



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES
BIDS AND AWARDS COMMITTEE (BAC)
Virac, Catanduanes

INVITATION TO BID
PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS
(EARLY PROCUREMENT ACTIVITY FY 2022)

1. The *Schools Division Office of Catanduanes* through the *National Expenditure Program FY 2022* intends to apply the sum of **Two Million Seven Hundred Ninety Pesos Only (Php2,000,790.00)**, being the Approved Budget for the Contract (ABC) to payment under the contract for the *Procurement of Office Supplies and Materials*. 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 Office Supplies and Materials
Approved Budget for the Contract: Php2,000,790.00

Specification:

Item No.	Description	Quantity
1.	Folder long	200 pcks
2.	Folder short	198 pcks
3.	Pencil (bxs of 12)	100 bxs.
4.	Mailing envelope long	10 bxs.
5.	Paper clip big	100 bxs.
6.	Fastener plastic	200 bxs.
7.	Scotch tape 1"	100 pcs.
8.	Elmers glue 130g	100 pcs.
9.	Binder clip big 3"	200 pcs.
10.	Correction tape big 10m	500 pcs.
11.	Stapler #35	100 pcs.
12.	Staplewire #35	200 bxs.
13.	File folder long 2 holes	200 pcs.
14.	Rubberbond big	100 bxs.
15.	Puncher big	50 pcs.
16.	Cutter big	50 pcs.
17.	Record book 500 leaves	100 pcs.
18.	Record book 300 leaves	100 pcs.
19.	USB keyboard good quality	20 pcs.
20.	USB mouse goo quality	20 pcs.
21.	Alcohol 70% 500 ml.	500 btls.
22.	Ballpen	200 bxs.
23.	Sign pen black	100 bxs.
24.	Sign pen blue	50 bxs.
25.	Calculator 12 digits heavy duty	50 pcs.

26.	EPSON ink 774	20 pcs.
27.	Toner cleanser 500 ml	60 btls.
28.	External hard drive 1TB	40 pcs.
29.	Pentel pen black	50 bxs.
30.	Expanded folder long yellow	800 pcs.
31.	Scissors big	100 pcs.
32.	Highlighter green, yellow, orange	100 pcs.
33.	Stampad big	50 pcs.
34.	Stampad ink	100 pcs.
35.	Double A battery good quality	150 pcs.
36.	Data box file good quality	500 pcs
37.	Dishwashing paste 500 grms	100 pcs.
38.	Diploma jacket long	200 pcs.
39.	Special paper short 180GSM cream	150 pcks.
40.	EPSON ink black #003	75 pcs.
41.	EPSON ink cyan, magenta, yellow #003	75 pcs.
42.	HP85A toner original	40 pcs.
43.	HP79A toner original	40 pcs.
44.	Letter tabing	150 bxs.
45.	Bolo big	10 pcs.
46.	Softbroom	12 pcs.
47.	Hard broom	12 pcs.
48.	Diploma jacket short	500 pcs.
49.	Diploma jacket A4	500 pcs.
50.	Special paper A4	100 pcks
51.	Folder long colored orange, yellow, red, blue, green	1,500 pcs.
52.	Tissue (pck of 10)	80 pcks.

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.
 - a. 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 on **December 17, 2021 to January 10, 2022** 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.

Prior to purchase of bid documents ordering of the associated documents and printing of the Document Request List from the PhilGEPS website containing bidder's name is required.

6. The Schools Division Office of Catanduanes will hold a Pre-bid Conference on **December 27, 2021 at 9:00 AM** at SDO- CID 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 **January 10, 2022 at 9:00 A.M.** at SDO- CID Office. 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 **January 10, 2022 at 9:30 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. *Please note that this is an **EARLY PROCUREMENT ACTIVITY** and awards of contract will commence upon the approval and effectivity of its funding source or its budget authorization document.*
12. 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.
13. For further information, please refer to:

MA. LUISA T. DELA ROSA
Chairman, Bids and Awards Committee
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MA. LUISA T. DELA ROSA
BAC Chairman

EARLY PROCUREMENT ACTIVITY (EPA) OF OFFICE SUPPLIES AND MATERIALS

PROJECT SCHEDULE

NO.	ACTIVITY	DURATION (days)	START	END
1.	Preparation of Bidding Documents	3		
2.	Pre-Procurement Conference	1	Dec. 16, 2021	
3.	Advertisement/ Posting of Invitation To Bid	7	Dec. 17, 2021	Dec. 23, 2021
4.	Issuance of Bidding Documents		Dec. 17, 2021	Jan. 10, 2022
5.	Pre-Bid Conference	1	Dec. 27, 2021 at 9:00 AM- SDO CID Office	
6.	Issuance of Bid Bulletin (if any)	7		
7.	Deadline of Submission and Receipt of Bids/Bid Opening	1	Jan. 10, 2022 at 9:30 AM- SDO CID Office	
8.	Bid Evaluation	1	Jan. 11, 2022	
9.	Post-qualification	2	Jan. 12-13, 2022	
10.	Approval of Resolution to Award/ Issuance of Notice of Award	1		
11.	Contract Preparation and Signing	1		
12.	Approval of contract by higher authority	1		
13.	Issuance of Notice to Proceed	1		

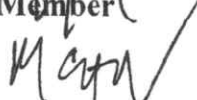
MA. LUISA T. DELA ROSA
BAC Chairman


MARY JEAN S. ROMERO
Vice- Chairman

NELSON T. SICIO
Member


ROMEL G. PETAJEN
Member


GINA L. CUSTODIO
Member


MA. CIELO C. TUBALE
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AROLINE T. BORJA
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EVA S. TOLENTINO
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