



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF GENERAL SANTOS CITY

INVITATION TO BID
Project No: 2026 - 005

1. The Department of Education through the FY 2026 GAA intends to apply the sum of **Four Million Four Hundred Fifteen Thousand Pesos and 00/100 (P 4,415,000.00)** being the Approved Budget for the Contract (ABC) described below for the **PRINTING AND ADMINISTRATION OF DIAGNOSTIC ASSESSMENTS**. Bids received more than the ABC shall be automatically rejected at the bid opening.

UNIT	DESCRIPTION	Qty	Cost	ABC (VAT Inclusive)
LOT	PRINTING AND ADMINISTRATION OF DIAGNOSTIC ASSESSMENTS (SUPPLIES)			
Set	Printer Ink set 003 (Black, Cyan, Magenta, & Yellow)	1001	1,000.00	1,001,000.00
Pcs	Long arm stapler (Heavy Duty)	255	600.00	153,000.00
Pcs	All-in-One Ink Tank Printer Functions: Print, Scan, Copy Printing Technology: Piezoelectric Printhead Print Resolution: Up to 5760 x 1,440 dpi Print Speed: Draft (A4): Up to 33 ppm (Black) / 15 ppm (Color) ISO 24734 (A4): Up to 11 ipm (Black) / 6 ipm (color) Copy Speed: Up to 7.0 ipm (Black) / 1.7 ipm (Color) Scanner type: Flatbed color image scanner (CIS Sensor) Scan Resolution: 600 x 1,200 dpi Paper Capacity: 100 sheets (Input) / 30 sheets (output) Connectivity: USB 2.0	281	10,000.00	2,810,000.00
Ream	Bond Paper A4 (70 GSM) Multicopy	2050	220	451,000.00



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Delivery Terms: 30 days after NTP	
Drop Off: DepEd Division office, Lagao	
Payment Schedule:	Payment to the Service Provider shall be made through Philippine Veterans Bank LDDAP-ADA / MDS. In the case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account. Full Payment after 100% Delivery ***Nothing Follows***
	SUBTOTAL
	GRAND TOTAL
	4,415,000.00
	P 4,415,000.00

2. DepEd SDO of General Santos City, through its Bids and Awards Committee (BAC), now invites bids for the above procurement project.
3. Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009, with the following eligibility requirements:
 - a. Valid and updated PhilGEPS Certification (Platinum) from the sole proprietors, partnerships, corporations, cooperatives and persons/entities in the form of joint venture;
 - b. Statement of the bidder of all its ongoing government and private contracts;
 - c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
 - d. The bidder's computation of NFCC which is equal to the ABC or a committed Line of Credit from a bank with at least 10% of the ABC;
 - e. JVA or the duly notarized statement in accordance with Section 52.1(b) of the IRR, if applicable;
 - f. Bid security in the prescribed form, amount and validity period;
 - g. Technical specifications
 - h. Omnibus Sworn Statement
 - i. Original and signed copy of the bid form.
4. The contract will be awarded to the supplier determined to have the **Single or Lowest Calculated and Responsive Bid (S/LCRB)** based on the above final technical and financial requirements.



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5. A complete set of Bidding Documents in **SOFT COPY ONLY** may be purchased at DepEd-Division of General Santos City BAC Secretariat, located at Tiongson St., Lagao, General Santos City upon submission of a letter of intent, and payment in cash on a non-refundable fee by interested bidders to the DepEd Division Cashier. Only bidders who purchased the Bidding Documents provided below shall be allowed to submit bid/bids not later than the scheduled Receipt and Opening of Bids

BIDDING DOCUMENT PRICE		
Lot Number		Price
Lot 1		P 5,000.00

6. It may be viewed or downloaded after payment from the website of the Philippine Government Electronic Procurement System (PhilGEPS), www.philgeps.gov.ph. The schedule and venue of the procuring activities are as follows:

Activity	Date and Time	Venue
Pre-bid Conference	Aug 24 2026 9:00 AM (Tuesday)	Division Office/Google Meet
Issuances of Bidding Documents	Until September 7, 2026 8:00 AM (Tuesday)	To be sent to bidder's email address after payment of the bidding documents
Receipt and Opening of Bids	September 7, 2026 9:00 AM (Tuesday)	Division Office/Google Meet

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 pre-bid conference is open-to-all interested parties who may have or have not bought the bidding documents.

7. Bids must be **PHYSICALLY** delivered to the address and on the date and time stated herein. **Submission of digital copy of the bidding documents shall not be accepted.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of a bid security. Bids will be opened in the presence of the bidder's representatives who choose to attend the opening of bids at the address, date and stated herein. Late bids shall not be accepted.
8. The DepEd-Division of General Santos City reserves the right to reject any and all bids, declare a failure of bidding, not award the contract(s), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Bid/Lowest Calculated and Responsive Bid, the DepEd-Division of



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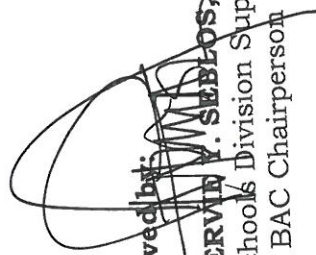
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General Santos City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

10. For further information, please refer to:

OFELIA S. PANES

Administrative Officer IV (Procurement)
BAC Secretariat Chairperson
Cell No. 09692673871

Approved by:

MERVIN Y. SEBLOS, CESE
Assistant Schools Division Superintendent
BAC Chairperson