



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

---

**INVITATION TO BID FOR Project No.21-06-045:**  
*Procurement of Duplicator Machines*

1. The *Department of Education Digos City Division*, through the CY 2021 *Special Education Fund (SEF)* intends to apply the sum of *One Million Two Hundred Thousand Pesos (Php1,200,000.00)* being the ABC to payments under the contract for *Project No. 21-06-045: Procurement of Duplicator Machines*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education Digos City Division* now invites bids for the above Procurement Project. Delivery of the Goods is required by the duration of **15 days**. Bidders should have completed, within **120 days** 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, Digos City Division* through the **Office of the BAC Secretariat** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00Am-12:00nn to 1:00PM-5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 23 to July 13, 2021** from the DepEd Digos City Division BAC Secretariat (**with Cell No. 09985691866**) upon accomplishing a Payment Order Slip 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)* to the DepEd Division Cashier. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by presenting the photocopy of the Official Receipt*.

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 Digos City Division** will hold a Pre-Bid Conference<sup>1</sup> on **June 30, 2021 at 9:00AM** at **ASDS Office, DepEd Digos City Division** or via online platform, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **July 13, 2021 at 8:59AM**. 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 **July 13, 2021 at 9:00AM** at the given address below **Office of the ASDS, DepEd Digos City Division, Roxas Street corner Lopez Jaena Street, Digos City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity or through an online platform.
10. Documents shall be arranged sequentially in congruence to their sequence in the checklist for **Project No.21-06-045** so provided by the BAC.
11. The **Department of Education Digos 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:

**PETER-JASON C. SENARILLOS**

*BAC Secretarial Head*

*DepEd, Digos City Division*

*Roxas Street, corner Lopez jaena Street, Digos City*

*082-553-8396 / 082-553-8376 / 0998-569-1866*

[peter.senarillos@deped.gov.ph](mailto:peter.senarillos@deped.gov.ph)

13. You may visit the following websites:  
For downloading of Bidding Documents:  
[http://www.depeddigoscity.org/division/bid\\_invitation](http://www.depeddigoscity.org/division/bid_invitation)

  
**BASILIO P. MANA-AY, JR., EdD**  
*Chairperson*  
*Bids and Awards Committee*

---

<sup>1</sup> 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.