

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the 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; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Invitation to Bid for
CY 2024 Basic Education Facilities Fund (BEFF) –
Improvement of One (1) – Storey Library Hub Building
for the City Schools Division of the City of Tayabas

1. *Department of Education, City Schools Division of the City of Tayabas*, through the *FY 2024 National Expenditure Program (NEP)* intends to apply the sum of *Two Million Twenty-Eight Thousand Three Hundred Sixty-Five Pesos and 28/100 only (Php2,028,365.28)* being the Approved Budget for the Contract (ABC) to payments under the contract for *CY 2024 Basic Education Facilities Fund (BEFF) – Improvement of One (1) – Storey Library Hub Building for the City Schools Division of the City of Tayabas with Project Identification No. ITB-INFRA-2025-002*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education, City Schools Division of the City of Tayabas* now invites bids for the above Procurement Project. Completion of the Works is required *within sixty (60) calendar days upon receipt/acceptance of the Notice to Proceed*. Bidders should have completed a 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 open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Department of Education, City Schools Division of the City of Tayabas* and inspect the Bidding Documents at the address given below from *8:00 AM to 4:00 PM, Monday to Friday except Holidays*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *December 02, to December 22, 2025*, from given address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php5,000.00) only*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

6. The **Department of Education, City Schools Division of the City of Tayabas** will hold a Pre-Bid Conference¹ (combination of face-to-face and videoconferencing) on **December 10, 2025, 2:00 PM** at **Department of Education, City Schools Division of the City of Tayabas, Assistant Schools Division Superintendent (ASDS) Office, Brgy. Potol, Tayabas City**. Prospective bidders who opt to attend online are encouraged to send a request for a virtual link to BAC Secretariat one (1) day before the schedule of activity through the official e-mail address: **bac.tayabas@deped.gov.ph**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 22, 2025, not later than 09:15 AM**. 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.
9. Bid opening shall be on **December 22, 2025, 09:30 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Education, City Schools Division of the City of Tayabas** 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

JENNELYN M. MIRANDILLA

BAC Secretariat

Department of Education, City Schools Division of the City of Tayabas

Address: Brgy. Potol, Tayabas City

Email Add: bac.tayabas@deped.gov.ph

Contact Nos.: 0915 296 7193 / 0917 164 3689/ (042) 785-9615

01 December 2025



HERBERT D. PEREZ
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.