



Republic of the Philippines
Department of Education
Procurement Management Service

Bids and Awards Committee VII

PROJECT NO. 2025c-PAS1(012)-BVII-CB-029

INVITATION TO BID

FOR THE

Procurement of Sets of Toner for Demo/Model printer

1. The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP)*, based on the FY 2024 Government Appropriations Act (GAA) in the amount of **Philippine Pesos One Million, Two Hundred Ninety Thousand and 00/100 (Php1,290,000.00)**, under the **2024 EICS (Continuing Fund)**, intends to apply the said amount, being the total Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Sets of Toner for Demo/Model printer**, broken down as follows:

Lot No.	Description	Quantity/Unit	Approved Budget for the Contract (ABC) in PhP
1 Lot	Toner compatible with DepEd's existing Ricoh IM C4500 toner set (with black, cyan, magenta, and yellow)	Thirty (30) sets	1,290,000.00

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

2. The **DepEd**, through the **Bids and Awards Committee (BAC) VII**, now invites bids for the goods and services contemplated in this project. Expected completion of delivery of the goods/services per lot is detailed 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, 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's (PSA's) Consumer Price Index (CPI), must be

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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

at least fifty percent (50%) of the ABC per lot bid for.

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.

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 – 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 8:00am to 5:00pm.**
5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, as follows:

- a. A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd Procurement Management Service – BAC Secretariat Division, 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 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 shall be ***as follows:***

Lot No.	Bidding Documents Fee (In Php)
1 Lot	5,000.00

6. The **DepEd** will hold a Pre-Bid Conference for this Project on **24 September 2025, 1:00 P.M.** at **Office Facility of the former Systems Division (near**

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Motorpool area) DepEd Complex, Meralco Avenue, Pasig City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at or before **1:00 P.M. (Philippine Standard Time) on 06 October 2025** at **Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City**. Bids will be opened, immediately after the aforementioned deadline for 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 Section 12.3 of the IRR of RA No. 9184.

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. 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:

WINVIE B. ARBATIN

Technical Assistant II

Procurement Management Service - BAC Secretariat Division

Rm. M-512, 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**

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: **17 September 2025**


DR. DEXTER A. GALBAN
Assistant Secretary and Chairperson