



**NO OFFICE MEMORANDUM**  
•OSDS-BAC No. **12**, s. 2025

**SALE OF BID DOCUMENTS TO PROSPECTIVE BIDDERS**

To: Bids and Awards Committee (BAC) Chairperson & Members  
BAC Secretariat  
Technical Working Group  
Other Concerned  
This Division

1. Pursuant to the Guidelines on the Sale of Bidding Documents under the Revised Implementing Rules and Regulations of Republic Act No. 9184, effective as of July 19, 2024, this office will collect fees from the sale of bid documents to prospective bidders in accordance with the standard rates outlined in the guidelines.
2. According to Item 5.0 of the guidelines, the cost of bidding documents should align with the ABC range specified in the table below. This amount represents the maximum fee that procuring entities are permitted to charge for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

3. The standard rate for the sale of bidding documents will follow a fixed rate within a fixed range approach. This rate applies to the procurement of goods, consulting services, and infrastructure projects by the procuring entity, whether through public bidding or alternative procurement methods that use competitive bidding processes and procedures, as outlined in Item 4.4 of the guidelines.

4. Immediate dissemination of and compliance with this Memorandum is directed.

**CRISPIN A. SOLIVEN, JR., CESE**  
Schools Division Superintendent

Encl/s.: N/A

References: Republic Act No. 9184 (Guidelines on the Sale of Bid Documents)  
To be indicated in the Perpetual Index under the following subjects:

**BID**

**DOCUMENTS**

**SALE**

SPB/OSDS-BAC-Sale of Bid Documents to Prospective Bidders/January 22, 2025



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