

INVITATION TO BID

FOR THE

DIGITIZATION AND QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING RESOURCES FOR SPECIAL PROGRAMS WITH APPROVED BUDGET FOR CONTRACT WORTH ONE MILLION, TWO HUNDRED NINETY FIVE THOUSAND, SIX HUNDRED PESOS (1,295,600.00)

LOT A: MEALS, SNACKS, AND ACCOMMODATIONS					
Stock No.	Unit	Item Description	Quantity	Unit	Total Cost
				Cost	
<i>Venue Minimum Requirements:</i>					
<p>The session venue must be at the ground floor so that participants will not have difficulty in using the stairs.</p> <p>Must have strong Internet Bandwidth, enough to cater the needs of the participants. (if possible provide multiple networks)</p> <p>Availability of GenSet incase of power outage, Wi-Fi, Projector, Projector screen, Sound system with Bluetooth or cabled connectivity, 2 functional wireless microphone with reserve batteries, emergency lights, standby technical staff, Air-conditioned, trash bins, Philippine Flag, Podium</p>					
<i>Food Minimum Requirement:</i>					
<p>Food Server, Food Station 1 station for every 50 participants and 2 stations for 50 up participants (to avoid traffic), with purified water station and ensure that there is a well-stocked beverage station (e.g., coffee, milk, milo) that remains replenished throughout the event.</p>					
<i>Accommodation Minimum Requirement:</i>					
<p>Air-conditioned and well-lighted room with complete toiletries (e.g., shampoo, soap, tissue, towel)</p>					
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		Day1 :			
	pax	AM Snacks	193	100	₱19,300.00
	pax	Lunch	193	350	₱67,550.00
	pax	PM Snacks	193	100	₱19,300.00

	pax	Dinner	193	350	₱67,550.00
	pax	Accommodation	155	800	₱124,000.00
		Day2 :			
	pax	Breakfast	193	150	₱28,950.00
	pax	AM Snacks	193	100	₱19,300.00
	pax	Lunch	193	350	₱67,550.00
	pax	PM Snacks	193	100	₱19,300.00
	pax	Dinner	193	350	₱67,550.00
	pax	Accommodation	155	800	₱124,000.00
		Day3 :			
	pax	Breakfast	193	150	₱28,950.00
	pax	AM Snacks	193	100	₱19,300.00
	pax	Lunch	193	350	₱67,550.00
	pax	PM Snacks	193	100	₱19,300.00
	pax	Dinner	85	350	₱29,750.00
	pax	Accommodation	65	800	₱52,000.00
		Day4 :			
	pax	Breakfast	85	150	₱12,750.00
	pax	AM Snacks	85	100	₱8,500.00
	pax	Lunch	85	350	₱29,750.00
	pax	PM Snacks	85	100	₱8,500.00
	pax	Dinner	85	350	₱29,750.00
	pax	Accommodation	65	800	₱52,000.00
		Day5 :			

	pax	Breakfast	85	150	₱12,750.00
	pax	AM Snacks	85	100	₱8,500.00
	pax	Lunch	85	350	₱29,750.00
	pax	PM Snacks	85	100	₱8,500.00
TOTAL					₱1,041,950.00
LOT B: EQUIPMENT & TRAINING MATERIALS					
1	unit	<p>14-inch Universal Portable Teleprompter with Dual Cold Shoe Mounts & 1/4 in Threaded Hole with Remote Control & Carrying Case Compatible with Smartphone/Tablet/ DSLR Camera for Interview Stage Speech Live Streaming Online</p> <p>*collapsible all-in-one solution that requires no assembly *Compatible tablet: up to 12.9-inch *Glass size: at least 35.56cm/14in *Screen size: at least 294 * 272 * 150mm *Compatible System: iOs/ Android</p>	1	₱26,000.00	₱26,000.00
2	set	<p>1000W LED Continuous Video Studio Lights Lighting Set</p> <p>*Soft & 360° omnidirectional lighting Diameter: at least 25.59inch/65cm, the spherical diffuser is made of professional high density soft light fabric *Power supply: AC 220V *Working temperature: -10° -40°</p>	1	₱6,800.00	₱6,800.00

		*100% luminous flux: 32000			
3	set	600Ws Strobe Studio Flash Light Kit 3pcs 200Ws Photographic Lighting- Strobes + Light Stands + Triggers + 50*70cm *Size: 150 X 70cm/ 20" x 27" Softbox *Mount: Universal Mount	1	₱22,000.00	₱22,000.00
4	set	Camera Tripod/Monopod with Center Column and Ball Head, Arca Type QR Plate, Bag, Horizontal Tripod Overhead Camera Mount for DSLR Camera, Video Camcorder*Material: Magnesium Aluminum Alloy*Leg Sections: 4 inches/ 184 centimeters	2	₱8,500.00	₱17,000.00
5	unit	Wireless Microphone Lapel Microphone with Noise Cancelling for Smartphones and DSLR Camera *dual-channel wireless microphone functionality *others, PC & Laptop *case for all-day battery life	2	₱6,000.00	₱12,000.00
6	unit	Laptop for Video Editing and Streaming *At least Core i5 Processor *Bundled with the latest OS *At least SSD 512GB Storage *Display size: 14" *RAM: 16GB	1	₱48,000.00	₱48,000.00

