



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

INVITATION TO BID
Project No: 2026 – 005 RB

1. The Department of Education through the FY 2025 GAA intends to apply the sum of **Four Million Four Hundred Fifteen Thousand Forty Pesos and 00/100 (P 4,415,040.00)** being the Approved Budget for the Contract (ABC) for 1 lot described below for the **PROCUREMENT OF PRINTER & SUPPLIES FOR PRINTING OF ASSESSMENT MATERIALS**. Bids received more than the ABC shall be automatically rejected at the bid opening.

No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	3-n-1 tank Core multifunctional ink printer Specifications Functions: Print, Scan, Copy Print Method: On-demand inkjet (Micro Piezo") Maximum Resolution: 5,760 x 1,4000 dpi Minimum Ink Droplet Volume: 3pl Boardless Printing: Yes (up to 4x6") Print & Copy Speeds Draft Print Speed (A4): Up to 33 ppm (mono)/15 ppm (colour) ISO Print Speed (A4): Up to 10 ipm (mono)/5.0 ipm (colour) Copy Speed (ISO 29183): Up to 7.0 ipm (mono)/1.7 ipm (colour) Paper Handling Input Tray Capacity: Up to 100 Sheets of A4 plain paper (80g/m²) Output Capacity: Up to 30 sheets Supported Paper Sizes: Legal, Letter, A4, B5, A5, A6, and costum sizes Connectivity & Power Interface: USB 2.0	211	12,000.00	2,532,000.00



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		Rated Voltage: AC 220 - 240 V Power Consumption: Approx. 12 W (standalone copying), 3.9 W (standby), 0.4 W (sleep)				
2	set	Printer (Black, Cyan, Yellow)	Ink Set 003	1509	1,000.00	1,509,000.00
3	ream	Bond Paper A4 (70-80gsm) Multicopy	1002		220.00	220,440.00
4	pcs	Long Arm Stapler (Heavy Duty)	256		600.00	153,600.00
		Delivery Terms: 15 days after NTP Drop off: DepEd Division Office, Lagao ***** nothing follows *****				
		GRAND TOTAL				4,415,040.00
Payment Schedule:		Staggered Payment once distribution started 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.				

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:

- Valid and updated PhilGEPS Certification (Platinum) from the sole proprietorships, partnerships, corporations, cooperatives and persons/entities in the form of joint venture;
- Statement of the bidder of all its ongoing government and private contracts;



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- 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.

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 Tionson 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		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	October 19, 2026 2:00 PM (Monday)	Division Office/Google Meet
Issuance of Bidding Documents	Until November 3, 2026 1:00 PM (Tuesday)	To be sent to bidder's email address after payment of the bidding documents
Receipt and Opening of Bids	November 3, 2026 2:00 PM (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.**



Tionson Street, Brgy. Lagao, General Santos City
Telephone No.: (083) 552-8908 / (083) 552-8909



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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. 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. For further information, please refer to:

OFELIA S. PANES
Administrative Officer IV (Records)
BAC Secretariat Chairperson
Cell No. 09692673871

Approved by:

MERVIE Y. SEBLON, CESE

Assistant Schools Division Superintendent
BAC Chairperson



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