



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## INVITATION TO BID

### PROCUREMENT OF SUPPLIES AND EQUIPMENT IN THE CONDUCT OF DIVISION-CSC PRAISE AWARDING CEREMONY

1. The *Department of Education (DepEd) Schools Division Office of San Carlos City (Pangasinan)*, through the Bids and Awards Committee, using the **HRD Fund 2024** intends to apply the sum **Fifty-Five Thousand and Eight Hundred Pesos (Php55,800.00)** with identification number: **20250827-038** being the ABC to payments under the contract for the **Procurement of Supplies and Equipment in the conduct of Division-CSC Praise Awarding Ceremony**.

Bids received in excess of the ABC shall be automatically rejected at bid the opening.

2. The *Schools Division Office of San Carlos City (Pangasinan)*, through its Bids and Awards Committee (BAC), now invites bids for the above Procurement Project. Delivery of the Goods is required by **October 2025**.

Bidders should have completed, within **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.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from **DepEd Division of San Carlos City (Pangasinan)** and inspect the Bidding Documents at the address given below during working hours from **8:00 AM-5:00PM on weekdays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **August 29, 2025, until 1:00 P.M. of 22 September 2025**, from the given address and website(s) below and at the **BAC Office, DepEd Division Office, San Carlos City, Pangasinan**, 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 (Php500.00)* to the **DepEd Division Cashier**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees on-site or through email at **bacsec.sccp@deped.gov.ph**



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Payment may be made on-site or thru bank (DepEd SCC Trust Fund Account), the account number will be given upon request of the bidder/s. Only bidder/s who purchased the Bidding Documents will be allowed to submit bids.

The Bidding documents 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. **DepEd Division of San Carlos City (Pangasinan)** will hold a Pre-Bid Conference<sup>1</sup> on **September 8, 2025 1:30 P.M.** at the **2<sup>nd</sup> floor building Conference Hall, Schools Division Office of San Carlos City, Pangasinan** and/or through video conferencing <https://tinyurl.com/utzbw8e4> (MS Teams), which shall be open to prospective bidders.
7. Bids must be duly received by the **RECORDS OFFICE through manual submission at the Schools Division Office of San Carlos City, Pangasinan on or before 1:00 P.M. of September 22, 2025**, which shall then be submitted to the **BAC Secretariat, DepEd Division Office, San Carlos City, Pangasinan.**

Each Bidder shall submit one (1) copy original and two (2) hardcopies of the first and second components of its bid.

Soft Copy (Excel File) of the Financial Documents and Scanned Copy (PDF File Format) of Technical and Financial Documents, properly organized in a USB flash drive file, is also requested to be submitted to ensure the expedited process should the submitted hard copies are not readable. But non-submission of such will not be a ground for disqualification.

Bids submitted beyond the period of submission shall no longer 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 14.1**
9. Bid opening shall be on **September 22, 2025, 1:30 P.M.** at the **2<sup>nd</sup> floor, Conference Hall, Schools Division Office of San Carlos City, Pangasinan.** The bids shall be evaluated afterwards.

Bids will be opened in the presence of the bidders and/or their authorized representatives.

Authorized representatives shall present a copy of Special Power of Attorney to the BAC secretariat upon registration.

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<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.



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10. The **DepEd Division of San Carlos City (Pangasinan)** 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

In addition to the 2016 Revised IRR of RA 9184 and all other applicable laws, please be informed that **GPPB Circular 04-2020** also serves as a reference, especially on required forms and additional mandatory provisions for this project.

11. For further information, you may contact:

**BAC SECRETARIAT**

DepEd Division Office, San Carlos City (Pangasinan)  
Roxas Boulevard, San Carlos City (Pangasinan)  
(075)-523-4527  
[bacsec.sccp@deped.gov.ph](mailto:bacsec.sccp@deped.gov.ph)

12. You may visit the following website:

For downloading of Bidding Documents:  
<https://tinyurl.com/mr39webc>

*Issued on: August 27, 2025*

**DOMINGO L. LAUD, EdD, CESE**  
Assistant Schools Division Superintendent  
Chairperson, Bids and Awards Committee