



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

## INVITATION TO BID

### PROCUREMENT FOR LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL ECHO TRAINING ON UNIVERSAL PREVENTION CURRICULUM (UPC) FOR SUBSTANCE USE MODULE 6 & 7

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2025** intends to apply the sum of **One Million Two Hundred Thousand Pesos Only (₱1,200,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL ECHO TRAINING ON UNIVERSAL PREVENTION CURRICULUM (UPC) FOR SUBSTANCE USE MODULE 6 & 7**. 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	ITEM DESCRIPTION	ABC / BID DOCS PRICE
1	LOT	<b>UPC Module 6</b> <ul style="list-style-type: none"><li>▪ November 12-14, 2025, 150 Participants</li><li>▪ First Meal: Lunch, November 12, 2025</li><li>▪ Last Meal: AM Snacks, November 14, 2025</li><li>▪ Full accommodation for 2 Nights</li></ul> <b>UPC Module 7</b> <ul style="list-style-type: none"><li>▪ November 17-19, 2025, 150 Participants</li><li>▪ First Meal: Lunch, November 17, 2025</li><li>▪ Last Meal: AM Snacks, November 19, 2025</li><li>▪ Full accommodation for 2 Nights</li></ul> <b>Time of serving:</b> AM Snacks must be served at 10:00am PM Snacks must be served at 3:00pm  <b>Refer to Section VII for Food Requirements</b>	<b>₱1,200,000.00 /</b> <b>₱ 5,000.00</b>

#### PROJECT REQUIREMENTS:

- ✓ Fully Airconditioned Conference Hall
- ✓ Can accommodate at least 150 pax with tables and chairs
- ✓ With screen projector, LCD and wireless
- ✓ Microphones (wireless and wired)
- ✓ With functional elevator for buildings above 3-storeys
- ✓ With standby Power supply (generator)
- ✓ Internet/WiFi connectivity of at least 1 Mbps per user
- ✓ With wide parking space that can accommodate at least 10 four-wheeled vehicles

- ✓ 3-4 pax per room, no bed sharing allowed
- ✓ 2 pcs, Tarpaulin 6x4 ft

**Important Note/s:**

**Winning Bidder must coordinate**, one (1) day after issuance of Notice of Award (NOA), **with the ESSD - School Health Section** (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties,  
**Contact No. (053) 832-4625**, E-mail address:  
[schoolhealth.region8@deped.gov.ph](mailto:schoolhealth.region8@deped.gov.ph).

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL ECHO TRAINING ON UNIVERSAL PREVENTION CURRICULUM (UPC) FOR SUBSTANCE USE MODULE 6 & 7**. 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**

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**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 22, 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 October 6, 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 **October 6, 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>September 22, 2025   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>October 6, 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) 832-4625**

**E-Mail: bac.region8@deped.gov.ph**

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Concurred:

  
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CHIEF, ESSD (Proponent)  
End User / Proponent

Approved:

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