



Project No. 2025 - 005

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**INVITATION TO BID FOR THE  
PURCHASE OF MATH MANIPULATIVES FOR KEY STAGES 1 AND 2 LEARNERS FOR THE  
IMPLEMENTATION OF THE NATIONAL MATHEMATICS PROGRAM**

and

**PURCHASE OF LEARNING INSTRUCTIONAL MATERIALS FOR KEY STAGES 1 LEARNERS FOR THE  
IMPLEMENTATION OF THE NATIONAL READING PROGRAM**

1. The **Schools Division Office - Muntinlupa City**, through the **FY 2025 GAA/Republic Act No. 12116 (Current Appropriations) dated April 15, 2025 with Sub-Allotment Release Order (Sub-ARO) No. NCR-25-04-321**, intends to apply the sum of **Three Million Six Hundred Ninety Two Thousand Seven Hundred Seventy Six Pesos and Fifty Centavos (P 3,692,776.50)** being the ABC to payments under the contract for the **Purchase of Math Manipulatives for Key Stages 1 and 2 Learners for the Implementation of the National Mathematics Program and Purchase of Learning Instructional Materials for Key Stages 1 Learners for the Implementation of the National Reading Program/Project No. 2025 - 005**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

LOT NO.	DESCRIPTION	AMOUNT
Lot 1	Purchase of Math Manipulatives for Key Stages 1 and 2 Learners for the Implementation of the National Mathematics Program	P 1,846,395.00
Lot 2	Purchase of Learning Instructional Materials for Key Stages 1 Learners for the Implementation of the National Reading Program	P 1,846,381.50
<b>TOTAL</b>		<b>P 3,692,776.50</b>

2. The **Schools Division Office - Muntinlupa City** now invites bids for the above Procurement Projects, Delivery of the Goods which is required by **September 2025**. 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 which grants similar rights or privileges to Filipino citizens, pursuant to RA No.5183.

4. An FDA Certification for the **Purchase of Math Manipulatives for Key Stages 1 and 2 Learners for the Implementation of the National Mathematics Program (Lot 1)** affirming the safety of a

supplier/s proposed products or manipulatives with regards to lead content will be added to the Checklist of Technical Documents.

5. The prospective bidder shall have the **discretion to participate in Lot 1 only, Lot 2 only, or for both lots. Likewise, awarding will be on a per lot basis.**

6. Prospective bidders may obtain further information from the **Schools Division Office - Muntinlupa City** and inspect the Bidding Documents at the address given below from **8:00 am – 5:00 pm.**

7. A complete set of Bidding Documents may be acquired by interested Bidders on **August 07, 2025**, from the **BAC Secretariat at the Student Center for Life Skills (SCLS) Building, Centennial Avenue, Laguerta, Tunasan, Muntinlupa** and the **website of the Procuring Entity** 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 (₱ 5,000.00) for Lot 1 and Five Thousand Pesos (₱ 5,000.00) for Lot 2.** The Procuring entity shall allow the bidder to present its proof of payment for the fees **in person.**

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

<b>Activity</b>	<b>Date</b>	<b>Venue</b>
Posting	August 07 - 14, 2024	PhilGEPS Procuring Entity's Website
Issuance of Bidding Documents	August 07 – 26, 2025 (8:00 am to 5:00 pm – Regular Office Hours)	Schools Division Office Muntinlupa City or thru the official email of SDO - Muntinlupa BAC
Pre-Bid Conference	August 15, 2025, Friday, 10:00 am	Invitation shall be sent by the BAC Secretariat to the email address of the bidders
Submission and Opening of Bids	August 27, 2025, Wednesday, 10:00 am	Schools Division Office Muntinlupa City (SCLS Bldg. 4th floor Activity Center)

8. The **Schools Division Office - Muntinlupa City** will hold a Pre-Bid Conference<sup>1</sup> on **August 15, 2025, Friday, 10:00 am** via **Hybrid Modality (Simultaneous In-Person and Online)**, which shall be open to prospective bidders. Prospective Bidders shall obtain the Microsoft Teams ID from the authorized personnel of SDO-Muntinlupa City Bids and Awards Committee Secretariat.

9. Bids (in printed copies) must be duly received by the BAC Secretariat through manual submission to the office address as indicated below, or thru any courier on or before **August 27, 2025, Wednesday, 10:00 am.** Late bids shall not be accepted.

10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16.**

<sup>1</sup> 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.

11. Bid opening (**Hybrid Modality (Simultaneous In-Person and Online)**) shall be on **August 27, 2025, Wednesday, 10:00 am** at **Schools Division Office - Muntinlupa City, (SCLS Bldg., 4<sup>th</sup> 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.

12. 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.

13. For further information, please refer to:

Ms. Lourdes V. Rodilla  
BAC Secretariat - Member  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 8423-7560/61/62 loc. 129  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)

Mr. Joseph D. Nilo  
BAC Secretariat - Member  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 8423-7560/61/62 loc. 120  
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Ms. Joiche I. Luna  
BAC Secretariat - Member  
SDO Muntinlupa City  
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(02) 8423-7560/61/62 loc. 113  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)

14. You may visit the website: <http://deped-muntinlupa.com> for the downloading of the Bidding Documents.

  
**LILIA A. RICERO EdD**  
BAC Chairperson

August 05, 2025