

INVITATION TO BID FOR

Procurement of the Printing and Delivery of Key Stage 1 Reading Materials to 12 Districts of SDO Calbayog City

- 1) The ***Schools Division Office of Calbayog City***, through the downloaded **FY 2026 Program Support Fund (PSF) with Sub-ARO NoA. RO-8-26-02392 dated May 11, 2026**, intends to apply the sum of **Two Million One Hundred Sixty One Thousand Six Hundred Sixty-One Pesos and Twenty-Five Cents Only (Php 2,161,661.25)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Printing and Delivery of Key Stage 1 Reading Materials to 12 Districts of SDO Calbayog City**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) **Procurement of Printing and Delivery of Key Stage 1 Reading Materials to 12 Districts of SDO Calbayog City**. Delivery of the Goods is required **for CY 2026**. Bidders should have completed, at least **5 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.

The award criterion and the manner of bid opening shall be based on the **Lowest Calculated and Responsive Bid (LCRB)**

- i)* 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.

Bidding is open to all interested Bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR.

- 4) Interested Bidders may obtain further information from **SDO Calbayog City** and inspect the Bidding Documents at the address given below from **Monday to Thursday, 8:00 AM to 5:00 PM**.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders from **August 25 to September 14, 2026** during office hours between **8:00 AM to 2:00 PM, Mondays to Thursdays**, except holidays, and on **September 14, 2026, until 9:30 AM** from the given address below and website(s) upon payment of the applicable fee in the amount of **Five Thousand Pesos (Php 5, 000.00)** for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

The **SDO Calbayog City** shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the Acknowledgment Receipt or sending a scanned copy to calbayogcity.bac@deped.gov.ph

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PRA, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The **SDO Calbayog City** will hold a Pre-Bid Conference on **September 02, 2026, 10:00 AM** at **Procurement Office of SDO Calbayog City, Brgy. Hamorawon, Calbayog City** and/or online through google meet **[https:// meet.google.com/ihn-ersa-zis](https://meet.google.com/ihn-ersa-zis)** which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat manually at its Procurement office 2nd Floor, SDO Building (OLD), Brgy. Hamorawon, Calbayog City on or before **10:00 AM on September 14, 2026**. 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 **September 14, 2026, 10:00 AM** at **Procurement Office of SDO Calbayog City, Brgy. Hamorawon, Calbayog City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) The **SDO Calbayog City** 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 70¹ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 11) For further information, please refer to:

KRISTABEL S. CABRAL-NOTARTE
Head, Bids and Awards Committee (BAC) Secretariat
Schools Division Office of Calbayog City
Brgy. Hamorawon, Calbayog City
Email: calbayogcity.bac@deped.gov.ph

- 12) You may visit the following websites:

For downloading of Bidding Documents: you may visit the following websites:
www.calbayogcity.deped.gov.ph/www.philgeps.gov.ph

August 24, 2026


JUN-NILOU D. DULFO PhD.
Chairman, Bids and Awards Committee (BAC)/
Assistant Schools Division Superintendent