



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 TRAINING OF DIVISION TRAINERS ON THE REVISED GRADES 6, 9 AND 10 CURRICULUM

1. The Department of Education Regional Office VIII, through **General Appropriations Act CY 2026** intends to apply the sum **Fourteen Million Five Hundred Eighty-Four Thousand Pesos Only (₱14,584,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE TRAINING OF DIVISION TRAINERS ON THE REVISED GRADES 6, 9 AND 10 CURRICULUM** *with the detailed payments under the contract for each Lot.* 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.

LOT	PARTICULARS	ABC PER LOT	BID DOCS
1	Batch 1: April 27 – May 1, 2026 (339 Participants – 283 teachers, 39 RPs, 16 PMTs, 1 CO personnel) Batch 3: May 4 – 8, 2026 (260 Participants – 220 teachers, 24 RPs, 15 PMTs, 1 CO personnel) Batch 7: May 11 – 15, 2026 (236 Participants – 175 teachers, 27 RPs, 33 PMTs, 1 CO personnel)	₱6,680,000.00	₱10,000.00
2	Batch 2: April 27 – May 1, 2026 (353 Participants – 300 teachers, 36 RPs, 16 PMTs, 1 CO personnel) Batch 4: May 4 – 8, 2026 (195 Participants – 161 teachers, 18 RPs, 15 PMTs, 1 CO personnel)	₱4,384,000.00	₱5,000.00
3	Batch 5: May 4 – 8, 2026 (250 Participants – 211 teachers, 24 RPs, 14 PMTs, 1 CO personnel)	₱2,000,000.00	₱5,000.00
4	Batch 6: May 4 – 8, 2026 (190 Participants – 159 teachers, 15 RPs, 15 PMTs, 1 CO personnel)	₱1,520,000.00	₱5,000.00
	GRAND TOTAL	<u>₱14,584,000.00</u>	

SPECIFICATIONS

- Each Lot shall be **inclusive of meals, accommodation, and venue** for the training activities



- Interested bidders shall **purchase Bidding Documents**, and submit such documents **separately for each lot**

Accommodation: Specification

- Only 3 to 5 pax per room.
- NO Bed sharing.
- With toiletries and alcohol

Meals and Venue Specifications:

- Free-flowing water, coffee, and milk in the venue.
 - Stable Internet connection that would cater to the total number of pax
 - Provide 1-2 rooms for the whole duration of the activity to accommodate the DepEd Central Office monitors.
 - Venue must be within Leyte Province.
 - There should be 5-6 session halls with tables and chairs; each session hall should accommodate up to 65 participants. These halls must be air-conditioned and equipped with a LED wall/screen and sound system with at least 2 microphones.
 - Supplier must coordinate with the end-user for the exact date of conduct; and
 - Must strictly follow the indicated specifications above.
- **Winning Bidder must coordinate**, one (1) day after issuance of Notice of Award (NOA), **with the Human Resource Development Division** (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: hrdd.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 TRAINING OF DIVISION TRAINERS ON THE REVISED GRADES 6, 9 AND 10 CURRICULUM** . 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. and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued

by the GPPB, in the amount of in the table under Paragraph 1. 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*), 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 **APRIL 10, 2026, 10:00 AM** through video conferencing via **MICROSOFT TEAMS**, which shall be open to all prospective bidders. **Interested bidders shall provide** the BAC Secretariat (*bac.region8@deped.gov.ph*) their respective **e-mail addresses/MS teams accounts at least one (1) day before**, so that they can join the procurement videoconference(s).

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 APRIL 23, 2026.** 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 **APRIL 23, 2026 @ 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	APRIL 10, 2026 10:00 AM	ONLINE VIA MS TEAMS
Opening of Bids	APRIL 23, 2026 10:15 AM	DepEd Regional Office VIII, 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 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:

ATTY. JENNYLIND D. DAYA

Head, BAC Secretariat

DepEd Regional Office VIII

Government Center, Candahug, Palo, Leyte

Tel. No. (053) 832-4625

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Prepared by



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