



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

INVITATION TO BID

PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION, TRAINING, MAINTENANCE, AND HOSTING OF HARDWARE SCANNER WITH OPTICAL MARK RECOGNITION (OMR) SOFTWARE AND DESKTOP COMPUTER TO DEPED RO VIII & 13 SDOs

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2025** intends to apply the sum of **Twenty Million Ten Thousand Pesos Only (₱20,010,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION, TRAINING, MAINTENANCE, AND HOSTING OF HARDWARE SCANNER WITH OPTICAL MARK RECOGNITION (OMR) SOFTWARE AND DESKTOP COMPUTER TO DEPED RO VIII & 13 SDOs**. 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	DIVISION	CLUSTER	UNIT PRICE	ABC
23	packages	<i>Decentralization of Assessment Digitization Package (Hardware Scanner with Optical Mark Recognition (OMR) Software, and Desktop Computers)</i>			
1	package	Baybay City Division	3	₱870,000.00	₱870,000.00
1	package	Biliran Division	3	₱870,000.00	₱870,000.00
1	package	Borongan City Division	3	₱870,000.00	₱870,000.00
1	package	Calbayog City Division	3	₱870,000.00	₱870,000.00
1	package	Catbalogan City Division	3	₱870,000.00	₱870,000.00
2	packages	Eastern Samar Division	2	₱870,000.00	₱1,740,000.00
3	packages	Leyte Division	1	₱870,000.00	₱2,610,000.00
1	package	Maasin City Division	3	₱870,000.00	₱870,000.00
3	packages	Northern Samar Division	1	₱870,000.00	₱2,610,000.00
1	package	Ormoc City Division	3	₱870,000.00	₱870,000.00
2	packages	Samar Division	2	₱870,000.00	₱1,740,000.00
2	packages	Southern Leyte Division	2	₱870,000.00	₱1,740,000.00
2	packages	Tacloban City Division	2	₱870,000.00	₱1,740,000.00
2	packages	Regional Office	2	₱870,000.00	₱1,740,000.00

BID DOCS: ₱25,000.00

₱20,010,000.00



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-4625
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



PACKAGE ALLOCATION

CLUSTER	PACKAGE CONTENTS	
	Hardware Scanner with OMR software	Desktop Computers
1	2 units	2 units
2	1 unit	1 unit
3	1 unit	1 unit

Important Note/s:

- Please refer to **Section VI – Schedule of Requirements** for Allocation / Distribution List, and **Attached Annexes A-D for the Technical Requirements relative to OASICT-MEM-062425-T3-4.**
- Goods shall be **delivered and inspected** within **Thirty (30) calendar days** from the receipt of Notice to Proceed (NTP) by the winning bidder.
- **Winning Bidder must coordinate**, one (1) day after issuance of Notice of Award (NOA), **with the CLMD - Learning Resource Management 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: lrmds.region8@deped.gov.ph.

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION, TRAINING, MAINTENANCE, AND HOSTING OF HARDWARE SCANNER WITH OPTICAL MARK RECOGNITION (OMR) SOFTWARE AND DESKTOP COMPUTER TO DEPED RO VIII & 13 SDOs.** 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, and upon payment of the applicable fee for **Bidding Documents** amounting to **TWENTY-FIVE THOUSAND PESOS (Php 25,000.00)**, 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), 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 , **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 November 18, 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 **November 18, 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) **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	NOVEMBER 5, 2025 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	NOVEMBER 18, 2025 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:

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

Prepared by:


RACHEL R. CUEVAS
EPS, QAD
Head, BAC Secretariat

Concurred:


GERTRUDES C. MABUTIN
Chief, CLMD (Proponent)
End User / Proponent

Approved:



HARVIE D. VILLAMOR
Chief, HRDD
BAC Chairman