax for the Nurse-on-duty* One (1) white board with marker and eraser* One (1) podium / lectern• Availability of the following audio-visual equipment:<ul style="list-style-type: none">* At least one (1) LCD projector & wide		

<p>screen</p> <ul style="list-style-type: none"> * Complete set of sound system with two (2) microphones <p>• Unlimited access to internet / Wi-Fi in all areas of venue</p> <p>MEALS:</p> <p>Day 1: AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner</p> <p>Day 2-4: Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner</p> <p>Day 5: Breakfast, AM Snacks, and Buffet Lunch</p> <ul style="list-style-type: none"> • Free flowing brewed coffee, and drinking water for the whole duration of the training <p>Specifications:</p> <ul style="list-style-type: none"> • Breakfast: <ul style="list-style-type: none"> * Sinangag / Fried Rice served with: <ul style="list-style-type: none"> √ Choice of <i>daing na bangus</i>, <i>longganisa</i>, <i>hotdog</i>, <i>corned beef</i>, <i>ham</i>, or <i>bacon</i> √ Fresh farm egg prepared for liking: <i>scrambled egg</i>, <i>sunny side-up egg</i>, <i>boiled egg</i>, etc. √ Brewed coffee, milo or tea • AM Snacks: Sandwich & Juice / Soda • Buffet Lunch: Soup, Rice, two (2) main dishes (<i>either pork / chicken / seafood</i>) Vegetables, and Dessert • PM Snacks: Pasta, Bread & Juice / Soda • Dinner: Soup, Rice, two (2) main dishes (<i>either pork / chicken / seafood</i>) Vegetables, and Dessert <p>ROOM ACCOMODATION:</p> <ul style="list-style-type: none"> • Guaranteed four (4) nights room accommodation in twin, triple or quadruple sharing <p>Specifications:</p> <ul style="list-style-type: none"> • Bed configuration for twin occupancy room should be two (2) single beds; for triple occupancy room should be two (2) 		
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<p>single beds plus one (1) extra bed; and for quadruple occupancy rooms should be three (3) single beds plus one (1) extra bed</p> <ul style="list-style-type: none"> • Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to beddings, cable television, WiFi access, closet, toilet and bathrooms, hot and cold-water supply with daily replenishment of bath towels, slippers, toiletries, and complimentary bottled water for each guest / participant. <p>Other Provisions:</p> <ul style="list-style-type: none"> • One (1) complimentary room for the Monitoring Team from the Regional Office / Central Office with FREE MEALS (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner) good for 1-2 pax • One (1) complimentary room for the Top Management with FREE MEALS (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner) good for 1-2 pax • Provision of backdrop for the activity; and tarpaulin display at Project Site, not to exceed 3" x 4" • Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area • With 24-hour security, front-desk and housekeeping services <p><i>Preferably within CALABARZON area</i></p>		
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Price Proposal Form

Date: _____

To: **DepEd – Division of Lucena City**
Lucena West I Elementary School Compound
ML Tagarao Extension, Ilayang Iyam, Lucena City

Having examined the Invitation for Negotiated Procurement including the Amendments or Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned Invitation for Negotiated Procurement for the sum of [*total price quote in words and figures*] or the total calculated price quote, as evaluated and corrected for computational errors, and other modifications in accordance with the Price Schedules attached herewith and made part of this Quote. The total price quote includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Quote/Offer is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the Invitation;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Invitation.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:

Legal capacity:

Signature:

Duly authorized to sign the Bid for and behalf of:

Date: _____