

# Project No. 2022-004



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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## INVITATION TO BID FOR THE PROCUREMENT OF EQUIPMENT AND MATERIALS FOR THE SET-UP OF SDO MULTI MEDIA CENTER (STUDIO) FOR THE PRODUCTION OF VIDEO/TV LESSONS

1. The **Schools Division Office-Muntinlupa City**, through the **Fiscal Year (FY) 2022 General Appropriations Act (GAA) 11639 with Sub-Allotment Release Order (Sub-ARO) No. NCR-22-03-0460** intends to apply the sum of **One Million Eighty-three Thousand Nine Hundred Eighteen Pesos and 20/100 (PhP1,083,918.20)** being the ABC to payments under the contract for the **Procurement of Equipment and Materials for the Set-Up of SDO Multi Media Center (Studio) for the Production of Video/TV Lessons/Project No. 2022-004**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The **Schools Division Office-Muntinlupa City** now invites bids for the above Procurement Project. Delivery of the Goods which is required **20 days after the Receipt of Notice to Proceed**. Bidders should have completed, within 5 years from the date of the 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 procedure using a non-discretionary “*pass/fai*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
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 **Schools Division Office-Muntinlupa City** and inspect the Bidding Documents at the address given below from **8:00 am – 5:00 pm**.


5. A Complete set of Bidding Documents may be acquired by interested Bidders on **September 15, 2022** from the **BAC Secretariat at the Student Center for Life Skills Building (SCLS), Centennial Avenue, Laguerta, Tunasan, Muntinlupa City** upon payment of the applicable fee for the Bidding Documents pursuant to the latest guidelines issued by the GPPB, upon payment in cash of a non-refundable fee by the interested bidders **in the amount of Five Thousand Pesos (P5,000.00)**.

The Schedule and Venue of the procuring activities are as follows:

Activity	Date	Venue
Posting	September 15, 2022-September 22, 2022	PhilGEPS
Issuance of Bidding Documents	September 15, 2022- October 5, 2022 (8:00 am to 5:00 pm – Regular Office )	Schools Division Office Muntinlupa City or thru the official email of SDO-Muntinlupa BAC
Pre-Bid Conference	September 23, 2022, Friday 1:30 pm	Invitation shall be sent by the BAC Secretariat-to the email address of the bidders
Submission and Opening of Bids	October 6, 2022, Thursday 1:30 pm	Schools Division Office Muntinlupa City- (SCLS Bldg. 4th floor Activity Center)

6. The **Schools Division Office-Muntinlupa City** will hold a Pre-Bid Conference on<sup>1</sup> **September 23, 2022, Friday, 1:30 pm** via MS Teams, which shall be open to prospective bidders. Prospective Bidders shall obtain the MS Team link from the authorized personnel of SDO-Muntinlupa City Bids and Awards Committee Secretariat.
7. Bids (in printed copies) must be duly received by the BAC Secretariat through manual submission to the office address indicated below, or thru any courier on or before **October 6, 2022, Thursday 1:30 pm**. 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 (face-to-face) shall be on **October 6, 2022, Thursday, 1:30 p.m.** at the **Schools Division Office-Muntinlupa City (SCLS Bldg. 4th floor Activity Center), Centennial Ave., Laguerta, Tunasan, Muntinlupa**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The **Schools Division Office-Muntinlupa 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 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.
11. For further information, please refer to:  
  
**Ms. Phoebe R. Arroyo**  
BAC Secretariat-Chair  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 805-9938 / (02) 805-9940 loc. 120  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)  
  
**Mr. Joseph D. Nilo**  
BAC Secretariat-Member  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 805-9938 / (02) 805-9940 loc. 224  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)
12. You may visit the website: <http://depedmuntinlupa.ph> for the downloading of the Bidding Documents.

  
**NERISSA R. LOMEDA PhD**  
BAC Chair  
September 15, 2022