



Republic of the Philippines  
**Department of Education**  
Region XII  
**DIVISION OF SOUTH COTABATO**  
City of Koronadal

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## **INVITATION TO BID**

### **SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

1. The *DepEd Division of South Cotabato*, through the re-enacted General Appropriations Act intends to apply the sum of **One Million One Hundred Thirty-Three Thousand Fifty-Nine Pesos and Seventy-Five Centavos (PhP 1,133,059.75)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply and Delivery of Office Supplies*. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The *DepEd Division of South Cotabato* now invites bids for the *Supply and Delivery of Office Supplies*. Delivery of the Goods is required within *fifteen (15) calendar days from the receipt of notice to proceed*. Bidders should have completed, within three (3) 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from the ***BAC Secretariat Office, DepEd Division of South Cotabato, Alunan Avenue, Koronadal City*** and inspect the Bidding Documents at the address given below during office hours from 8:00am to 5:00 pm, Weekdays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***March 11, 2019 to April 1, 2019*** from the address below 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 (P5,000.00).

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 ***DepEd Division of South Cotabato*** will hold a **Pre-Bid Conference** on ***March 18, 2019, 10:00am at DepEd Division of South Cotabato BAC Office, Alunan Avenue, Koronadal City*** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before ***April 1, 2019 10:00am at DepEd Division of South Cotabato BAC Office, Alunan Avenue, Koronadal City***. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be ***on April 1, 2019, 10:00am at DepEd Division of South Cotabato BAC Office, Alunan Avenue, Koronadal City***. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. ***The DepEd Division of South Cotabato*** 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

BAC Secretariat Chairperson  
DepED, South Cotabato,  
Alunan Avenue, Koronadal City  
(083)228-3742, (083)228-7799, (083)228-3801

**FE L. SEPAYA, Ph.D.**  
Chief-SGOD  
Chairperson- BAC (PB)