



Republic of the Philippines
Province of Misamis Oriental
**LOCAL GOVERNMENT UNIT
CITY OF EL SALVADOR**



BIDS AND AWARDS COMMITTEE

0997-308-5718 / 0938-074-3696  bac@elsalvadorcity.gov.ph

**INVITATION TO BID for the
SUPPLY OF SERVICES OF AN EVENT ORGANIZER FOR LGU EL SALVADOR
EMPLOYEE'S GENDER LEARNING SESSION & CAPABILITY DEVELOPMENT ACTIVITY
IN DAVAO CITY AND SAMAL ISLAND**

The LGU-El Salvador City, Misamis Oriental, through its Bids and Awards Committee (BAC), invites interested suppliers, to apply for eligibility and if found eligible, to bid for the contract:

1. Invitation To Bid No. : 2024-07-099
Brief Description : Supply of Services of an Event Organizer for LGU El Salvador Employee's Gender Learning Session and Capability Development Activity in Davao City & Samal Island
- Approved Budget for the Contract : ₱ 2,592,500.00
Delivery Period : Three (3) Days
Source of Fund : General Fund CY 2024

Item	Description	Quantity	Unit
Supply of Services of an Event Organizer for LGU El Salvador Employee's Gender Learning Session and Capability Development Activity in Davao City and Samal Island			
1	Gender Learning Session and Capability Development Activity 3 days & 2 nights - Transportation(boat and aircon bus transfer with bus attendants) - 2 nights hotel accommodation in quad sharing - Speaker of Gender Learning Sessions - Events place for the Gender Learning Session and Team building in Samal Island and fellowship night in Davao City - Materials and facilitators for team building and fellowship night - Travelling Expenses	305	pax

Procurement will be conducted through open competitive bidding procedures in accordance with R.A. 9184 and its Revised Implementing Rules and Regulations.

To bid for this contract, a bidder must purchase bid documents and should have experienced in undertaking similar project within the last two (2) years with an amount of at least twenty five percent (25%) of the proposed project for bidding. The eligibility check as well as the preliminary Examination of Bids shall use non-discretionary pass/fail criteria.

The significant time and deadlines for procurement activities are shown below:

ACTIVITY	DATE	TIME
1. Issuance of Bid Documents	August 8-20, 2024	9:00 A.M. – 4:00 P.M. during office hours only
2. Pre-Bid Conference	August 8, 2024	10:00 o'clock in the morning
3. Receipts of Bids	August 22, 2024	Deadline until 9:00 o'clock in the morning
4. Opening of Bids	August 22, 2024	9:00 o'clock in the morning

The BAC will issue hard copies of Bidding Documents at the BAC Office 3rd floor, City Hall Building of El Salvador, Misamis Oriental, upon payment of a non-refundable fee of **FIVE THOUSAND PESOS (₱ 5,000.00) ONLY** to the Treasurer's Office.

Bids must be accompanied by a bid security, in the amount and acceptable form, as stated in Section 27.2 of the Revised IRR.

Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed envelopes to the BAC Chairman. The first envelope shall contain the technical component of the bid including the eligibility requirements. The second envelope shall contain the financial component of the bid. Contract will be awarded to the Lowest Calculated Responsive Bid as determined in the bid evaluation and post-qualification.

The LGU-El Salvador reserves the right to accept or reject any bid and to annul the bidding process any time before Contract award and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Approved by:


NOLLY ADRIAN B. GABULE

City Agriculturist
BAC Chairman

Noted by:


Hon. EDGARDO S. LIGNES

City Mayor

Head of Procuring Entity: July 30, 2024

Posted in conspicuous place, City Hall premises

Website: <https://www.philgeps.gov.ph>