



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

INVITATION TO BID

PROCUREMENT FOR THE CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)

1. The Department of Education Regional Office VIII, through the Government of the Philippines (GOP) **National Expenditure Program (NEP) CY 2023** intends to apply the sum of **One Million, Two Hundred Ninety-Two Thousand, Eight Hundred Pesos Only (₱1,292,800.00)**, being the **Approved Budget for the Contract (ABC)** to payment under the contract for the **PROCUREMENT FOR THE CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)**. Bids received in excess of the ABC shall be automatically rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

Quantity	Unit	Item Description	ABC	BID DOCS
		CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 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	₱1,292,800.00	₱ 5,000.00
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.**

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR THE CONTINUOUS FORMS FOR PAYROLL PRINTING FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)**. Delivery of goods is required within **Twenty (20) Calendar Days (5 days per Quarter)**. 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders starting on the day it is posted in PhilGEPS**, from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, region8.deped.gov.ph. and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier or through online banking**.

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*), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded 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.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference** on **NOVEMBER 24, 2022, 11:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders.

7. Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 either **through manual/physical submission or through courier on or before 10:00 a.m. of DECEMBER 07, 2022**. Late Bids shall not be accepted.

8. All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security and amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **DECEMBER 07, 2022, 10:15 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.*

10. 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	NOVEMBER 24, 2022 11:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	DECEMBER 07, 2022 10:15 AM	

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. 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:



ALEJANDRITO L. YMAN
Chief, Administrative Division
End User / Proponent

Approved:



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