



INVITATION TO BID

PROCUREMENT OF INK FOR THE REPRODUCTION OF LEARNING RESOURCES

1. The *Schools Division Office of Catanduanes* through the *General Appropriation Act (GAA) CY 2021* intends to apply the sum of **One Million Four Hundred Ninety-Nine Thousand Four Hundred Pesos Only (Php1,499,400.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of **Procurement of Ink for the Reproduction of Learning Resources**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Schools Division Office of Catanduanes* now invites bids for the above Procurement Project. **Delivery of the Goods is required thirty (30) days**. Bidders should have completed, within three (3) years 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 Instruction to Bidders.

Name of Project: Procurement of Ink
Approved Budget for the Contract: Php1,499,400.00

Specific Requirement:

Item No.	Description	Quantity
1.	EPSON ink 003 black, cyan, magenta, yellow- original	833 sets

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) 9184.
 - b. 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 5183.
4. Prospective bidders may obtain further information from Schools Division Office of Catanduanes and inspect the Bidding Documents at the address given below during Monday to Friday from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **November 11 – December 1, 2021** from the given address and website below 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 Only (Php5,000.00)**. The Procuring Entity shall allow the bidder to present proof of payment for the fees in person.
6. The Schools Division Office of Catanduanes will hold a Pre-bid Conference on **November 18, 2021 at 9:30 AM** at SDO-ASDS Office which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 1, 2021 at 10:30 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 14.
9. Bid opening shall be on **December 1, 2021 at 10:30 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prior to Bid Opening, representative of bidders should present and submit to the BAC a **Special Power of Attorney** stating the detailed activities which he/she will perform relative to the bidding at hand.
11. The *Schools Division Office of Catanduanes* 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.
12. For further information, please refer to:

MA. LUISA T. DELA ROSA
Chairman, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
CP No. 09476099689
www.depedrovcatanduanes.com



MA. LUISA T. DELA ROSA
BAC Chairman

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RESOURCES**


PROJECT SCHEDULE


NO.	ACTIVITY	DURATION (days)	START	END
1.	Preparation of Bidding Documents	3		
2.	Pre-Procurement Conference	1		
3.	Invitation to Bid (Advertisement/ Posting)	7	November 11, 2021	November 17, 2021
4.	Issuance of Bidding Documents		November 11, 2021	December 1, 2021
5.	Pre-Bid Conference	1	November 18, 2021 at 9:30 AM- CID Office	
6.	Issuance of Bid Bulletin (if any)	7		
7.	Receipt and Opening of Bids	1	December 1, 2021 at 10:30 AM-CID Office	
8.	Bid Evaluation and Post- Qualification	1	Dec. 2, 2021	
9.	Approval of Resolution/ Issuance of Notice of Award	1	Dec. 3,6, 2021	
10.	Contract Preparation and Signing	1	Dec. 8, 2021	
11.	Approval of contract by higher authority		Dec. 9, 2021	
12.	Issuance of Notice to Proceed	1	Dec. 10, 2021	



MA. LUISA T. DELA ROSA
BAC Chairman


MARY JEAN S. ROMERO
Member


NELSON T. SICIO
Member


ROMEL G. PETAJEN
Member


GINA L. CUSTODIO
Member


MA. CIELO C. TUBALE
Member

AROLINE T. BORJA
Member


EVA S. TOLENTINO
Head- BAC Secretariat