



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

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**INVITATION TO BID**

**PROCUREMENT OF SECURITY SERVICES FOR THE  
DIVISION OF DAVAO DE ORO FOR THE PERIOD  
JANUARY – DECEMBER 2025  
(SDDO-021-2024)**

The Department of Education Division of Davao de Oro, through the General Appropriations Act (GAA) intends to apply the sum of **One Million Five Hundred Fifty-Three Thousand Two Hundred Seventy Pesos and Forty Centavos (₱ 1,553,270.40)** being the ABC to payments under the contract for **PROCUREMENT OF SECURITY SERVICES FOR THE DIVISION OF DAVAO DE ORO FOR THE PERIOD JANUARY – DECEMBER 2025 (SDDO-021-2024)**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

The Department of Education Division of Davao de Oro now invites bids for the above Procurement Project. Delivery of the Goods & Services is required by **one (1) year**. Bidders should have completed, within 2023 from the date of submission and receipt of bids, 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).

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.

Prospective Bidders may obtain further information from Department of Education Division of Davao de Oro and inspect the Bidding Documents at the address given below from 8:00 A.M. to 4 P.M. excluding Holidays, Saturdays and Sundays.

A complete set of Bidding Documents may be acquired by interested Bidders on **October 2, 2024 (8:00 A.M.)** from the given address and website(s). The Procuring Entity shall allow the bidder to present its proof of payment for the fees either in person or through electronic means.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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| LOT | DESCRIPTION  | ABC                   | DELIVERY SCHEDULE | AMOUNT OF BIDDING DOCUMENT |
|-----|--|-----------------------|-------------------|----------------------------|
| 1   | <p><b>PROCUREMENT OF SECURITY SERVICES FOR THE DIVISION OF DAVAO DE ORO FOR THE PERIOD JANUARY – DECEMBER 2025 (SDDO-021-2024)</b></p> <ul style="list-style-type: none"><li>➤ <i>Five (5) Security Guards for 12 months who will serve eight hours daily alternately including weekdays and holidays with fixed basic salary and mandatory benefits:</i></li><li>➤ <i>Daily Basic Salary Rate: should follow the minimum wage rule/law</i></li><li>➤ <i>No. of Days a Year: 365</i></li><li>➤ <i>12 months period @P 129,439.20 per month for all the Five (5) Security Guards</i></li></ul> <p>➤ <i>Amount Payable directly to Security Guard</i></p> <ul style="list-style-type: none"><li><i>I. Basic Salary</i></li><li><i>II. Night Differential Premium Pay</i></li><li><i>III. 13th month pay</i></li><li><i>IV. 5 days incentive</i></li><li><i>V. Uniform Allowance (RA 5487)</i></li></ul> <p>➤ <i>Amount payable to government:</i></p> <ul style="list-style-type: none"><li><i>I. Retirement</i></li><li><i>II. SSS Premium</i></li><li><i>III. Philhealth Contribution</i></li><li><i>IV. State Insurance Fund</i></li><li><i>V. Pag Ibig Fund</i></li><li><i>VI. Total Salary for One Year of 5 Security Guards is equivalent to P1,553,270.40 (P 129,439.20 per month for all the Five (5) Security Guards)</i></li></ul> | <b>P 1,553,270.40</b> | <b>1 YEAR</b>     | <b>P 5,000.00</b>          |

The Department of Education Division of Davao de Oro *will* hold a Pre-Bid Conference<sup>1</sup> on **October 1, 2024 (3:00 P.M.)** at DepEd Division Office, Cabidanan, Nabunturan, Davao de Oro, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on **October 15, 2024 (8:00 AM)**. Late bids shall not be accepted.



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Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

Bid opening shall be on **October 15, 2024 (9:00 AM)** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Department of Education Division of Davao de Oro *reserves* the right to reject any and/or 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.

For further information, please refer to:

**EMMA A. CAMPOREDONDO, CESO VI**  
BAC Chairman  
DepEd Division of Davao de Oro  
Capitol Complex, Cabidanan,  
Nabunturan, Davao de Oro

  
**EMMA A. CAMPOREDONDO, CESO VI**  
*BAC Chairman*

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<sup>1</sup>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.

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