



**Bids and Awards Committee II**

**PROJECT NO.: 2020c-BLR4(003)-BIII-CB-009**

**INVITATION TO BID**

FOR THE

**Supply and Delivery of One-Year Subscription for DepEd Commons for Unlimited Users with Support Services**

1. The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP) under General Appropriations Act (GAA) FY 2019 Continuing Funds*, intends to apply the sum of **Philippine Pesos Thirty-Five Million and 00/100 (Php 35,000,000.00)**, being the ABC to payments under the contract for **Supply and Delivery of One-Year Subscription for DepEd Commons for Unlimited Users with Support Services**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DepEd**, through the **Bids and Awards Committee (BAC) II**, now invites bids for the goods and services contemplated in this project and as detailed in the Schedule of Requirements and the table of Technical Specifications indicated in the bidding documents. **Expected completion of delivery of the goods is within twenty-five (25) calendar days upon receipt of Notice to Proceed (NTP) at DepEd Central Office, Meralco Avenue, Pasig City.**

Prospective bidders should have completed, within five (5) years immediately preceding the deadline for the submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least fifty percent (50%) of the ABC of the lot bid for; OR, at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC of the lot bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lot/s to be bid. The contracts may come from different agencies/companies.

3. 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.

- a. 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. Prospective Bidders may obtain further information from **DepEd Procurement Management Service** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00am to 5:00pm.**
5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:
- a. A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd Procurement Management Service, Room M511, 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 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](mailto: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 shall be as follows:

Lot	Bidding Documents Fee
1	25,000.00
<b>TOTAL</b>	<b>25,000.00</b>

It 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.

6. Considering the current situation due to the pandemic (COVID-19) and the mandate to observe social distancing, **DepEd** will hold a pre-bid conference for this Project on **October 26, 2020, 11:00 A.M. through videoconferencing using the MS Teams**, which shall be open to prospective bidders. Section 22.3 of R.A. 9184 and its IRR provide that Pre-bid Conference may be conducted in person or face-to-face through videoconferencing, webcasting, or similar technology, or a combination thereof. Procuring Entities with videoconferencing capabilities that have manufacturers, suppliers, distributors, contractors and/or consultants that also have videoconferencing capabilities may conduct their prebidding conferences electronically. The Pre-bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.

Prospective Bidders who intend to participate are required to communicate with the BAC Secretariat through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) their confirmation and accomplish the Online Pre-bid Conference Form provided (**Annex B**) on or before **October 25, 2020, 12:00 NN**. Upon receipt of this form, the BAC Secretariat Division will send the link of the meeting.

7. Bids must be duly received by the BAC Secretariat on or before **10:00 A.M. of November 09, 2020 at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

**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 14.
9. Bid opening shall be on **November 09, 2020, 11:00 A.M. at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Only two (2) authorized representatives per bidder shall be allowed to attend the Bid Opening and must present an authorization letter approved by the duly authorized officer of the company or the bidder being represented.

**For electronic bid submission**, the passwords for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

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

10. 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.
11. For further information, please refer to:

**Jessa B. Buela**

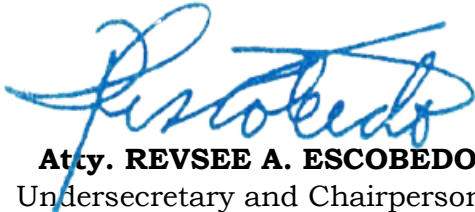
Administrative Officer II  
Procurement Management Service - BAC Secretariat Division Rm.  
M-511, 5th Floor, Mabini Bldg.  
DepEd Central Office Complex Meralco Avenue, Pasig City  
Telephone Nos. 8636-6542 or 8633-9343  
Email address: [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- DepEd website: [www.deped.gov.ph](http://www.deped.gov.ph)

Date of Issuance of Bidding Documents: October 18, 2020



**Atty. REVSEE A. ESCOBEDO**  
Undersecretary and Chairperson