**INVITATION TO BID**

The *Leyte Normal University*, through its Bids and Awards Committee (BAC), invites suppliers/ manufacturers/distributors/contractors to bid for the hereunder project:

**Name of Project**: Delivery of Catering Services  
**Location**: Leyte Normal University, Tacloban City  
**Brief Description**: Delivery of Catering Services (breakfast, lunch, dinner and 2 snacks) for the Mass Training of Grade 8 Teachers, K-12 Program.  
**Approved Budget**: Two Million Seven Hundred Seven Thousand Five Hundred Pesos Only.

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the prosecution of the project. The list of minimum equipment requirement is indicated in the Eligibility Forms. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed, as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date &amp; Time</th>
<th>Person Involved</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Posting of ITB</td>
<td>April 18– 24, 2013</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz, BAC Secretariat</td>
<td>BAC Chair’s Office LNU Admin Bldg. Tacloban City</td>
</tr>
<tr>
<td>2. Issuance of Bid Documents</td>
<td>April 24– May 07, 2013</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz, BAC Secretariat</td>
<td>BAC Chair’s Office LNU Admin Bldg. Tacloban City</td>
</tr>
<tr>
<td>3. Pre-bid Conference</td>
<td>April 25, 2013 09:00 a.m.</td>
<td>BAC Members, Interested Bidders, COA, Observers</td>
<td>BAC Chair’s Office LNU Admin Bldg. Tacloban City</td>
</tr>
<tr>
<td>4. Submission of Bids</td>
<td>May 07, 2013 Not later than 8:30 a.m.</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz, BAC Secretariat</td>
<td>BAC Chair’s Office LNU Admin Bldg. Tacloban City</td>
</tr>
<tr>
<td>5. Opening of Bids</td>
<td>May 07, 2013 9:00 a.m.</td>
<td>BAC Members, COA, Observers, Interested Bidders</td>
<td>BAC Chair’s Office LNU Admin Bldg. Tacloban City</td>
</tr>
</tbody>
</table>

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of Five Thousand Pesos (PhP5,000.00) to the Leyte Normal University Cashier.

The Leyte Normal University assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

**DOMINADOR R. ESPINA**  
BAC Chairman  
Tel #: (053) 321 - 8176

**Dates of Publication**: April 18-24, 2013  
Posting: Continuous for seven (7) days starting April 18, 2013  
GEP ([https://www.philgeps.net](https://www.philgeps.net))  
LNU web ([http://www.lnu.edu.ph](http://www.lnu.edu.ph))  
Procurement Bulletin Board, Administration Bldg., LNU