

Project No. 2022-004



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

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/fail"* 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 **October 13, 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	October 13, 2022 - October 20, 2022	PhilGEPS
Issuance of Bidding Documents	October 13, 2022 – November 2, 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	October 21, 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	November 3, 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 on¹ **October 21, 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 **November 3, 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 **November 3, 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
- 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
12. You may visit the website: <http://depedmuntinlupa.ph> for the downloading of the Bidding Documents.

NERISSA R. LOMEDA PhD
BAC Chair
October 13, 2022



PURCHASE REQUEST
 Department of Education
 National Capital Region
 DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA**

Fund Cluster: **01-101101-Regular Agency Fund**

Stock/ Property No.		Unit	Item Description	Quantity	Unit Cost	Total Cost
			PR No.: PR-PB-2022-09-0001 Responsibility Center Code: 70010813008	Date: 9/6/2022		
	Unit		HDMI Switcher 1 in 8 out 4k 1x8 splitter HDMI Switch Adapter 8 Screen Display Simultaneously HDMI Splitter Bi Direction HDMI Port Hub with Safety Power Supply for TV PS3 PS4 Laptop Host Monitor HDMI Splitter.	2	₱ 3,491.00	₱ 6,982.00
	Unit		Mobile Phone 6.67" display, 108 + 8 + 2 MP back camera, 16MP front camera and a 5160mAh battery capacity, 256 mb 8GB RAM	1	₱ 25,990.00	₱ 25,990.00
	Unit		DLSR Camera 24.2 Megapixel / Wifi/ Bluetooth/ Tilted screen w/ 18-55 mm lens	1	₱ 39,900.00	₱ 39,900.00
	Unit		Memory Card 18G up to 46 MB/S, Full HD (1920x1080) support may vary based on host device, file attributes and other factors Quick transfer speeds up to 100MB/s. Up to 100MB/s[64GB-256GB; 90MB/s for 32GB] read speed; write speed lower Based on internal testing; performance may be lower depending on the host device, usage conditions, and other factors, 1MB=1,000,000 bytes	10	₱ 1,820.00	₱ 18,200.00
	Unit		Drawing Tablet (Digital Display, 15 inches, Digital pen, Full laminated screen, 344.16*193.59MM)	20	₱ 24,500.00	₱ 490,000.00
	Unit		Smart TV 32 inches FHD Active HDR Dolby Digital TV	2	₱ 15,990.00	₱ 31,980.00
	Unit		Beringer Digital Mixer iPad Android 18 Input Wifi XR18	1	₱ 38,757.92	₱ 38,757.92
	Unit		Installation / Configuration / Maintenance for 2 years		₱ 100,000.00	₱ 100,000.00
TOTAL						₱ 1,083,918.20

Purpose: **Equipment and Materials for the set-up of SDO Multi Media Center (Studio) for the Production of Video/TV Lessons**
 Source of Fund: **Source of Fund: Sub Aro No. NCR-22-03-0460**

For Public Bidding

Requested by:	Approved by:
Signature : _____ Printed Name : GINA J. JURQUIA Designation : EPS- LRMS	Signature : _____ Printed Name : CARLEEN S. SEDILLA CESO V Designation : School Division Superintendent