



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

## INVITATION TO BID

### PROCUREMENT OF BOARD AND LODGING FOR THE REGIONAL-BASED TRAINING OF MULTIGRADE SCHOOL HEADS AND SUPERVISORS

1. The Department of Education Regional Office VIII, through **MG - 2024 (CURRENT FUND)** intends to apply the sum of **One Million Four Hundred Fifty Thousand Pesos Only (P1,450,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF BOARD AND LODGING FOR THE REGIONAL-BASED TRAINING OF MULTIGRADE SCHOOL HEADS AND SUPERVISORS**. 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
145	pax	<p><b>OCTOBER 7-11, 2024</b> <i>Day 0 – October 6, 2024, Dinner first Meal and on October 11, 2024, PM snack is the last Meal.</i></p> <p><b>- REFER TO SECTION VII FOR ATTACHED MENU -</b></p> <p><b>TRAINING VENUE</b></p> <ol style="list-style-type: none"><li>1. Big Plenary Hall to accommodate 145 pax.</li><li>2. Has the number of chairs with covers that accommodate the required participants.</li><li>3. Has the number of working tables with a maximum of 6 pax per table with access to electrical outlets.</li><li>4. Has 1 LCD projector and screen in the plenary hall.</li><li>5. Has an internet speed of at least 1mbps per pax/user.</li><li>6. Has 1 speaker system in the plenary hall.</li><li>7. Has at least 2 wireless microphones per session hall.</li><li>8. With overflowing coffee, tea, and chocolate drink.</li><li>9. Clean comfort rooms.</li><li>10. 1 pc. 4m x 8m tarpaulin banner to be hung at the plenary hall.</li></ol> <p><b>ROOM ACCOMMODATION</b></p> <ol style="list-style-type: none"><li>1. Room sharing for 2 to 3 persons only, each in at least single bed.</li><li>2. Clean and potable water for hygienic purposes.</li><li>3. Each participant must have an individual mattress, blanket, towel, pillow, and toiletries.</li><li>4. Daily housekeeping.</li></ol>

#### Important Note/s:

1. The Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Curriculum and Learning Management Division (CLMD) (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: [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph).

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF BOARD AND LODGING FOR THE REGIONAL-BASED TRAINING OF MULTIGRADE SCHOOL HEADS AND SUPERVISORS**. 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](http://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	0025-0000097

**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](mailto: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 September 16, 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 manual/physical submission or through courier **on or before 10:00 a.m. of September 30, 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 the amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **September 30, 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](mailto: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	<b>September 16, 2024   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>September 30, 2024   10:15 AM</b>	Candahug, Palo, Leyte

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 before 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:

**RACHEL R. CUEVAS**  
*Head, BAC Secretariat*  
**DepEd Regional Office VIII**  
 Government Center, Candahug, Palo, Leyte  
**Tel. No.** (053) 832-5738  
**E-Mail:** [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)

Prepared by:



**RACHEL R. CUEVAS**  
EPS, Quality Assurance Division  
Head, BAC Secretariat

Concurred:



**GERTRUDES C. MABUTIN**  
OIC-Chief, CLMD  
End User / Proponent

Approved:



**RONELO AL K. FIRMO, CESO V**  
Assistant Regional Director  
BAC Chairman