



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



Invitation to Bid

for

Food, Venue and Accommodation for the On-boarding and Job Orientation for the Newly-hired and Newly-promoted Administrative Officer II in the Division of Bohol

1. The **Department of Education – Schools Division of Bohol**, through the *Government Appropriations Act CY 2025* intends to apply the sum of **Two Million Ninety Five Thousand Pesos (₱2,095,000.00) only; ITB No G2025-10-25**, being the total ABC to payments under the contract for the **Food, Venue and Accommodation for the On-boarding and Job Orientation for the Newly-hired and Newly-promoted Administrative Officer II in the Division of Bohol**.

Table 1.

Day	Number of Pax	Particulars	Approved Budget for the Contract
Day 1 – November 26, 2025	685 Participants	Full Board and Lodging	₱1,370,000.00
Day 2 – November 27, 2025	685 Participants	3 Meals and 2 Snacks	₱685,000.00
Day 1 and 2 – November 26-27, 2025	20 Facilitators, Top Management and TWG	Full Board and Lodging	₱40,000.00
TOTAL			₱2,095,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Department of Education – Schools Division of Bohol** now invites bids for the above Procurement Project. Bidders should have completed, within *five 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) No. 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 **Department of Education – Schools Division of Bohol** 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 interested Bidders on *October 18, 2025 to November 11, 2025* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00) only.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means.*

Payment for the purchase of the bidding documents can be done at the Cashier's Office of DepEd – Schools Division of Bohol or by depositing the amount in the bank account detailed below:

Name of Bank: **Landbank of the Philippines (Tagbilaran Branch)**
Account Name: **DEPED BOHOL TRUST FUND**
Account Number: **0612102112**

If payment is done through the bank account detailed above, the prospective bidder is advised to send the e-copy or scanned copy of the deposit slip to bacdepedbhol@gmail.com so that the BAC Secretariat can assist the bidder in providing for the Official Receipt of the amount paid.

6. The **Department of Education – Schools Division of Bohol** will hold a Pre-Bid Conference on *October 29, 2025 at nine o'clock in the morning* at the *Department of Education – Schools Division of Bohol, 0050 Lino Chatto Drive, Cogon, Tagbilaran City, Bohol* and/or through videoconferencing/webcasting *via any available video conferencing app*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** on or before *November 11, 2025 at nine o'clock in the morning (Philippine Standard Time)*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on *November 11, 2025 at nine o'clock in the morning (Philippine Standard Time)* at the *Department of Education – Schools Division of Bohol, 0050 Lino Chatto Drive, Cogon, Tagbilaran City, Bohol*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Education – Schools Division of Bohol** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to

contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

PABLITO D. VILLALON

BAC Secretariat

Department of Education – Schools Division of Bohol

0050 Lino Chatto Drive, Barangay Cogon, Tagbilaran City, Bohol

Email Address: bacdepedbohol@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents: www.depedbohol.org

Or at the PhilGEPS website: www.philgeps.gov.ph

[October 17, 2025]


EDUARDO A. OMPAD PhD, CESE
BAC Chairperson