



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 COUPON BOND AND BOOKPAPER

1. The *Schools Division Office of Catanduanes*, through the General Appropriation Act (GAA) CY 2024 intends to apply the sum of *Two Million Eight Hundred Thirteen Thousand Five Hundred Pesos Only (P2,813,500.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for the *Procurement of Coupon Bond and Bookpapers*. 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 Procurement of Coupon Bond and Printer Ink. *Delivery of the Goods is required within 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 Coupon Bond and Bookpaper

Approved Budget for the Contract: Php2,813,500.00

Specific Requirement:

Item No.	ITEMS & DESCRIPTION	QUANTITY
1.	Coupon Bond (70 GSM, A4, S-20)	8,310 reams
2.	Bookpaper long (70 GSM, S-20)	1,800 reams
3.	Bookpaper short (70GSM, S-20)	1,300 reams

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 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 from Monday to Friday from 8:00 A.M. to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 10-30, 2024** from the address and website given 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 *April 17, 2024 at 11:00 AM at SDO- SGOD Office* which shall be open to prospective bidders.
7. Bids must be duly received to the BAC Secretariat through manual submission at the offices address indicated below on or before *April 30, 2024 at 3:00 PM at SDO- SGOD Office*.
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 30, 2024 at 3:30 PM at SDO-SGOD Office* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.
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 the failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:


MARY JEAN S. ROMERO
Acting Chairman, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
CP No. 0949 8877 878
www.depedrovcatanduanes.com



MARY JEAN S. ROMERO
Acting BAC Chairman

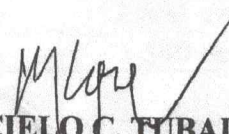
**PROVISION OF COUPON BOND
AND BOOKPAPER**

PROJECT SCHEDULE


NO.	ACTIVITY	DURATION (days)	START	END
1.	Pre-Procurement Conference	1	April 8, 2024	
2.	Advertisement/Posting of Invitation to Bid	7	April 10, 2024	April 16, 2024
3.	Issuance of Bidding Documents		April 10, 2024	April 30, 2024
4.	Pre-Bid Conference	1	April 17, 2024- 11:00 AM, SGOD Office	
5.	Issuance of Bid Bulletin (if any)	7		
6.	Deadline of Submission/ Receipt of Bids	1	April 30, 2024- 3:00 PM, SGOD Office	
	Bid Opening		April 30, 2024- 3:30 PM- SGOD Office	
7.	Bid Evaluation	1	May 2, 2024	
8.	Post-Qualification	2	May 3-6, 2024	
9.	Approval of Resolution/ Issuance of Notice of Award	1	May 7, 2024	
10.	Contract Preparation and Signing	1	May 8, 2024	
11.	Approval of contract by higher authority	1	May 9, 2024	
12.	Issuance of Notice to Proceed	1	May 10, 2024	


MARY JEAN S. ROMERO
Acting BAC Chairman


ROMEL G. PETAJEN
Member


MA. CIELO C. TUBALE
Member


GINA I. CUSTODIO
Member


JESSLYN T. TAWAY
Member