



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

October 20, 2025

SUBJECT: Invitation to Participate in the Negotiated Procurement (Emergency Cases) for the Repair/Rehabilitation/Maintenance of Classrooms/Buildings and other Infrastructures

Dear Sir:

Greetings!

The Bids and Awards Committee of the Schools Division of Baguio City will be conducting a negotiation thru Negotiated Procurement (Emergency Case) for the following projects:

Lot	Name of Project	Approved Budget for the Contract
1.	Minor Repair/ Rehabilitation of Schools damaged with Previous Typhoons under Response Fund Cluster 1 (Baguio City High School)	₱ 2,344,000.00
2.	Minor Repair/Rehabilitation of Schools damaged with Previous Typhoons under Response Fund Cluster 2 (Baguio Central School, Hillside NHS, Joaquin Smith NHS)	1,562,500.00
3.	Minor Repair/Rehabilitation of Schools damaged with Previous Typhoons under Response Fund Cluster 3 (Baguio City Science NHS, Lindawan NHS, Quezon Hill ES)	1,509,000.00
Total:		₱ 5,415,500.00

Relative to this, we are respectfully inviting you to participate in the upcoming negotiation on October 22, 2025, 9:00 AM at the 2F Conference Room, Schools Division of Baguio City. Kindly bring with you the legal and technical documents as outlined in the attached checklist.

Thank you, and we look forward to your participation.

Very truly yours,

CARMEL F. MERIS
Chairperson, Bids and Awards Committee

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**
- (f) Project Requirements, which shall include the following:
- a. Organizational chart for the contract to be bid;
 - b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).