



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

INVITATION TO BID

PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)

1. The Department of Education Regional Office VIII, through the **SARO No. OSEC-8-24-3727 and LOCAL FUNDS** intends to apply the sum **One Million Four Hundred Fifty-Seven Thousand Eight Hundred Pesos Only (₱1,457,800.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

QTY	UNIT	TITLE OF ACTIVITY
55	<i>pax</i>	Final Briefing of TWG Tentative date: July 23-24, 2024 ▪ See attached Proposed Menu for the meal requirement(s). ▪ First Meal: Lunch, Last Meal: AM Snacks
205	<i>pax</i>	WORKSHOP PROPER ▪ Day 0 - July 24, 2024, First Meal - Lunch (Check-in),
205		▪ Day 1 - July 25, 2024, 3 Meals and 2 Snacks,
30		▪ Meals for Production Team (AM Snacks & Lunch) pack meals,
52		▪ Meals for Cultural Show Performers (dinner) pack meals,
205		▪ Day 2 - July 26, 2024, 3 Meals and 2 Snacks,
205		▪ Day 3 - July 27, 2024, Last Meal - Lunch (Check-out),
		See attached Proposed Menu for the meal requirement(s). TERMS AND CONDITIONS: A. Plenary 1. Inclusive of a ballroom type function hall sufficient to accommodate the 160 participants. Set up: a. Presidential tables b. Tables & Chairs for the participants (maximum of 5 chairs per tables) 2. Two (2) LCD Projectors for the Plenary Sessions 3. With stage decoration (Flowers and balloons) 4. Adequate lightings and sounds with LED wall suited for formal occasion. 5. Provision of two (2) tarpaulin for the Activity (4x8)

QTY	UNIT	TITLE OF ACTIVITY
		<p>6. Six wireless w/ stand & one wired microphone 7. Excellent Wi-Fi connection 8. Free flowing Coffee/Choco at the venue 9. Outdoor space for Welcome night/Socials that can accommodate 205 participants. 10. Photobooth</p> <p>B. Break-out Rooms</p> <p>1. Two (2) Break-out rooms that can accommodate maximum of 80 pax each with the following Set-up:</p> <ol style="list-style-type: none"> Tables and Chairs 2 Microphones per room excellent Wi-Fi connection one (1) LCD Projectors Back drop Tarpaulin (size 4x8 feet) Free Flowing Coffee/Choco at the Venue <p>C. Room Accommodation</p> <ol style="list-style-type: none"> Excellent Wi-Fi connection Hotel Room amenities such as provision of coffee & bottled water, toiletries, mattress, blanket, pillow & towel Room sharing of at most 4 participants per room with separate beds (no bed sharing) Daily Housekeeping <p>D. Other Requirements</p> <ol style="list-style-type: none"> See attached Menu for Food Requirements Hotel should be located within Tacloban City Only Supplier must coordinate with end-user for the exact date of conduct. Must strictly follow the indicated specifications above.

Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Finance Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-5738, E-mail address: finance.region8@deped.gov.ph.
2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF 42ND NATIONAL SEMINAR/ WORKSHOP ON THE CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2024)**. Bidders should have completed, within the last Five (5) 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

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. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on the day it is published in PhilGEPS, in** DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, region8.deped.gov.ph. and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

Prospective bidders who intend to **purchase the bidding documents through online banking**, deposit may be done through:

PHILIPPINE VETERANS BANK

Account Name: DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-002137-001

A scanned copy of the deposit slip together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** (bac.region8@deped.gov.ph), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on JUNE 03, 2024, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders. Physical appearance is also allowed.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of JUNE 18, 2024**. Late Bids shall not be accepted.

8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.

9. **Bid opening shall be on JUNE 18, 2024, 10:15 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte.**

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids shall be broadcasted**/shared to prospective bidders who wish to attend the said procurement activities online, **via Microsoft Teams**. Hence, **interested bidders shall provide** the BAC Secretariat (bac.region8@deped.gov.ph) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s)**. Physical appearance is also allowed.


ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	JUNE 03, 2024 10:00 Am	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	JUNE 18, 2024 10:15 Am	

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.


12. For further information, please refer to:

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