



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Tabuk City, Kalinga



BIDS AND AWARDS COMMITTEE

BID SUPPLEMENT / BULLETIN NO. 01, s. 2026

**FY 2026 BASIC EDUCATION FACILITIES FUND (BEFF)
REPAIR/REHABILITATION OF CLASSROOMS (BATCH 1), BADO DANGWA NHS**

Issued pursuant to the Pre-Bid Conference held on September 16, 2026

TO ALL PROSPECTIVE BIDDERS: The Bids and Awards Committee (BAC) of the Schools Division of Tabuk City issues this Bid Supplement/Bulletin to clarify and provide additional documentary requirements and prescribed formats for the above-mentioned procurement. The provisions below shall be read together with the bidding documents and the matters discussed during the Pre-Bid Conference.

Project	FY 2026 Basic Education Facilities Fund (BEFF) – Repair/Rehabilitation of Classrooms (Batch 1), Bado Dangwa NHS
Project Site	Bado Dangwa National High School
Approved Budget for the Contract (ABC)	₱14,610,031.43
Contract Duration	150 Calendar Days

I. ADDITIONAL LEGAL / TECHNICAL DOCUMENTARY REQUIREMENTS

1. Additional Supporting Documents – In addition to the PhilGEPS Certificate of Registration (Platinum), bidders shall submit copies of the following:

- Valid SEC Registration (for corporations) or updated DTI Registration, as applicable.
- Mayor's Permit / Business Permit issued by the principal place of business.
- Valid Tax Clearance approved/issued by the BIR.

Clarification: Non-submission of these additional supporting documents at the time of bid submission shall not be a ground for disqualification. However, the original documents shall be presented after determination of the Lowest Calculated Bid (LCB) for verification/authentication.

II. SITE INSPECTION CERTIFICATE

2. Site Inspection Certificate – Site inspection/visit shall be undertaken by either the Authorized Managing Officer (AMO) or the Project Engineer of the prospective bidder.

MANDATORY: The Site Inspection Certificate shall be accompanied by a selfie/photo of the person who conducted the inspection, clearly showing the signage of Bado Dangwa National High School, captured using a geotagging application.

Non-submission of the Site Inspection Certificate, including the required geotagged selfie/photo, shall be a ground for disqualification/non-responsiveness.

III. SOFT COPY OF PRICED PROJECT DOCUMENTS

3. Soft Copy – The bidder shall include in the submitted bid a flash drive containing the duly priced soft copies of the following:

- Program of Works (POW)
- Bill of Quantities (BOQ)
- Detailed Estimate

Required format: The soft copy of the BOQ and Detailed Estimate shall be provided in editable Spreadsheet/Excel format.

Clarification: Non-submission of the required soft copy shall be a ground for disqualification/non-responsiveness.

4. Bidders shall use the following format for the Statement of All Ongoing Government and Private Contracts, including contracts awarded but not yet started.

Supporting documents: Notice of Award and/or Contract; Notice to Proceed issued by the owner; and Certificate of Accomplishment signed by the owner or Project Engineer. For ongoing projects, a certification of non-slippage issued and signed by the Head of Procuring Entity (HOPE) shall be submitted as required.

Important: Non-disclosure of all ongoing projects and non-compliance with the required supporting documents shall be a ground for disqualification. If there are no ongoing projects, indicate "NONE"; do not leave the field blank.

5. Bidders shall use the following format for the Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid:

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Supporting documents: Copy of Contract; CPES rating sheet and/or Certificate of Completion; Certificate of Acceptance/Final Acceptance; and, for private completed contracts, any equivalent document acceptable for verification.

Qualification parameters discussed during the Pre-Bid Conference: Completed within the last ten (10) years; SLCC equivalent to at least fifty percent (50%) of the ABC; similar contract refers to a vertical structure. Contractors without similar completed contract but under Small A and Small B may be allowed to bid if the cost is within the Allowable Range Contract Cost (ARCC).

VI. PRESCRIBED FORMAT – LIST OF CONTRACTOR'S KEY PERSONNEL

6. Bidders shall use the following format for the List of Contractor's Key Personnel:

Procuring Entity: DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF TABUK CITY Name of the Project: _____ Location of the Project: _____							
Qualification of Key Personnel Proposed to be Assigned to the Contract							
Business Name		: _____					
Business Address		: _____					
: _____							
Name	Position	Address	Date of Birth	No. of years of Experience	Previous Employment	Education	Valid PRC License / Gov't issued ID
Note : Attached individual resume/biodata and PRC License of the (professional) personnel / Gov't issued IDs							
Submitted by		: _____					
		(Printed Name & Signature)					
Designation		: _____					
Date		: _____					

Supporting documents: Clear copy of biodata with ID picture; photocopy of valid professional license for the Project Engineer; and photocopy of valid government-issued ID for other key personnel. Arrange the key personnel in accordance with the approved/listed positions in the bidding documents.

VII. PRESCRIBED FORMAT- LIST OF CONTRACTOR'S MAJOR EQUIPMENT

7. Bidders shall use the following format for the List of Contractor's Major Equipment:

Procuring Entity: DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF TABUK CITY Name of the Project: _____ Location of the Project: _____							
List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract							
Business Name		: _____					
Business Address		: _____					
: _____							
Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
A. Owned							
i.							
ii.							
iii.							
B. Leased							
i.							
ii.							
iii.							
C. Under Purchase Agreements							
i.							
ii.							
iii.							
Submitted by : _____ (Printed Name & Signature)							
Designation		: _____					
Date		: _____					

Supporting documents: proof of ownership (OR and CR or affidavit of ownership) or certification of availability of equipment from equipment lessor.

VIII. OTHER REMINDERS FROM THE PRE-BID CONFERENCE

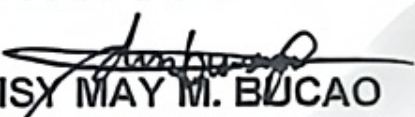
- All entries in the bid documents shall be complete and duly signed where required.
- The Detailed Estimate shall not have blank entries; where an item has no corresponding amount, indicate zero (0).
- All pages of the financial documents requiring the AMO's signature shall be duly signed. If a discount is offered, prepare another Detailed Estimate reflecting the discount.
- Bid Security shall be valid for one hundred twenty (120) days. A Bid Securing Declaration must be duly notarized.
- The updated PCAB License shall be valid at bid submission.

VIII. EFFECTIVITY

This Bid Supplement/Bulletin forms part of the bidding documents and shall be considered in the preparation and submission of bids for the above procurement. All other provisions of the bidding documents and matters discussed during the Pre-Bid Conference not inconsistent with this Bulletin shall remain in full force and effect.

Issued this 17th day of September 2026, at Tabuk City, Kalinga.

PREPARED BY


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Lead BAC Secretariat

NOTED BY


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BAC Chairperson