



Republic of the Philippines
Department of Education
PROCUREMENT MANAGEMENT SERVICE

Bids and Awards Committee VIII

INVITATION TO BID

FOR THE

Procurement of Catering Services (Framework Agreement)
[PROJECT NO. 2025-BTC-002-B8-CB-067]

- 1) The Department of Education (DepEd), through the *Government of the Philippines (GOP) under 2025 Trust Fund (Current Fund)* intends to apply the sum of **Philippine Pesos Seventy-One Million and 00/100 (Php71,000,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Catering Services (Framework Agreement)**, broken down as follows:

Lot no.	Item	Quantity	Approved Budget for Contract
1 Lot	Breakfast (4 course) Meal + Drink	71,000	PhP71,000,000.00
	Lunch (6 course) Meals + Drink	71,000	
	Dinner (6 course) Meal + Drink	71,000	
	AM Snacks with drinks	71,000	
	PM Snacks with drinks	71,000	

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

- 2) The DepEd, through the Bids and Awards Committee (BAC) VIII, now invites bids for **Procurement of Catering Services (Framework Agreement)**. Delivery of the Goods and services is required as specified in **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications** of this bidding documents.

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 Procurement Management Service – BAC Secretariat Division (ProcMS-BACSD)** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below **Monday to Friday from 8:00 a.m. to 5:00 p.m.**
- 5) The bidding documents can be purchased on or before the deadline for the submission of bids by either of the following:
 - a. A complete set of Bidding Documents may be acquired by interested Bidders on **November 20, 2025** from the **DepEd Procurement Management Service – BAC Secretariat Division, Room M-512, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City**, upon accomplishing a **Bidder's Information Sheet (BIS) (Annex "A")** and payment of the applicable fee for the Bidding Documents to the DepEd Cashier.

Payment in checks should be made payable to DECS OSEC TRUST.

- b. Interested bidders may signify their intent to purchase the bidding documents through the email depedcentral.bacsecretariat@deped.gov.ph by accomplishing a BIS (**Annex "A"**). Upon receipt of an appropriately filled-out BIS, the BAC Secretariat Division will send through email the details of the DECS OSEC TRUST fund and other instructions for payment. Upon payment, interested bidder may send through email the proof of payment. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the bidding documents.

The amount of the bidding documents shall be as follows:

Amount of Bidding Documents shall be **Philippine Pesos Fifty Thousand and 00/100 (Php50,000.00) only:**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DepEd BAC Secretariat microsite <https://www.deped.gov.ph/bac-secretariat/>, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The DepEd will hold a Pre-Bid Conference on **November 27, 2025, 10:00 A.M.** at **Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City**, which shall be open to prospective Bidders.
- 7) Bids must be duly received by the BAC VIII Secretariat through manual submission at the office address indicated below, on or before **9:30 A.M. of December 10, 2025** at **Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City**.
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**.
- 9) Bid opening shall be at **10:00 A.M. of December 10, 2025** at **Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

Only two (2) representatives per bidder will be allowed to enter inside the venue.

For purposes of determining a quorum, members of the BAC VIII, which include the Chairperson or the Vice-Chairperson, may be present, either in person or face-to-face through videoconferencing, webcasting or similar technology pursuant to Section 42.2, IRR of R.A. No. 12009.

- 10) The DepEd 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 70¹ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 11) For further information, please refer to:

EDWIN F. BALBUENA

Administrative Officer V

BAC Secretariat Division

Procurement Management Service

Department of Education

Room M-512, 5th Floor, Mabini Building

DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph

BACSD Microsite: <https://www.deped.gov.ph/bac-secretariat/>

BACSD Facebook Page: <https://www.facebook.com/ph.gov.deped.procms.bacsd>

- 12) You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/bac-secretariat/>

Date of Issuance: **November 20, 2025**


GEOGINA ANN H. YANG
Assistant Secretary and Chairperson

¹ Reservation Clause