



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11394550  
**Procuring Entity** DEPARTMENT OF EDUCATION - REGION VIII  
**Title** PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY  
**Area of Delivery** Leyte

<b>Solicitation Number:</b>	HRDD-2024-09-0877	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	23/10/2024
<b>Approved Budget for the Contract:</b>	PHP 2,904,000.00	<b>Last Updated / Time</b>	23/10/2024 00:00 AM
<b>Delivery Period:</b>	12 Day/s	<b>Closing Date / Time</b>	13/11/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Mikko S Duero Computer Programmer II DepEd Regional Office VIII Government Center Barangay Candahug Palo Leyte Philippines 6501 63-53-8889349 63-53-8322997 bac.region8@deped.gov.ph		

#### Description

PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

#### QTY UNIT TITLE OF ACTIVITY

363 pax Instructional Leadership Training (ILT): STRENGTHENING LEARNING Conditions for Early Literacy

To be conducted in three (3) batches with the following tentative schedules:

- Batch 1: November 19-22, 2024
- 121 participants (97 elem. school heads, 16 RPs, & 8 PMT)
- Batch 2: November 26-29, 2024
- 121 participants (97 elem. school heads, 16 RPs, & 8 PMT)
- Batch 3: December 3-6, 2024
- 121 participants (97 elem. school heads, 16 RPs, & 8 PMT)

#### NOTE:

1. There will be two (2) classes per batch with 48-49 elementary school heads each.
2. The PMT is composed of 1 HRDD Chief, 1 CLMD Chief, 1 NEAP-R Head, 1 EPS for Early Literacy, 2 M&E Monitors, & 2 support staff.
3. The menu below applies to ALL BATCHES.
4. Payment for board and lodging services will be processed every after EACH batch is conducted.

#### SPECIFICATIONS:

1. Refer to the attached MENU for food requirements.
2. NO bed sharing: there should only be 3-4 participants in each room with at least 3.08cm x 8.50cm (26sqm) dimensions.
3. The plenary hall should accommodate 121 participants per batch and must be equipped with LED wall/screen.
4. There should be two (2) session halls with tables and chairs; each session hall should accommodate 60-61 participants. These halls must be air-conditioned and equipped with LED wall/screen and sound system with at least 2-3 microphones.
2. There should be two (2) buffet setups in each session hall.
3. There should be a stable Internet connection with at least 10 Mbps speed.
4. Availability of car parking area.
5. The service provider should prepare three (3) 4ft x 8ft tarpaulins as backdrops; the end-user will provide the layout.

#### Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Human Resource Development Division (HRDD) (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: hrdd.region8@deped.gov.ph.

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Board and Lodging	PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY	1	Lot	2,904,000.00

#### Pre-bid Conference

Date	Time	Venue
31/10/2024	10:00:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte

**Created by** Mikko S Duero

**Date Created** 22/10/2024

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