



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

## INVITATION TO BID

### PROCUREMENT FOR CONTINUOUS FORMS FOR THE PRINTING OF CY 2021 PAYROLLS

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2020** intends to apply the sum of **One Million Four Hundred Sixty Seven Thousand Pesos Only (Php1,467,000.00)** being the Approved Budget for the Contract (ABC) to payment for the **PROCUREMENT FOR CONTINUOUS FORMS FOR THE PRINTING OF CY 2021 PAYROLLS**. 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  | PARTICULARS/DESCRIPTION                                    | QUARTER | DELIVERY               |
|------|-------|--|---------|------------------------|
| 125  | boxes | Continuous form, 1 ply, subs. 20, 9 1/2" x 11"             | 1       | 1st week of MARCH 2021 |
| 248  | boxes | Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS |         |                        |
| 125  | boxes | Continuous form, 1 ply, subs. 20, 9 1/2" x 11"             | 2       | 1st week of JUNE 2021  |
| 248  | boxes | Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS |         |                        |
| 125  | boxes | Continuous form, 1 ply, subs. 20, 9 1/2" x 11"             | 3       | 1st week of SEPT. 2021 |
| 248  | boxes | Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS |         |                        |
| 125  | boxes | Continuous form, 1 ply, subs. 20, 9 1/2" x 11"             | 4       | 1st week of DEC. 2021  |
| 248  | boxes | Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS |         |                        |

#### **ADDITIONAL REQUIREMENTS:**

- 1. To be delivered** to DepEd Regional Office No. VIII c/o Asset Management Section **PER QUARTER according to the above-mentioned Delivery Schedule.**
- 2. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the ADMINISTRATIVE DIVISION – PERSONNEL SECTION (Proponent) to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact Nos. (053) 832-4631 or 323-2728, E-mail address: [personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph).**



2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR CONTINUOUS FORMS FOR THE PRINTING OF CY 2021 PAYROLLS**. 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 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. 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 5183 and subject to Commonwealth Act 138.

4. A complete set of **Bidding Documents may be purchased** from the DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, upon accomplishing a **Bidder’s Information Sheet** (downloadable at: [bit.ly/DepEd8-BiddersInformationSheet](http://bit.ly/DepEd8-BiddersInformationSheet)) and payment in cash of a non-refundable fee by interested bidders **in the amount of Five Thousand Pesos (Php5,000.00), to the DepEd Region VIII Cashier**. Only bidders who purchased the Bidding Documents will be allowed to submit bids.

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

| <b>No.</b> | <b>Fund</b> | <b>Account Number</b> |
|------------|-------------|-----------------------|
| 1.         | SEMINAR     | 0025-002137-001       |

**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.

**Three (3) sets** (Original, Copy 1, and Copy 2) **of the technical and financial documents shall be submitted on or before the Opening of Bids** schedule, **while the** duly signed (per page) **bid documents shall be submitted by the winning bidder**, in hard copies, **on or before** the agreed schedule of **the Post Qualification** activity.

Since the **Opening of Bids shall be conducted online, documents submitted via email** to the official email address of the BAC **shall be accepted** provided that the following conditions are met, to wit;

- a) Send hard copies via courier. Provide the BAC a proof of waybill. Expected date of arrival of documents is before the opening of bids.
- b) An email of the bidding documents/technical and financial documents shall be sent to the BAC official email address before the opening of bids in PDF format and must be password-protected. Bidder shall only divulge/provide to the BAC, the document password during the time their document/s are being scrutinized.

- c) If the hard copies of the documents do not arrive as scheduled, the appreciation of the documents shall be through online reading, as sent.
- d) However, the original printed documents shall be opened during the post qualification and cross-validate those sent online. In the event, that there is an inconsistency, the data on the printed copies shall prevail.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on January 27, 2021, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, which shall be open only to all interested parties who have purchased the Bidding Documents.

6. **Bids must be delivered** to the BAC Office, DepEd Regional Office VIII, Candahug, Palo, Leyte, **before 10:00 AM of February 09, 2021**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Bid opening** shall be on **February 09, 2021, 10:00 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**. *Physical attendance of bidders/representatives during the Pre-Bid Conference/Bid Opening activities shall not be allowed during the COVID-19 pandemic.* Late bids shall not be accepted.

Note: **Participants are informed that the Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted/shared to prospective bidders who wish to attend the said procurement activities online, via Google Meet.** 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).

| ACTIVITY           | DATE & TIME OF CONDUCT     | VENUE  |
|--------------------|----------------------------|--|
| Pre-Bid Conference | January 27, 2021 10:00 AM  | DepEd Regional Office VIII,<br>Candahug, Palo, Leyte |
| Opening of Bids    | February 09, 2021 10:00 AM |  |

7. Only duly authorized representatives are allowed to purchase bidding documents. Letter of Intent, Special Power of Attorney should be dated not later than the date invitation was posted. Certificate of PhilGEPs Registration is required.


8. The Department of Education, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:


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