



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

INVITATION TO BID FOR Supply and Delivery of Master A4 and Black Ink (Consumables) with Free Use of 25 Riso Machines for Reproduction of Grade 4 to Grade 12 Quarter 3 and Quarter 4 Modules for SY 2020-2021

Project no.: DepEdCCD – 2021 -05

1. The *DepEd Cebu City Division*, through the *FY 2021 General Appropriation Act (GAA)* intends to apply the sum of Four Million Eight Hundred Seventy Five Thousand Pesos (*Php 4,875,000.00*) being the ABC to payments under the contract for Supply and Delivery of Master A4 and Black Ink (Consumables) with Free Use of 25 Riso Machines for Reproduction of Grade 4 to Grade 12 Quarter 3 and Quarter 4 Modules for SY 2020-2021. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DepEd Cebu City Division* now invites bids for the above Procurement Project. Delivery of the Goods is required Five (5) calendar days from receipt of Notice to Proceed or Purchase Order. Bidders should have completed, within *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) No. 9184.
 - a. 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 *DepEd Cebu City Division* and inspect the Bidding Documents at the address given below during *Mondays to Fridays from 8:00 am – 5:00 pm from March 10, 2021 to March 30, 2021*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *March 10, 2021 to March 30, 2021 from Mondays to Fridays* 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 (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.
6. The *DepEd Cebu City Division* will hold a Pre-Bid Conference¹ on *March 18, 2021 at 2:00 pm PhST* at *Zapatera Library, Gabaldon Building, Zapatera Elementary School, Sikatuna St. Cebu City*, which shall be open to prospective bidders. For those who opt to join virtually, a link shall be provided.



Address: New Imus Ave., Barangay Day-as Cebu City
Telephone Nos.: 2551516
Email Address: cebu.city@deped.gov.ph



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7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *March 30, 2021 at 2:00 pm PhST*. 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 *March 30, 2021 at 2:00 pm PhST* at *Zapatera Library, Gabaldon Building, Zapatera Elementary School, Sikatuna St. Cebu City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. For those who cannot come or send a representative, link shall be provided.
10. *Prospective Bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGeps website: www.philgeps.gov.ph, for them to be included in the Document Request List of the project. The Bidding Documents may be viewed also at the DepEd Cebu City Official Website, www.depedcebu.com.*
11. The *DepEd Cebu City Division* 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.
12. For further information, please refer to:
DR. JEANNE J. EGGER/DARYLL T. YBAÑEZ
DepEd Cebu City Division
Imus Ave., Day-as, Cebu City
daryll.triumfo@deped.gov.ph
Telephone no. 09329145361
Agency website: www.depedcebu.com
13. You may visit the following websites:
For downloading of Bidding Documents: www.depedcebu.com / philgeps.gov.ph

March 8, 2021

(Sgd.) *BERNADETTE A. SUSVILLA EdD, CESO VI*
BAC Chairman



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