



Republic of the Philippines
Department of Education **Project No. 2026 - 002**
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Invitation to Bid for
Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)

- 1) The **Schools Division Office – Muntinlupa City**, through the **FY 2025 General Appropriations Act - Republic Act No. 12116 – Textbooks and Other Instructional Materials with Sub-Allotment Release Order (Sub-ARO) No. OSEC-NCR-26-02464**,¹ intends to apply the sum of **Four Million Twenty Thousand Six Hundred Pesos (P 4,020,600.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Project Description	School	Contract Duration	ABC
1	Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)	20 Elementary Schools	20 Calendar Days	P 4,020,600.00
TOTAL			20 Calendar Days	P 4,020,600.00

- 2) The **Schools Division Office – Muntinlupa City** now invites bids for **Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)**² using the **Lowest Calculated Responsive Bid (LCRB)**. Delivery of the Goods is required for **20 Calendar Days**. 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.
- 4) 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.
- 5) Interested Bidders may obtain further information from **Schools Division Office – Muntinlupa City** and inspect the Bidding Documents at the address given below from **Monday to Thursday, 8:00 am to 5:00 pm**.

¹ Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled “Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the “Higher Education Modernization Act of 1997”, in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential Bidders to decide whether or not to respond to the invitation.

- 6) A complete set of Bidding Documents may be acquired by interested Bidders on **June 29, 2026**, 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)**. The Procuring entity shall allow the bidder to present its proof of payment for the fees **in person**.

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

Activity	Date	Venue
Posting	June 29 – July 06, 2026	PhilGEPS Procuring Entity's Website
Issuance of Bidding Documents	June 29, 2026 – July 20, 2026 (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	July 07, 2026, Tuesday, 2:00 pm	Invitation shall be sent by the BAC Secretariat to the email address of the bidders
Submission and Opening of Bids	July 21, 2026, Tuesday, 10:00 am	Schools Division Office Muntinlupa City (SCLS Bldg. 4th floor Activity Center)

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

- 7) The **Schools Division Office – Muntinlupa City** will hold a Pre-Bid Conference on **July 07, 2026, Tuesday, 2:00 pm** via **Hybrid Modality (thru Microsoft Teams and Face to Face)**, which shall be open to prospective Bidders. Prospective Bidders shall obtain the Microsoft Teams ID from the authorized personnel of SDO-Muntinlupa City BAC Secretariat.
- 8) 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 **July 21, 2026, Tuesday, 10:00 am**. Late bids shall not be accepted.
- 9) 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.
- 10) Bid opening (**Hybrid Modality**) shall be on **July 21, 2026, Tuesday, 10:00 am** at the **Student Center for Life Skills (SCLS) Building, 4th Floor Conference Room/Activity Center, Centennial Avenue, Laguerta, Tunasan, Muntinlupa**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 11) 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 Section 70³ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

³ Reservation Clause

12) For further information, please refer to:

Ms. Lourdes V. Rodilla
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/8423-7561/84237562 loc. 129
sdomuntinlupabacsec@gmail.com

Mr. Joseph D. Nilo
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/8423-7561/84237562 loc. 120
sdomuntinlupabacsec@gmail.com

Ms. Joiche I. Luna
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/8423-7561/84237562 loc. 113
sdomuntinlupabacsec@gmail.com

13) You may visit the following websites: <http://deped-muntinlupa.com> for the downloading of the Bidding Documents.



LILIA A. RICERO CESE
BAC Chairperson
June 26, 2026

**PURCHASE REQUEST**

Department of Education

National Capital Region

DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA**Fund Cluster: **01-101101-Regular Agency Fund**

		PR No.: PR-PB-2026-06-0002			Date: 06/18/2026
		Responsibility Center Code: 70010813008			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)			
		Reading Materials			
		Kindergarten			
	Set	1. Kulay (Story Book) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 lbs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S # 7 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,822	₱ 75.00	₱ 511,650.00
	Set	2. My Jumbo Learning Workbook (Storybook) Book size - 8.50" x 11.00" Paper requirement Cover - C2S #180 lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 7 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,822	₱ 75.00	₱ 511,650.00
		Grade 1			
	Set	1. Munting Patak Ulan (Storybook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,063	₱ 75.00	₱ 454,725.00

