



Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Telefax No. (074) 442-7819



INVITATION TO BID FOR

2018 National Literacy Conference and Awards

Bid Reference No. 016, s.2018
Approved Budget for the Contract – P 2,800,000.00

1. The *Department of Education, Schools Division of Baguio City*, through its *FY 2018 GAA (Sub-ARO OSEC-CAR-18-1940)*³ intends to apply the sum of **Two Million Eight Hundred Thousand Pesos only (P 2,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **2018 National Literacy Conference and Awards**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education, Schools Division of Baguio City* now invites bids for **2018 National Literacy Conference and Awards**.⁴ Delivery of the Goods is required *on the date of the activity*. Bidders should have completed, within *at least 6 months* 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, otherwise known as the “Government Procurement Reform Act”.

In addition,

- (i) 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 5183.
4. Interested bidders may obtain further information from *Department of Education, Schools Division of Baguio City, # 82 Military Cu-Off, Baguio City* and inspect the Bidding Documents at www.depedpines.com or the address given during *Monday to Friday 8:00 AM - 5:00 PM*.

³ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

⁴ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 4, 2018** from the address 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 Three Thousand Pesos only (P3,000.00).*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *Department of Education, Schools Division of Baguio City* will hold a Pre-Bid Conference⁵ on **May 11, 2018, 9:00 AM** at *DepED, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **May 25, 2018, 9:45 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **May 25, 2018, 9:00 AM** at *DepED, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *Department of Education, Schools Division of Baguio City* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

SORAYA T. FACULO, Ph.D.

BAC Chairperson

Department of Education, Schools Division of Baguio City

Address: # 82 Military Cut-Off, Baguio City

Email Add: depedbagueocity@gmail.com

Telefax No.:(074) 442 – 7819

Website: www.depedpines.com


SORAYA T. FACULO
BAC Chairperson

⁵May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
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Additional Instructions

The following are the additional instructions to bidders:

1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
2. All bidders are required to request to join bidding from PhilGEPS for the project.
3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
4. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. Copy of which is hereto attached. (ANNEX B)
5. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
6. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
7. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
8. Bidders who do not meet the requirements specified in the Bid Documents and this Supplemental Bid Bulletin will automatically be disqualified.
9. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.

For Guidance and information of all concerned.

A handwritten signature in black ink, appearing to read "SORAYA T. FACULO".

SORAYA T. FACULO, Ph.D.
BAC – Chairman