



Republic of the Philippines  
**Department of Education**  
BIDS AND AWARDS COMMITTEE VIII

**PROJECT NO.: 2025C-BHROD2-035-B8-CB-026**

**INVITATION TO BID**

FOR THE

**Supply and Delivery of Gift Certificates**

- 1) The Department of Education (DepEd), through the *Government of the Philippines (GOP) under 2024 GMS Continuing Funds* intends to apply the sum of **Philippine Pesos Nine Million, Four Hundred Thirty-Two Thousand, Five Hundred and 00/100 (PhP9,432,500.00)** only, being the total Approved Budget for the Contract (ABC) to payments under the contracts for **Supply and Delivery of Gift Certificates**, broken down as follows:

Lot No.	Description	Qty	Unit	Approved Budget for the Contract (ABC) in PhP
1 Lot	Gift Certificates	2,695	Pcs	9,432,500.00

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

- 2) The DepEd, through the Bids and Awards Committee (BAC) VIII, now invites bids for **Supply and Delivery of Gift Certificates**. Delivery of the goods and services is specified in Section VI. Schedule of Requirements and Section VII. Technical Specifications of this bidding documents. Bidders should have completed, within a period of five (5) years from the date of submission and receipt of bids, contract 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

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

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 **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 **Monday to Friday from 8:00 a.m. to 5:00 p.m.**
- 6) The bidding documents can be purchased on or before the deadline for the submission of bids by either of the following:
  - 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, 5<sup>th</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City**, upon accomplishing a **Bidder's Information Sheet** (BIS) (**Annex "A"**) and payment of the applicable 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 the email [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) by accomplishing a BIS (**Annex "A"**). Upon receipt of an appropriately filled-out BIS, the BAC Secretariat Division will send through email the details of the DECS OSEC TRUST Fund and other instructions for payment. Upon payment, interested bidder may send through email the proof of payment. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the bidding documents.

The amount of the bidding documents shall be as follows:

<b>ABC</b>	<b>Maximum Cost of Bidding Documents (in Philippine peso)</b>
9,432,500.00	7,000.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DepEd BAC Secretariat microsite <https://www.deped.gov.ph/bac-secretariat/>, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 7) The DepEd BAC VIII will hold a Pre-Bid Conference at **10:00 a.m. of October 29, 2025** at **Office Facility of the former Systems Division (near Motorpool area), DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective Bidders.
- 8) Bids must be duly received by the BAC VIII Secretariat through manual submission at the office address indicated below, on or **before 9:30 a.m. (Philippine Standard Time) of November 10, 2025, at Office Facility of**

***the former Systems Division (near Motorpool area), DepEd Complex, Meralco Ave., Pasig City.***

Late bids shall not be accepted.

- 9) All Bids must be accompanied by Bid Security in any of the acceptable forms and in the amount stated in **ITB Clause 16.1**.
- 10) Bid opening shall be at **10:00 a.m. (Philippine Standard Time) of November 10, 2025** at **Office Facility of the former Systems Division (near Motorpool area), 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) representatives per bidder will be allowed to enter inside the venue.

For purposes of determining a quorum, members of the BAC VIII, which include the Chairperson or the Vice-Chairperson, may be present, either in person or face-to-face through videoconferencing, webcasting or similar technology pursuant to Section 42.2, IRR of R.A. No. 12009.

- 11) 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:

**EDWIN F. BALBUENA**

Administrative Officer V  
BAC Secretariat Division  
Procurement Management Service  
Department of Education  
Room M-512, 5th Floor, Mabini Building  
DepEd 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)  
BACSD Microsite: <https://www.deped.gov.ph/bac-secretariat/>  
BACSD Facebook Page:  
<https://www.facebook.com/ph.gov.deped.procms.bacsd>

- 13) You may visit the following websites:

For downloading of Bidding Documents:  
<https://notices.philgeps.gov.ph/>  
<https://www.deped.gov.ph/bac-secretariat/>

Date of Issuance: October 22, 2025

  
**GEORGINA ANN H. YANG**

Assistant Secretary and BAC VII Chairperson