Purpose: **Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)**Source of Fund: **SARO No. OSEC-NCR-26-02464**

For Public Bidding

Requested by:

Approved by:

Signature :

Printed Name :

Designation :

GINA U. URQUIA

Education Program Supervisor - LRMS

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

**PURCHASE REQUEST**

Department of Education
National Capital Region
DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA**Fund Cluster: **01-101101-Regular Agency Fund**

		PR No.: PR-PB-2026-06-0002			Date: 06/18/2026
		Responsibility Center Code: 70010813008			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		2. Si Putot (Storyworkbook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 7 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,063	₱ 75.00	₱ 454,725.00
		Grade 2			
	Set	1. Ano Kaya ako Paglaki (Storyworkbook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,800	₱ 75.00	₱ 510,000.00
	Set	2. Message in the Sand (Storyworkbook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	6,800	₱ 75.00	₱ 510,000.00

Purpose: **Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)**Source of Fund: **SARO No. OSEC-NCR-26-02464**

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GINA U. BRQUIA

Education Program Supervisor - LRMS

VIOLETA M. GONZALES CESO VIAssistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

**PURCHASE REQUEST**

Department of Education
National Capital Region
DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA**Fund Cluster: **01-101101-Regular Agency Fund**

		PR No.: PR-PB-2026-06-0002	Date: 06/18/2026		
		Responsibility Center Code: 70010813008			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Grade 3			
	Set	1. Ang Bayang Maaksaya Sa Tubig (Storyworkbook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	7,119	₱ 75.00	₱ 533,925.00
	Set	2. Hello Animals : Ang Masisipag na Langgam (Storyworkbook) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	7,119	₱ 75.00	₱ 533,925.00
		Other Requirements			
		The Reading Materials shall be packed and delivered to each school in accordance with the distribution list provided in Annex A. Each pack shall be labeled according to the item, grade level, and school. The Reading Materials shall be wrapped in kraft paper, covered with acetate, and properly labeled, indicating the number of copies per pack, the item name, the grade level, and the name of the school. Annex A, attached hereto, contains the distribution list specifying the required number of copies for each school.			
		The Reading Materials shall be delivered within the period of August 11-18, 2026. Delivery prior to the specified delivery period is encouraged.			
TOTAL					₱ 4,020,600.00

Purpose: **Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)**Source of Fund: **SARO No. OSEC-NCR-26-02464**

For Public Bidding

Requested by:

Approved by:

Signature :

Printed Name :

Designation :

GINA U. JURQUIA

Education Program Supervisor - LRMS

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

ANNEX A. DISTRIBUTION LIST FOR STORYBOOKS KEY STAGE 1**SCHOOL LEVEL DATA ON ENROLLMENT Key Stage 1 (Kinder to Grade 3)****SY 2025-2026****Based on LIS, as of January 17, 2026**

School ID	School Name	Kinder	Grade 1	Grade 2	Grade 3	Total
136908	Alabang ES	705	668	728	823	2,924
136909	Bagong Silang ES	200	156	212	191	759
136899	Bayanan ES - Main	410	373	399	459	1,641
136910	Bayanan ES - Unit I	422	363	445	416	1,646
136911	Buli ES	213	172	218	194	797
136913	Cupang ES - Annex	113	82	75	87	357
136912	Cupang ES - Main	448	422	429	460	1,759
136900	F. De Mesa ES	236	181	203	232	852
228502	Filinvest Alabang ES	131	107	131	123	492
136901	Itaas ES	339	329	408	401	1,477
136903	Muntinlupa ES	571	525	622	613	2,331
228501	Poblacion ES	792	704	731	830	3,057
136904	Putatan ES	403	346	411	388	1,548
136905	Soldiers' Hills ES	264	229	259	285	1,037
136914	Sucacat ES - Main	384	330	375	395	1,484
136915	Sucacat ES Sitio Pagkakaisa - Annex	152	133	150	157	592
136906	Tunasan ES	380	346	389	394	1,509
136907	Victoria Homes ES	306	262	272	288	1,128
500438	Lakeview Integrated School	353	335	343	383	1,414
Grand Total		6,822	6,063	6,800	7,119	26,804