

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- a) In line with the principle of transparency and competitiveness and to ensure the widest possible dissemination thereof, all invitations to bid shall be published continuously by the Procuring Entity for seven (7) calendar days on the PhilGEPS website, in any conspicuous place reserved for this purpose in the premises of the Procuring Entity, and in the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the Government Procurement Policy Board (GPPB), and the website prescribed by the foreign government/foreign or international financing institution, if applicable.
- b) For justifiable reasons, a Procuring Entity that cannot publish procurement opportunities on its website, social media platform, or such other channels authorized by the GPPB shall publish its Invitation to Bid, at least once, in a newspaper of general nationwide circulation;

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

- a) The availability of the Bidding Documents, which shall commence on the date the Invitation to Bid is first published and continue until the deadline for submission and receipt of bids;
- b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c) The deadline for the submission and receipt of bids from the last day of publication of the Invitation to Bid;
- d) The procurement strategy/ies (e.g. Life Cycle Assessment and Life Cycle Cost Analysis, Subcontracting, Pooled Procurement); and
- e) The bid award criterion/criteria (e.g., the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents, particularly to the relevant information in the BDS.



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

INVITATION TO BID FOR:

**PRINTING, BINDING, SORTING, AND DELIVERY OF READING AND LEARNING
RESOURCES FOR ACADEMIC RECOVERY AND ACCESSIBLE LEARNING
(ARAL) PROGRAM MATERIALS**

- 1) The *Department of Education, Schools Division of Siargao*, through the *FY 2026 ARAL Funds* intends to apply the sum of PHP 2,763,000.00 being the Approved Budget for the Contract (ABC) to payments under the contract for the Printing, Binding, Sorting, and Delivery of Reading and Learning Resources for Academic Recovery and Accessible Learning (ARAL) Program Materials. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The *Department of Education, Schools Division of Siargao* now invites bids for the *Printing, Binding, Sorting, and Delivery of Reading and Learning Resources for Academic Recovery and Accessible Learning (ARAL) Program Materials*. Delivery of the Goods is required within *Thirty (30) calendar days from the receipt of the NTP as contract duration*. 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.
 - i) 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) Interested Bidders may obtain further information from Department of Education, *Schools Division of Siargao* and inspect the Bidding Documents at the address given below from *Monday-Thursday 8:am to 5:00pm*.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on September 23, 2026 from *Procurement Unit, Schools Division of Siargao, Brgy. Osmena, Dapa, Surigao del Norte* upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *PHP5,000.00 only*. The *Department of Education, Schools Division of Siargao* shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
- 6) The *Department of Education, Schools Division of Siargao* will hold a Blended Pre-Bid Conference on October 1, 2026 at the *Assistant Schools Division Superintendent Office*, and through video conferencing which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before *October 13, 2026*. 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 16.1.
- 9) Bid opening shall be on *October 13, 2026* at *Schools Division of Siargao Training Center* and via video conferencing which shall be open to prospective Bidders. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) Please be guided with the following descriptions schedules:

The schedule of BAC activities is at follows:

Activity	Date	Venue
1. Issuance of Bid Documents	September 23, 2026 to <i>October 13, 2026</i> 8:00am-5:00pm (excluding weekdays and holidays)	Procurement Unit, SDO Siargao
2. Pre-bid Conference	October 1, 2026 @9:00AM	Office of the ASDS (Blended)
3. Deadline of Submission of Bids/Bid Opening	<i>October 13, 2026</i> @9:00AM	Procurement Unit, SDO Siargao

- 11) The *Department of Education, Schools Division of Siargao* 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 70⁴ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

- 12) For further information, please refer to:

CARLO BORRIS G. ORALIZA
SDO Siargao – BAC Sec Head
Km. 3, Brgy. Osmena, Dapa, Surigao del Norte
siargao@deped.gov.ph
09952189012

- 13) You may visit the following websites:

For downloading of Bidding Documents: <https://sdosiargao.com/invitation-to-bid/>

For electronic bid submission: <https://philgeps.gov.ph>

September 22, 2026


ROEL T. DIAMANTE, PhD, CESO VI
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BAC Chairperson

⁴ Reservation Clause