



**INVITATION TO BID
 PROCUREMENT OF PRINTER AND INK**

1. The Schools Division Office of Catanduanes through the General Appropriation Act (GAA) CY 2021 intends to apply the sum of *Six Million Seven Hundred Ninety Thousand Seven Hundred Resos Only (Php6,790,700.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of *Printer and Ink*. 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 Printer and Ink

Approved Budget for the Contract: Php6,790,700.00

Specific Requirement:

Item No.	Description	Quantity
1.	Printer 3 -1 (scanner and copier)	276 units
2.	EPSON ink black and colored 003 original	1,400 sets
3.	EPSON ink black original	2,362 btl.

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 April 16, 2021 to May 6, 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 **Ten Thousand Pesos Only (Php10,000.00)**. 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 April 23, 2021 at 9:00 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 **May 6, 2021 at 9:00 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 **April 6, 2021 at 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.

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
Depd, Division Office, Virac, Catanduanes
CP No. 09476099689**

MA. LUISA T. DELA ROSA
BAC Chairman

PROCUREMENT OF PRINTER AND INK

PROJECT SCHEDULE

NO.	ACTIVITY	DURATION (days)	START	END
1.	Preparation of Bidding Documents	3		
2.	Pre-Procurement Conference	1	April 12, 2021	
3.	Invitation to Bid (Advertisement/ Posting)	7	April 16, 2021	April 22, 2021
4.	Issuance of Bidding Documents		April 16, 2021	May 6, 2021
5.	Pre-Bid Conference	1	April 23, 2021 - 9:00 AM at ASDS Office	
6.	Issuance of Bid Bulletin (if any)	7		
7.	Receipt and Opening of Bids	1	May 6, 2021 - 11:00 AM at ASDS Office	
8.	Bid Evaluation and Post- Qualification	1	May 7, 2021	
9.	Approval of Resolution/ Issuance of Notice of Award	1	May 10, 2021	
10.	Contract Preparation and Signing	1	May 11, 2021	
11.	Approval of contract by higher authority		May 12-13, 2021	
12.	Issuance of Notice to Proceed	1	May 14, 2021	

MA. LUISA T. DELA ROSA
BAC Chairman

NELSON T. SICIO
Member
GINA L. CUSTODIO
Member

MARY JEAN S. ROMERO
Member

ROMEL G. PETAJEN
Member

MA. CIELO C. TUBALE
Member

JEZRAHIL T. OMADTO
Head - BAC Secretariat