



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

## INVITATION TO BID

### HIRING OF LICENSED JANITORIAL AGENCY TO PROVIDE FIVE (5) UTILITY WORKERS FOR CY 2022-2023 FOR 12 MONTHS (April 2022-March 2023) (EARLY PROCUREMENT ACTIVITY)

1. The Department of Education Regional Office VIII, through the **Government of the Philippines (GOP) – National Expenditure Program (NEP) for CY 2022** intends to apply the sum of **Six Hundred Forty-Six Thousand, Two Hundred Sixty-Nine Pesos and 38/100 (P646,269.38)**, being the Approved Budget for the Contract (ABC) for the **HIRING OF LICENSED JANITORIAL AGENCY TO PROVIDE FIVE (5) UTILITY WORKERS FOR CY 2022-2023 FOR 12 MONTHS (April 2022-March 2023)**. 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	DESCRIPTION	ABC	PRICE OF BID DOCS
<b>HIRING OF LICENSED JANITORIAL AGENCY TO PROVIDE FIVE (5) UTILITY WORKERS FOR CY 2022-2023 FOR 12 MONTHS (April 2022-March 2023)</b>			<b>(P646,269.38)</b>	<b>1,000.00</b>
12	months	REQUIREMENTS FOR AGENCY: 1. Must have the following technical documents: 1.1. DOLE Certification of Registration 1.2. PhilGeps Registration 1.3. DTI Permit/SEC Permit 1.4. Business Permit 1.5. Tax Clearance 1.6. Omnibus Sworn Statement 2. Can provide Utility Workers with uniform and ID		



Government Center, Candahug, Palo, Leyte

(053) 888-9349 | bac.region8@deped.gov.ph  
**ISO 9001:2015 Certified**



		<p>3. Must comply with DOLE Labor Standards on payment of wages and other benefits</p> <p>4. Requirements for Utility Workers:</p> <p>4.1. Must be courteous to all;</p> <p>4.2. Must be helpful;</p> <p>4.3. Must be respectful;</p> <p>4.4. Must abide to the Office rules and regulations</p> <p>4.5. Must be willing to work overtime as requested by the Office</p> <p>CHARGE TO RO FUNDS:</p>		
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**Important Note/s:**

- *Has the contract period of 12 months*
- *This is an Early Procurement pursuant to Section 7.6 of the 2016 revised IRR of RA No. 9184 which states that "to facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the General Appropriations Act (GAA), corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the procuring entity (PE) may undertake the procurement activities short of award. xxx No award of contract shall be made until the GAA, corporate budget or appropriations ordinance, as the case may be, has been approved or enacted" and GPPB Circular No. 16-2019 (Guidelines on the Implementation of Early Procurement Activities).*
- *Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division (Proponent), to discuss guidelines of the program and the expectation/s between both parties, Contact No. (053) 832-3036, E-mail address: admin.region8@deped.gov.ph.*

2. The Department of Education, Regional Office VIII now invites bids for the **HIRING OF LICENSED JANITORIAL AGENCY TO PROVIDE FIVE (5) UTILITY WORKERS FOR CY 2022-2023 FOR 12 MONTHS (April 2022-March 2023)**. 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** in the Table on Paragraph 1, **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**, in hard copies, **on or before** the **opening of bids** schedule, **while the** duly signed (per page) **bid documents** (also in 3 sets) **shall be submitted by the winning bidder**, in hard copies, **on or before** the agreed schedule of the **Post Qualification** activity.

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 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 **December 2, 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 **either through manual/physical submission or through courier** to the **BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 on or before 10:00 a.m. of December 14, 2021. All bids must be accompanied by a Bid Securing Declaration or any form of Bid Security and amount indicated in ITB Clause 14 and in the Bid Data Sheet ITB Clause 14.1."**

**Bid opening** shall be on **December 14, 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	December 2, 2021   10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>December 14, 2021</b>   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:

<b>RACHEL R. CUEVAS</b>
<i>Head, BAC Secretariat</i> <b>DepEd Regional Office VIII</b> <i>Government Center, Candahug, Palo, Leyte</i> <b>Tel. No. (053) 888-9349</b> <b>E-Mail: <a href="mailto:bac.region8@deped.gov.ph">bac.region8@deped.gov.ph</a></b>

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**BEBIANO I. SENTILLAS, CESO V**  
OIC, Office of the Assistant Regional Director  
BAC Chairperson