7	unit	Multi Camera Video Mixer Switcher *2" Touch PTZ Control 4K Input Live Streaming *3.5mm Audio Input & Output, 2" TFT LCD 4-Channel and Menu Display, 14 x Transitions with Adjustable Timing, 8 x Picture-in-Picture Modes, USB 3.0 Live Streaming Output, LAN Port & Software for Remote Control	1	₱18,000.00	₱18,000.00
8	unit	Green Screen Photography Backdrop with collapsable stand *Material: Muslin cloth *Measurement: at least 2x3 meters *Collapsible metal stand with clips	2	₱5,000.00	₱10,000.00
9	pc	155-Liter Clear Plastic Storage Box for Videography Equipment (Heavy Duty)	4	₱1,800.00	₱7,200.00
10	pc	Notebook	155	₱30.00	₱4,650.00
11	pc	0.5 Branded Sign Pen	155	₱40.00	₱6,200.00
12	pc	Advocacy Polo Shirt	192	₱400.00	₱76,800.00
		TOTAL			₱254,650.00
		GRAND TOTAL			₱1,296,600.00

1. The Department of Education- Surigao del Sur Division through the Government of the Philippines intends to apply the sum of **ONE MILLION, TWO HUNDRED NINETY FIVE THOUSAND, SIX HUNDRED PESOS (1,295,600.00)** being the ABC to payments under the contract for **DIGITIZATION AND QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING RESOURCES FOR SPECIAL PROGRAMS**. 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), now invites bids for the above Procurement Project. Delivery of the Goods is required within 30 Working day's from the date of submission and receipt of Notice to Proceed. 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. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. Interested bidders may obtain further information from the DepEd Schools Division Office Surigao del Sur at Telephone/Cellphone No. 09640864655 and inspect the Bidding Documents at the address indicated herein for issuance of Bidding Documents during office hours.
6. For those who are interested to purchase the Bidding Documents, a complete set of Bidding Documents shall be acquired from October 17, 2025 to October 29, 2025 by interested Bidders from the Bids and Awards Committee Secretariat DepEd SDO –Surigao del Sur only, upon accomplishing a bidder’s information sheet and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier. Amount of Bidding Documents shall be as follows:

LOT A-5,000.00

LOT B-500.00

7. The Department of Education - Surigao del Sur Division will hold a Pre-Bid Conference on October 17, 2025 (Friday) 3:30 PM to 5:00 PM; 3rd Floor, Division Office Conference Hall, Balilahan, Mabua, Tandag City and through video conferencing or webcasting via <https://tinyurl.com/8her7j3t> which shall be open to prospective bidders.
8. Prospective Bidders who intend to participate are required to communicate with the BAC Secretariat through email at surigaodelsur.procurement@deped.gov.ph for confirmation and accomplish the Online Pre-bid Conference Form provided (Annex B) on or before October 17, 2025 Upon receipt of this form, the BAC Secretariat will send the link of the meeting.
9. Submission of Bids must be duly received by the BAC Secretariat and be dropped at the drop box provided at 3rd Floor Conference Hall DepEd Surigao del Sur Division, Balilahan, Mabua, Tandag City October 29, 2025 (Wednesday), at exactly 3:30 PM, Philippine standard time. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
11. Bid opening shall be on October 29, 2025 (Wednesday), at exactly 3:30 PM; 3rd Floor, Division Office Conference Hall, Balilahan, Mabua, Tandag City. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity and also via Microsoft teams <https://tinyurl.com/42kpd8xz> 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
12. All prospective Bidders for LOT A must submit a valid Sanitary Permit and Medical Health Certificates of employees involved in the handling and preparation of food. All prospective Bidders for LOT B must provide physical

samples of their offered items. Failure to comply with these requirements shall be a ground for disqualification.

13. The venue for LOT A shall be within Tandag City Surigao del Sur, Drop-off points for LOT B shall be at the Division Office of DepEd Surigao del Sur.
14. The DepEd - Surigao del Sur Division 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.
15. For further information, please refer to:

*BAC SECRETARIAT
Balilahan, Mabua, Tandag City
surigaodelsur.procurement@deped.gov.ph
09640864655
depedsurigaodelsur.com*

You may visit the following websites:

For downloading of Bidding Documents:

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

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

Date: October 09, 2025

**LAILA F. DANAQUE, EdD, CESO VI
(SGD)**