



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

## INVITATION TO BID

### PROCUREMENT FOR CONTINUOUS FORMS FOR THE PRINTING OF CY 2022 PAYROLLS

1. The Department of Education Regional Office VIII, through the General Appropriations Act CY 2022 intends to apply the sum of One Million Two Hundred Forty-Two Thousand Eight Hundred Pesos Only (P1,242,800.00), being the Approved Budget for the Contract (ABC) for the PROCUREMENT FOR CONTINUOUS FORMS FOR THE PRINTING OF CY 2022 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 SCHEDULE
125	boxes	Continuous form, 1 ply, subs. 20, 9 1/2" x 11"	1	4 <sup>th</sup> week of APRIL 2022
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	4th week of JUNE 2022
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	4th week of AUG. 2022
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	Last week of NOV. 2022
248	boxes	Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS		

**Important Note/s:**

1. Delivery shall be Twenty (20) Calendar Days (5 days per quarter) from the receipt of Notice to Proceed (NTP) of the supplier.
2. To be delivered to DepEd Regional Office VIII c/o Asset Management Section PER QUARTER according to the above-mentioned Delivery Schedule.
3. 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





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*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 2022 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 Five Thousand Pesos (P5,000.00), 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

No.	Fund	Account Number
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 concerned 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 March 28, 2022, 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 April 11, 2022. 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 April 11, 2022, 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 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).*

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	March 28, 2022   10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	April 11, 2022   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:

**RACHEL R. CUEVAS**

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