



**Bid Notice Abstract**

**Invitation to Bid (ITB)**

**Reference Number** 9238176  
**Procuring Entity** DEPARTMENT OF EDUCATION - REGION VIII  
**Title** PROCUREMENT FOR THE CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)  
**Area of Delivery** Leyte

<b>Solicitation Number:</b>	PS-2022-11-0713	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Printing Supplies	<b>Date Published</b>	16/11/2022
<b>Approved Budget for the Contract:</b>	PHP 1,292,800.00	<b>Last Updated / Time</b>	16/11/2022 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	07/12/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Mikko S Duero Computer Programmer II DepEd Regional Office VIII Government Center Barangay Candahug Palo Leyte Philippines 6501 63-53-8889349 63-53-8322997 bac.region8@deped.gov.ph		

**Description**

Quantity Unit Item Description ABC BID DOCS  
 CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 ₱1,292,800.00 ₱ 5,000.00  
 Complete delivery of items as scheduled EVERY QUARTER shall be required as hereunder indicated:

- 1st QUARTER - to be delivered on the 4TH week of MARCH 2023  
 125 boxes Continuous form, 1 ply, subs. 20, 9 1/2" x 11"  
 248 boxes Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS
- 2nd QUARTER - to be delivered on the 4TH week of JUNE 2023  
 125 boxes Continuous form, 1 ply, subs. 20, 9 1/2" x 11"  
 248 boxes Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS
- 3RD QUARTER - to be delivered on the 4TH week of AUGUST 2023  
 125 boxes Continuous form, 1 ply, subs. 20, 9 1/2" x 11"  
 248 boxes Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS
- 4TH QUARTER - to be delivered on the 1st week of NOVEMBER 2023  
 125 boxes Continuous form, 1 ply, subs. 20, 9 1/2" x 11"  
 248 boxes Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS

**Important Note/s:**  
 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).  
 Delivery shall be within Twenty (20) Calendar Days (5 days per Quarter) from the receipt of Notice to Proceed (NTP) by the supplier.  
 To be delivered to DepEd Regional Office VIII c/o Payroll Services;  
 Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division - Payroll Services (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 300-0930, E-mail address: payroll.region8@deped.gov.ph.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printing Supplies	PROCUREMENT FOR THE CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)	1	Lot	1,292,800.00

**Pre-bid Conference**

Date	Time	Venue
24/11/2022	11:00:00 AM	Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted/shared via Microsoft Teams.

**Created by** Mikko S Duero  
**Date Created** 15/11/2022

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