Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

INVITATION TO BID FOR THE

PROCUREMENT OF SECURITY SERVICES FOR SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY, PANGASINAN FOR FY 2027

1) The **Department of Education (DepEd) Schools Division Office of San Carlos City (Pangasinan)**, through the **FY GAA 2027** intends to apply the sum of **Three Hundred Eighty-Four Thousand Pesos (Php384,000.00)**[1] being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Security Services for Schools Division Office of San Carlos City, Pangasinan for FY 2027**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **Department of Education (DepEd) Schools Division Office of San Carlos City (Pangasinan)** now invites bids **Procurement of Security Services for Schools Division Office of San Carlos City, Pangasinan for FY 2027** using the **Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)**. The award shall be given to the bidder with the **Lowest Calculated Responsive Bid (LCRB)** Delivery of the Goods is required *within the delivery period stated in Section VI. Schedule of Requirements of the Bidding Documents*. Bidders should have completed, within *ten (10) years* from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from **DepEd Division of San Carlos City (Pangasinan)** and inspect the Bidding Documents at the address given below from Mondays to Fridays, except holidays, 8:00 A.M. to 5:00 P.M. For convenience, you may contact the BAC Secretariat as per information provided below.

5) A complete set of Bidding Documents may be acquired by interested Bidders starting **07 November 2026, until 10:00 A.M. of 01 December 2026,** from the address given below

[1] Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

and at the **BAC Office, DepEd Division Office, San Carlos City, Pangasinan**, 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

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.

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 (DepEd) Schools Division Office of San Carlos City (Pangasinan)** will hold a Pre-Bid Conference on **16 November 2026; 1:30 P.M.** at **Division Conference Hall, Schools Division Office of San Carlos City, Pangasinan** and/or through video conferencing via MS Teams thru this link https://teams.microsoft.com/meet/42748181476806?p=CJgvBBxDEAPerc3sKX , which shall be open to prospective Bidders.

7) Bids must be duly received by **RECORDS OFFICE** through manual submission at the Schools Division Office of San Carlos City, Pangasinan on or before **10:00 A.M. of 01 December 2026**, which shall be duly stamped and logged before it shall be submitted to the BAC Secretariat, DepEd Division Office, San Carlos City, Pangasinan. **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 16.1.

9) Bid opening shall be on **10:30 A.M. of 01 December 2026** at **Division Conference Hall, Schools Division Office of San Carlos City, Pangasinan**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

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

10) The summary of the bidding activities is as follows:

Posting of Invitation to Bid	07 November 2026
Issuance and Availability of Bid Documents	07 November , 2026 -01 December 2026; on or before 10:00 A.M.
Pre-bid Conference	16 November 2026; 1:30 P.M.

	on or before 10:00 A.M.
Pre-bid Conference	16 November 2026; 1:30 P.M.
Last day of Submission of Written Clarifications	21 November 2026
Last day of Submission of Supplemental /Bid Bulletin	24 November 2026
Deadline for Submission and Receipt of Bids	01 December 2026; 10:00 A.M.
Opening of Bids	01 December 2026; 10:30 A.M.
Bid Evaluation	02-03 December 2026; 9:00 A.M.
Post-qualification	4 and 7 December 2026; 9:00 A.M.

11) The **Department of Education (DepEd) Schools Division Office 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

ATTY. MARDE E. PALMA
Attorney III
Chairperson, BAC Secretariat
DepEd Division Office, San Carlos City (Pangasinan)
Roxas Boulevard, San Carlos City (Pangasinan)
(075) 523-4527
bacsec.sccp@deped.gov.ph

13) You may visit the following websites:

For downloading of Bidding Documents:

PhilGeps website: www.ps-philgeps.gov.ph
Agency website: https://sdosancarloscityr1.com

Issued on: November 5, 2026

DOMINGO L. LAUD, EdD, CESO VI
Assistant Schools Division Superintendent
Chairperson, Bids and Awards Committee