



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:

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BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/8423-7561/84237562 loc. 129
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Mr. Joseph D. Nilo
BAC Secretariat - Member
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Ms. Joiche I. Luna
BAC Secretariat - Member
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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