



Republic of the Philippines
Department of Education
BIDS AND AWARDS COMMITTEE V

PROJECT NO. 2024-BHROD2(003)-BV-CB-064

INVITATION TO BID

FOR THE

**PROCUREMENT OF LOYALTY TOKENS FOR THE CONDUCT OF THE
2024 LOYALTY AWARDS CONFERMENT**

1. The *Department of Education (DepEd)*, through the *Government of the Philippines (GOP)* under *FY 2024 GMS (Current Funds)* intends to apply the sum of *Philippine Pesos Two Million, Four Hundred Fifty-Six Thousand, Nine Hundred Eighty-Five and 00/100 (PhP2,456,985.00)* only, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Loyalty Tokens for the Conduct of the 2024 Loyalty Awards Conferment**, detailed as follows:

Lot No.	Description	Qty	Unit	Approved Budget for the Contract (ABC) in PhP
1	Item No. 1 – 14K Service Award Gold Rings	22	pcs	726,000.00
	Item No. 2 – 18K Service Award Gold Rings	9	pcs	382,500.00
Sub total:				1,108,500.00
2	Item No. 1 – Leather Personalized Wristwatches	38	pcs	380,000.00
	Item No. 2 – Silver Stainless Steel Personalized Wristwatches	15	pcs	187,500.00
	Item No. 3 – Silver and Gold or Two-Tone Stainless-Steel Personalized Wristwatches	24	pcs	324,000.00
Sub total:				891,500.00
3	Item No. 1 – Personalized Ballpoint Pens	45	pcs	67,500.00
	Item No. 2 – Personalized Rollerball Pens	13	pcs	39,000.00

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Page 1 of 3



BAC Secretariat Division
Room M-512, 5th Floor, Mabini Building
DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-9343; 8637-8292
Email Address: depedcentral.bacsecretariat@deped.gov.ph

	Item No. 3 – Personalized Fountain Pens	37	pcs	203,500.00
Sub total:				310,000.00
4	Item No. 1 – Loyalty Service Award Plaques	31	pcs	46,500.00
Sub total:				46,500.00
5	Item No. 1 – DepEd Pins	203	pcs	100,485.00
Sub total:				100,485.00
Grand Total:				2,456,985.00

Bids received in excess of the ABC per item, per lot shall be automatically rejected at bid opening.

- The **DepEd**, through the **Bids and Awards Committee (BAC) V**, now invites bids for the goods and services contemplated in this project. Expected completion of delivery of the goods and services is specified in **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications** of this bidding documents.

Prospective bidder should have completed, within a period of **five (5) years** immediately preceding the deadline for submission of bids, a Single Largest Completed Contract (SLCC) similar contract to Procurement of Furniture and Fixture, and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority's (PSA's) Consumer Price Index (CPI), must be **at least fifty percent (50%)** of the ABC of the lot bid for.

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

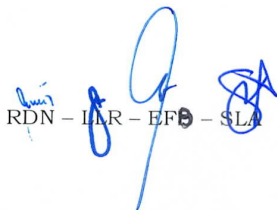
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- Prospective Bidders may obtain further information from **DepEd Procurement Management Service - BAC Secretariat Division (ProcMS-BACSD)** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00a.m. to 5:00pm.**

- For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

- A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd ProcMS-BACSD, Room M-512, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a bidder's information sheet and payment of a non-refundable fee

RDN - LIR - EFD - SLA



for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust**.

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing a bidder's information sheet (*Annex "A"*). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents per lot shall be follows:

Lot No.	Cost of Bidding Documents (in Philippine Peso)
1	1,000.00
2	1,000.00
3	500.00
4	500.00
5	500.00

6. The **DepEd** will hold a Pre-Bid Conference for this Project on **January 6, 2024, 11:00 a.m.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at or before **11:00 a.m. (Philippine Standard Time)** of **January 20, 2024** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

The BAC will open the bids immediately after the said deadline for submission and receipt of bids, in the presence of the bidders' representatives who choose to attend the activity.

Late bids shall not be accepted.

Only **two (2) representatives** per bidder will be allowed to enter inside the venue.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders (ITB) Clause 14.
9. The **DepEd** 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

REGINA D. NUÑEZ

Technical Assistant II

Procurement Management Service - BAC Secretariat Division

Rm. M-512, 5th Floor, Mabini Bldg.

DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph


11. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/>

Date of Issuance: December 27, 2024



DR. DEXTER A. GALBAN
Assistant Secretary and Chairperson

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