



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

## INVITATION TO BID

### PROCUREMENT OF BOARD AND LODGING FOR THE CONDUCT OF REGIONAL TRAINING SCHOOL-BASED CAREER GUIDANCE ADVOCATE

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2025** intends to apply the sum of **One Million, Four Hundred Eight Thousand Pesos Only (P 1,408,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **Procurement of Board and Lodging for the Conduct of Regional Training School-Based Career Guidance Advocate**. 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.

Item Description	No. of PAX	Unit Cost	Total Cost
<b>Procurement of Board and Lodging for the Conduct of Regional Training School-Based Career Guidance Advocate</b>			
<b>Meals: Day 0- June 30, 2025</b>			
P.M. Snack: 2 pcs. Pizza Slice and Orange Juice	176	P100.00	P17,600.00
Dinner: Rice, Humba, Grilled Fish, Mixed vegetables, Mango Bango	176	P400.00	P70,400.00
ACCOMODATION	176	P800.00	P140,800.00
<b>Day 1- July 1, 2025</b>			
Breakfast: Rice, Fried Danggit, Cornbeef, Sunny side-up egg, Banana, bread with jam/butter	176	P200.00	P35,200.00
A.M. Snack: sphagetti with toasted bread and Iced Tea	176	P100.00	P17,600.00
Lunch: Rice, Chicken curry, Pork BBQ, Fried Fish and Leche Flan	176	P400.00	P70,400.00
P.M. Snack: 2 pcs. Empanada and Four season juice	176	P100.00	P17,600.00
ACCOMODATION	176	P800.00	P140,800.00

<b>Day 2: July 2, 2025</b>			
Breakfast: Rice, Scrambled egg, Longanisa, Luncheon meat, bread with jam/butter	176	P200.00	P35,200.00
A.M. Snack: Egg sandwich and Mango shake	176	P100.00	P17,600.00
Lunch: Rice, Fish Kinilaw, Ampalaya con karne, Buttered chicken, chicken, crab and corn soup, Banana	176	P400.00	P70,400.00
P.M. Snack: Turon w/ langka and Lemonade	176	P100.00	P17,600.00
Dinner: Rice, Fish Tinola w/ vege, Porksteak, Chopsuey guisadow/ quail eggs, and Fresh fruits	176	P400.00	P70,400.00
ACCOMODATION	176	P800.00	P140,800.00
<b>Day 3- July 3, 2025</b>			
Breakfast: Rice, Daing na Bangus w/ atchara, scramble eggs, chorizo, bread with jam/butter	176	P200.00	P35,200.00
A.M. Snack: Cassava cake and canned juice	176	P100.00	P17,600.00
Lunch: Rice, sweet and sour fish, Crab meat, Bam-I, Buranday shell soup, leche flan	176	P400.00	P70,400.00
P.M. Snack: Banana Cake and watermelon juice	176	P100.00	P17,600.00
Dinner: Rice, Tuna Fish Paksiw, Dagmay, Pork Humba, Crab and corn soup, mango float	176	P400.00	P70,400.00
ACCOMODATION	176	P800.00	P140,800.00
<b>Day 4- July 4, 2025</b>			
Breakfast: Rice, Tocino w/ atchara, scramble egg, bread w/ jam or butter, Banana	176	P200.00	P35,200.00
A.M. Snack: Chocolate cake and Blue Lemonade	176	P100.00	P17,600.00
Lunch: Rice, Beef caldereta, Pork BBQ, Ceasar salad, sotanghon soup, Mixed fruits	176	P400.00	P70,400.00
ACCOMODATION	176	P800.00	P140,800.00
<b>APPROVED BUDGET OF THE CONTRACT (ABC)</b>			<b>P1,408,000.00</b>



**OTHER REQUIREMENTS:**

<b>NOTE: Free flowing coffee/tea/chocolate drink</b>
<b>Venue Requirements:</b>
* with a big plenary hall that can accommodate at least 200 pax for 2 plenary sessions (with tables and chairs)
* With 3 class halls that can accommodate at least 60 pax with tables and chairs for simultaneous sessions of 3 classes, each with projector and complete training facilities (microphones- 2 wireless and 2 wired), extension wires
* With strong Internet connectivity ( 1 mbps per user)
* With security personnel
* Has elevator if accommodation rooms/sessions halls are in upper floors
* with 4 single room occupancy for visiting CO monitors
* with maximum of 4 participants per room but no bed sharing
* Fully-airconditioned rooms and sessions halls
* With functional stand-by power
* With sufficient parking space

**Important Note/s:**

Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Education Support Services Division (ESSD), Ms. Eden A. Dadap in particular, to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: [essd.region8@deped.gov.ph](mailto:essd.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 Regional Training School-Based Career Guidance Advocate**. 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 from 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** amounting to **FIVE THOUSAND PESOS (Php. 5,000.00)**, pursuant to the latest Guidelines issued by the GPPB. 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**.

**The Bidder shall submit the duly signed Bidding Documents during the Opening of Bids.**

For prospective bidders who intend to **purchase the bidding documents through online banking**, the deposit may be made 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 June 10, 2025, 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 23, 2025**. 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 23, 2025, 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>June 10, 2025   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>June 23, 2025   10:15 AM</b>	

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:

**RACHEL R. CUEVAS**

*Head, BAC Secretariat*


**DepEd Regional Office VIII**

*Government Center, Candahug, Palo, Leyte*

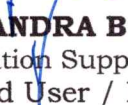
**Tel. No. (053) 832-5738**

**E-Mail: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)**


Prepared by:

  
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 End User / Proponent

Approved:

  
**HARVIE D. VILLAMOR**  
 Chief, HRDD  
 BAC Chairman