



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

INVITATION TO BID FOR
Supply and Delivery of Office Supplies
for Schools Division Office of Cebu City
Project no.: DepEdCCD – 2023 -22

1. The *DepEd Cebu City Division*, through the *FY 2024 Proposed Budget in the National Expenditure Program (NEP)* intends to apply the sum of **Six Hundred Twenty-Four Thousand One Hundred Seventy-Two Pesos and Forty-One Centavos (Php 624,172.41)** being the ABC to payments under the contract for ***Supply and Delivery of Office Supplies for Schools Division Office of Cebu City***. 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 required as stated in Section VI. Schedule of Requirements. 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 November 25, 2023 to December 15, 2023*.
 5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 25, 2023 to December 15, 2023 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 Hundred Pesos (P500.00)*.
 6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.
 7. The *DepEd Cebu City Division* will hold a Pre-Bid Conference¹ on *December 4, 2023 at 1:00 pm PhST* at *4th Floor Conference Hall, DepEd Cebu City Division, Imus Road Brgy. Day-as Cebu City*, which shall be opened to prospective bidders.
 8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *December 15, 2023 at 9:00 am PhST*. Late bids shall not be accepted.
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9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on *December 15, 2023 at 9:00 am PhST* at *4th Floor Conference Hall, DepEd Cebu City Division, Imus Road Brgy. Day-as Cebu City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. *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.depedcebucity.com.*
12. 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.
13. For further information, please refer to:

MRS. DARYLL T. YBAÑEZ
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daryll.triumfo@deped.gov.ph
Telephone no. 0995-3693124
Agency website: www.depedcebucity.com
14. You may visit the following websites:
For downloading of Bidding Documents: www.depedcebucity.com / philgeps.gov.ph

November 24, 2023

Sgd,
ADOLF P. AGUILAR
BAC Chairman