



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

## INVITATION TO BID

**PROCUREMENT FOR LICENSED SECURITY AGENCY TO PROVIDE 9 SECURITY GUARDS (8 SECURITY GUARDS AND 1 HEAD GUARD) FOR TWELVE (12) MONTHS FROM APRIL 2025 - MARCH 2026 (Early Procurement Activity)**

1. The Department of Education Regional Office VIII, through **General Appropriations Act CY 2025** intends to apply the sum **Two Million Three Hundred Eighty-One Thousand One Hundred Forty-Seven and 25/100 Pesos Only (P2,381,147.25)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR LICENSED SECURITY AGENCY TO PROVIDE 9 SECURITY GUARDS (8 SECURITY GUARDS AND 1 HEAD GUARD) FOR TWELVE (12) MONTHS FROM APRIL 2025 - MARCH 2026 (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	TITLE OF ACTIVITY	BID DOCS PRICE
1	Lot	<p><b>PROCUREMENT FOR LICENSED SECURITY AGENCY TO PROVIDE 9 SECURITY GUARDS (8 SECURITY GUARDS AND 1 HEAD GUARD) FOR TWELVE (12) MONTHS FROM APRIL 2025 - MARCH 2026 (Early Procurement Activity)</b></p> <p>✓ To maintain the security of DepEd RO8 personnel, clients, buildings, and office facilities.</p> <p>See <i>Section VII – Technical Specifications</i> for the following:</p> <ul style="list-style-type: none"><li>▪ Cost Distribution for Monthly Contract Rate</li><li>▪ Price Schedule Form</li><li>▪ Scope of Works</li><li>▪ Qualifications of the Contractor, Security Personnel</li><li>▪ Terms and Conditions</li></ul>	₱5,000.00

**Important Note/s:**

1. The Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division - General Services Unit (AD-GSU) (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: [admin.region8@deped.gov.ph](mailto:admin.region8@deped.gov.ph).

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR LICENSED SECURITY AGENCY TO PROVIDE 9 SECURITY GUARDS (8 SECURITY GUARDS AND 1 HEAD GUARD) FOR TWELVE (12) MONTHS FROM APRIL 2025 - MARCH 2026 (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 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](http://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**, a deposit may be made through:

**PHILIPPINE VETERANS BANK**

**Account Name:** DepEd RO 8

<b>No.</b>	<b>Fund</b>	<b>Account Number</b>
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](mailto: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 **PRE-BID-DATE, 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 OPENING-DATE**. Late Bids shall not be accepted.
8. **All bids must be accompanied by a Bid Securing Declaration or any form of Bid Security** and the amount indicated in ITB Clause 14.
9. **Bid opening** shall be on **OPENING-DATE, 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](mailto: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	<b>PRE-BID-DATE   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>OPENING-DATE   10:15 AM</b>	


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) 832-5738**  
**E-Mail: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)**

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