



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo Sports Complex, Sorsogon City

INVITATION TO BID FOR *PURCHASE OF OFFICE SUPPLIES FOR SDO PERSONNEL FOR THE 1ST AND 2ND QUARTER OF FY 2025*

Project No.: SDOSOR-G-2025-0001

1. The *DepEd - Schools Division Sorsogon Province*, through the *FY 2025 GAAAO GAS-MOOE* intends to apply the sum of *One Million Six Hundred Eight Thousand Eight Hundred Eighteen Pesos and Seventeen Centavos (Php 1,608,818.17)* being the ABC to payments under the contract for *PURCHASE OF OFFICE SUPPLIES FOR SDO PERSONNEL FOR THE 1ST AND 2ND QUARTER OF FY 2025, Project No. SDOSOR-G-2025-0001*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DepEd - Schools Division Sorsogon Province* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Fifteen (15) days upon receipt of Notice to Proceed*. Bidders should have completed, *at least fifty (50%) of the ABC to be bid within 2 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).

Lot No.	Description	Quantity	ABC
1	Office Supplies	1 lot	Php 1,608,818.17
TOTAL APPROVED BUDGET FOR THE CONTRACT			Php 1,608,818.17

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.
 - a. 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. Prospective Bidders may obtain further information from ***DepEd, Schools Division of Sorsogon (Province), Balogo Sports Complex, Sorsogon City*** and inspect the Bidding Documents at the address given below during ***office hours, (8:00am to 5:00pm)***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***May 14, 2025 to June 3, 2025*** from the given address and PhilGEPS website *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 Only (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person not later than the submission of their bid***.

Activity	Date and Time	Venue
Issuance of Bidding Documents	May 14, 2025 to June 3, 2025 (8:00 a.m. to 5:00 p.m.)	BAC Secretariat Office/Personnel Section Office
Pre-Bid Conference	May 22, 2025, 9:00 a.m.	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
Submission of Bids	June 3, 2025, 8:00 a.m.	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
Opening of Bids	June 3, 2025, 9:00 a.m.	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City
Bid Evaluation	June 4, 2025	DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, Sorsogon City (c/o TWG for Goods)
Post Qualification	June 5, 2025	Winning Bidder/Lowest Bidder
Notice of Award	June 6, 2025	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
Contract Signing	June 9, 2025	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
Notice to Proceed	June 10, 2025	DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City

6. The ***DepEd, Schools Division of Sorsogon Province*** will hold a Pre-Bid Conference¹ on ***May 22, 2025, 9:00 a.m.*** at ***Balogo Sports Complex, Sorsogon City***.

¹ 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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 3, 2025, 8:00 a.m.** 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 14.
9. Bid opening shall be on **June 3, 2025, 9:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DepEd, Schools Division of Sorsogon Province** 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ALLANA ERICA D. CORTES

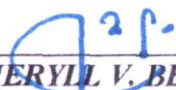
Head, BAC Secretariat

DepEd SDO Sorsogon, Balogo Sports Complex, Sorsogon City

Mobile No. (0915) 593 9794 | Email: allanaerica.cortes@deped.gov.ph

Website: depedsorsogon.com.ph

12. You may visit the following websites: For downloading of Bidding Documents:
<https://philgeps.gov.ph/>


CHERYLL V. BERMUDO
Assistant Schools Division Superintendent
BAC Chairperson