



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

INVITATION TO BID FOR *PROCUREMENT OF PRINTING EQUIPMENT AND SUPPLIES FOR DIFFERENT SCHOOLS OF SDO DAGUPAN USING SAVINGS FROM ALLOTMENT*

1. The *SDO DAGUPAN CITY* intends to apply the sum of *Php 2,561,391.82* being the ABC to payments under the contract for *PROCUREMENT OF PRINTING EQUIPMENT AND SUPPLIES FOR DIFFERENT SCHOOLS OF SDO DAGUPAN USING SAVINGS FROM ALLOTMENT*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *SDO DAGUPAN CITY* now invites bids for *PROCUREMENT OF PRINTING EQUIPMENT AND SUPPLIES FOR DIFFERENT SCHOOLS OF SDO DAGUPAN USING SAVINGS FROM ALLOTMENT*. Delivery of the Goods is required **15 Calendar days from the receipt of approved Notice to Proceed**. Bidders should have completed, within the last 3 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 *SDO DAGUPAN CITY* and inspect the Bidding Documents at the address given below during *8:00am-4:00pm*.
5. The Bidding Documents may be purchased at the *SDO DAGUPAN CITY* upon accomplishing a bidder's information sheet and payment in cash of a non-refundable fee in the amount of **Five Thousand Pesos (Php5,000.00)** only by the interested bidders and will be sent electronically thru email. Only the Checklist of Technical and Financial Documents shall be issued in hard copy form by the BAC Secretariat.
6. A complete set of Bidding Documents may be acquired by interested Bidders on *October 23 – 30, 2024*, from the given address and website - *www.depeddagupan.com*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, For online payment of bidding documents, you may deposit through:

ACCOUNT NAME: DEPT OF EDUCATION DAGUPAN CITY

ACCOUNT NUMBER: 02 000000 40


SERVICING BANK: PHILIPPINE VETERANS BANK, DAGUPAN CITY BRANCH

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

7. The *SDO DAGUPAN CITY* will hold a Pre-Bid Conference¹ on *October 30, 2024 | 10:00 AM* at *4th Flr. Conference Hall, SDO Dagupan City for Pre-Bid Conference* which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated on or before *November 11, 2024 | 9:30AM at the IT Office*. Late bids shall not be accepted.
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 *November 11, 2024 | 10:00AM* at the given address. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The *SDO DAGUPAN 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 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:

ANNA LIZA M. CHAN, BAC - CHAIRPERSON
SCHOOLS DIVISION OFFICE – DAGUPAN CITY
SDO DAGUPAN CITY, BURGOS ST., POBLACION OESTE, DAGUPAN CITY, 2400
[*dagupan.city@deped.gov.ph*](mailto:dagupan.city@deped.gov.ph)
[*bac@depeddagupan.com*](mailto:bac@depeddagupan.com)
[*www.depeddagupan.com*](http://www.depeddagupan.com)
075 653 4101
13. You may visit the following websites:
<https://depeddagupan.com/category/bids-and-awards/>

October 22, 2024



ANNA LIZA M. CHAN
BAC Chairperson
OIC-Asst. Schools Division Superintendent

¹ May 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.