



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 REGIONAL TRAINING OF TRAINERS ON THE STRENGTHENED SENIOR HIGH SCHOOL CURRICULUM

1. The Department of Education Regional Office VIII, through **General Appropriations Act CY 2026** intends to apply the sum **Three Million Six Hundred Seventy-Two Thousand Pesos Only (P3,672,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE REGIONAL TRAINING OF TRAINERS ON THE STRENGTHENED SENIOR HIGH SCHOOL CURRICULUM** with the detailed payments under the contract of each lot indicated in the table below. 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	May 18-22, 2026 First Meal: PM Snacks Day 0 (May 18) Last Meal: Lunch Day 4 (May 22) Number of Participants: 224 Check-in: May 18, Check-out: May 22	P1,792,000.00	P5,000.00
2	May 18-22, 2026 First Meal: PM Snacks Day 0 (May 18) Last Meal: Lunch Day 4 (May 22) Number of Participants: 235 Check-in: May 18, Check-out: May 22	P1,880,000.00	P5,000.00
	GRAND TOTAL	<u>P3,672,000.00</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.
 - 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/projector screen and sound system with at least 2 microphones.
 - Venue must be within Leyte Province.
 - 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 REGIONAL TRAINING OF TRAINERS ON THE STRENGTHENED SENIOR HIGH SCHOOL 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 30, 2026, 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 May 13, 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 **May 13, 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 30, 2026 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	May 13, 2026 10:15 AM	

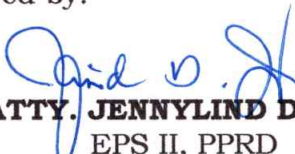
11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:


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