



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

INVITATION TO BID

PROCUREMENT OF CONTINUOUS FORMS FOR CY 2024 PAYROLL PRINTING (EARLY PROCUREMENT ACTIVITY)

1. The Department of Education Regional Office VIII, through **GAA CY 2024** intends to apply the sum of **One Million One Hundred Fifty Thousand Pesos Only (P1,150,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF CONTINUOUS FORMS FOR CY 2024 PAYROLL PRINTING (EARLY PROCUREMENT ACTIVITY)**. 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	QUARTER	DELIVERY SCHEDULE
110	boxes	Continuous form, 1 ply, subs. 20, 9 1/2" x 11"	1	4th Week of March 2024
220	boxes	Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS		
110	boxes	Continuous form, 1 ply, subs. 20, 9 1/2" x 11"	2	4th Week of June 2024
220	boxes	Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS		
110	boxes	Continuous form, 1 ply, subs. 20, 9 1/2" x 11"	3	4th Week of August 2024
220	boxes	Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS		
110	boxes	Continuous form, 1 ply, subs. 20, 9 1/2" x 11"	4	1st Week of November 2024
220	boxes	Continuous form, 3 ply, subs. 20, 9 1/2" x 11", CARBONLESS		

Important Note/s:

1. 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 has been approved or enacted" and GPPB Circular No. 16-2019 (Guidelines on the Implementation of Early Procurement Activities).
2. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4631, E-mail address: admin.region8@deped.gov.ph.



2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF CONTINUOUS FORMS FOR CY 2024 PAYROLL PRINTING (EARLY PROCUREMENT ACTIVITY)**. 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 on the day it is published in PhilGEPS** from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, <https://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 only (P5,000.00)**. 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**.

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 22, 2023, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders. Physical appearance is also allowed.


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 6, 2023**. 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 6, 2023, 10:15 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**.
10. Participants are informed that the **Pre-Bid Conference and Opening of Bids shall also 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)**. Furthermore, physical appearance during the above-mentioned activities is allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	NOV. 22, 2023 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	DEC. 6, 2023 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:


ROSEMARIE M. GUINO
 Chief, Administrative Division
 End User / Proponent

Approved:


RONELO AL K. FIRMO, CESO V
 Assistant Regional Director
 BAC Chairman