



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

INVITATION TO BID

PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

1. The Department of Education Regional Office VIII, through the **General Appropriations Act FY 2024** intends to apply the sum of **Two Million Nine Hundred Four Thousand Pesos Only (P2,904,000.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**. 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	TITLE OF ACTIVITY
363	pax	<p>Instructional Leadership Training (ILT): STRENGTHENING LEARNING Conditions for Early Literacy</p> <p>To be conducted in three (3) batches with the following tentative schedules:</p> <p>Batch 1: November 19-22, 2024</p> <ul style="list-style-type: none"> ▪ 121 participants (97 elem. school heads, 16 RPs, & 8 PMT) <p>Batch 2: November 26-29, 2024</p> <ul style="list-style-type: none"> ▪ 121 participants (97 elem. school heads, 16 RPs, & 8 PMT) <p>Batch 3: December 3-6, 2024</p> <ul style="list-style-type: none"> ▪ 121 participants (97 elem. school heads, 16 RPs, & 8 PMT) <p>NOTE:</p> <ol style="list-style-type: none"> 1. There will be two (2) classes per batch with 48-49 elementary school heads each. 2. The PMT is composed of 1 HRDD Chief, 1 CLMD Chief, 1 NEAP-R Head, 1 EPS for Early Literacy, 2 M&E Monitors, & 2 support staff. 3. The menu below applies to ALL BATCHES. 4. Payment for board and lodging services will be processed every after EACH batch is conducted. <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Refer to the attached MENU for food requirements. 2. NO bed sharing: there should only be 3-4 participants in each room with at least 3.08cm x 8.50cm (26sqm) dimensions. 3. The plenary hall should accommodate 121 participants per batch and must be equipped with LED wall/screen.

QTY	UNIT	TITLE OF ACTIVITY
		4. There should be two (2) session halls with tables and chairs; each session hall should accommodate 60-61 participants. These halls must be air-conditioned and equipped with LED wall/screen and sound system with at least 2-3 microphones. 2. There should be two (2) buffet setups in each session hall. 3. There should be a stable Internet connection with at least 10 Mbps speed. 4. Availability of car parking area. 5. The service provider should prepare three (3) 4ft x 8ft tarpaulins as backdrops; the end-user will provide the layout.

Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Human Resource Development Division (HRDD) (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-5738, E-mail address: hrdd.region8@deped.gov.ph.
2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR BOARD AND LODGING FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**. 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 from 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, in** 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**.

For prospective bidders who intend to **purchase the bidding documents through online banking**, the deposit may be made through:

PHILIPPINE VETERANS BANK

Account Name: DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-0000097

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 October 31, 2024, 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 November 13, 2024**. 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 **November 13, 2024, 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 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)**. Physical appearance is also allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	OCTOBER 31, 2024 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	NOVEMBER 13, 2024 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



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

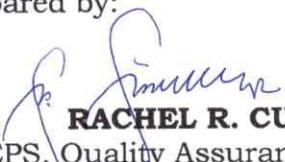


IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

RACHEL R. CUEVAS
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DepEd Regional Office VIII
Government Center, Candahug, Palo, Leyte
Tel. No. (053) 832-5738
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Prepared by:


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

Concurred:

for: [Signature] 10-22-2024
HARVIE D. VILLAMOR
Chief, HRDD
End User / Proponent

Approved:


RONEO AL K. FIRMO, CESO IV
Assistant Regional Director
BAC Chairman