



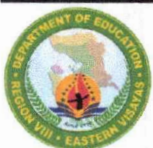
Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

INVITATION TO BID

PROCUREMENT FOR BOARD AND LODGING FOR THE REGIONAL SEMINAR WORKSHOP ON THE PREPARATION RECONCILIATION AND SUBMISSION OF CY 2022 MID-YEAR FINANCIAL REPORTS

1. The Department of Education Regional Office VIII, through the General Appropriations Act CY 2022 intends to apply the sum of One Million Three Hundred Thirty-Five Thousand Six Hundred Pesos Only (₱1,335,600.00), being the Approved Budget for the Contract (ABC) for the PROCUREMENT FOR BOARD AND LODGING FOR THE REGIONAL SEMINAR WORKSHOP ON THE PREPARATION RECONCILIATION AND SUBMISSION OF CY 2022 MID-YEAR FINANCIAL REPORTS. 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	ITEM DESCRIPTION	ABC	BID DOCS PRICE
159	Pax	Board and Lodging with Session Hall July 4, 2022 – Day 1, 1st meal-lunch, check in July 8, 2022 – Day 5, last meal-lunch, check -out Terms and Conditions: 1. Session Hall can accommodate 159 participants seated at least 1 meter apart from each other and with working tables 2. Inclusion of Stage Decoration with Lights and Sounds 3. Provision of Two (2) Tarpaulin for the Activity (4x8) 4. Excellent Wi-Fi connection 5. Excellent Sound System	₱1,335,600.00	₱5,000.00



Government Center, Candahug, Palo, Leyte

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

Page 1 of 4



QTY	UNIT	ITEM DESCRIPTION	ABC	BID DOCS PRICE
		6. Availability of LCD Projector 7. Three wireless & one wired microphone 8. Hotel Room amenities such as provision of coffee & bottled water, toiletries, mattress, blanket, pillow & towel 9. Room sharing of at most 4 persons per room with separate beds (no bed sharing) 10. Free Flowing Coffee/Choco at the venue 11. Provision of Alcohol/hand sanitizer at the venue 12. Hotel should be located within Eastern Visayas 13. Strictly following the IATF protocol 14. See attached MENU for Food Requirement		

Important Note/s:

- **Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Finance Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4624, E-mail address: finance.region8@deped.gov.ph.**

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR BOARD AND LODGING FOR THE REGIONAL SEMINAR WORKSHOP ON THE PREPARATION RECONCILIATION AND SUBMISSION OF CY 2022 MID-YEAR FINANCIAL REPORTS**. 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) 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: <u>DepEd RO 8</u>		
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), 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 **May 30, 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 June 13, 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 **June 13, 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	May 30, 2022 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	June 13, 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
*Head, BAC Secretariat
 DepEd Regional Office VIII
 Government Center, Candahug, Palo, Leyte
 Tel. No. (053) 888-9349
 E-Mail: bac.region8@deped.gov.ph*

Prepared by


RACHEL R. CUEVAS
 EPS, Quality Assurance Division
 Head, BAC Secretariat

Concurred:


ALMA E. SUYOM
 Chief, Finance Division
 End User / Proponent

Approved:


BEBIANO I. SENTILLAS, CESO V
 Assistant Regional Director
 BAC Chairman