



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 2023)*

1. The *Schools Division Office of Catanduanes* through the *National Expenditure Program FY 2023* intends to apply the sum of **One Million Seven Hundred Three Thousand Fifty Pesos Only (Php1,703,050.00)**, 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) calendar 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 (Early Procurement Activity FY 2023)**

**Approved Budget for the Contract: Php1,703,050.00**

**Specifications:**

Item No.	Description	Quantity
1.	A4 S-20	450 rms.
2.	Bookpaper long S-20	500 rms.
3.	Expanded envelope long- yellow, good quality	150 pcs.
4.	Expanded folder long- yellow (bx. of 100), good quality	600 pcs.
5.	Mailing envelope long, good quality	5 bxs.
6.	Pencil sharpener- heavy duty	10 pcs.
7.	Colored paper short	10 rms.
8.	Tape dispenser, heavy duty	20 pcs.
9.	Brown envelope long	2,000 pcs.
10.	Brown envelop short	1,000 pcs.
11.	Paper clip- big, good quality	100 bxs.
12.	Paper clip- small, good quality	75 pcs.
13.	Scotch tape 1", good quality	150 pcs.
14.	Packing tape 2", good quality	50pcs.
15.	Masking tape 2", good quality	75 pcs.
16.	Plastic twine, good quality	75 rolls
17.	Garbage bag XL, good quality	200 pcs.
18.	Elmers glue 130g, good quality	50 pcs.
19.	Binder clip big 3", good quality	100 pcs.
20.	Thumbtacks, good quality	30 pcs.
21.	Correction tape big 10m, good quality	200 pcs.
22.	Rubberbond big 350 grms, good quality	50 bxs.
23.	Cutter big, good quality	30 pcs.
24.	USB keyboard, good quality	30 pcs.
25.	USB mouse, good quality	30 pcs.

26.	Alcohol 70% 500ml, good quality	800 btl.
27.	EPSON L3210 Printer	1 unit
28.	Whiteboard with stand 4 x 8	2 units
29.	Plastic ruler	40 pcs.
30.	Garbage bins with cover big	15 pcs.
31.	Garbage bins with cover medium	15 pcs.
32.	Sign pen black, good quality	75 bxs.
33.	Epson ink 774, original	50 pcs.
34.	Toilet cleanser 500ml, good quality	60 btl.
35.	Muriatic acid	20 ltrs.
36.	Albatros big with handle	60 pcs.
37.	Scissors big, good quality	50 pcs.
38.	Sticky note	50 pads
39.	Highlighter green, yellow, orange, good quality	50 pcs.
40.	Double A battery, good quality	50 pcs.
41.	Data box file light blue, good quality	500 pcs.
42.	Air freshener, good quality	80 pcs.
43.	Vellum A4 180GSM cream	150 pcks.
44.	HP85A toner original	15 pcs.
45.	HP79A toner original	20 pcs.
46.	HP35A toner original	6 pcs.
47.	HP12A toner original	5 pcs
48.	HP#704 black	5pcs.
49.	HP#704 colored	5 pcs.
50.	CD	45 pcs.
51.	Softbroom	20 pcs.
52.	Hard broom	12 pcs.
53.	Flashdrive 64gb, good quality	80 pcs.
54.	Computer armchair	38 units
55.	Swivel chair high back (ASDS/IT)	2 units
56.	Storage box large	130 pcs.
57.	Water dispenser hot and cold (Personnel/Accounting)	2 units
58.	Dustpan, good quality	20 pcs.
59.	Tissue (pck of 10)	95 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 **November 29, 2022 to December 19, 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 6, 2022 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 **December 19, 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 **December 19, 2022 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. *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  
DepEd, Division Office, Virac, Catanduanes  
CP No. 09476099689  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)

**MA. LUISA T. DELA ROSA**  
BAC Chairman

c/o ITH9


**EARLY PROCUREMENT ACTIVITY (EPA) OF OFFICE SUPPLIES AND MATERIALS**

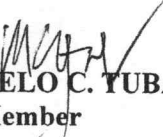
**PROJECT SCHEDULE**

NO.	ACTIVITY	DURATION (days)	START	END
1.	Advertisement/ Posting of Invitation To Bid	7	November 29, 2022	December 5, 2022
2.	Issuance of Bidding Documents		November 29, 2022	December 19, 2022
3.	Pre-Bid Conference	1	December 6, 2022- 9:00 AM at CID Office	
4.	Issuance of Bid Bulletin (if any)	7		
5.	Deadline of Submission and Receipt of Bids/Bid Opening	1	December 19, 2022- 9:00 AM at CID Office	
6.	Bid Evaluation	1	December 20, 2022	
7.	Post-qualification	2	December 21, 2022	
8.	Approval of Resolution to Award/ Issuance of Notice of Award	1		
9.	Contract Preparation and Signing	1		
10.	Approval of contract by higher authority	1		
11.	Issuance of Notice to Proceed	1		

  
MA. LUISA T. DELA ROSA  
BAC Chairman


  
MARY JEAN S. ROMERO  
Vice- Chairman

  
ROMEL G. RETAJEN  
Member

  
MA. CIELO C. YUBALE  
Member

  
GINA L. CUSTODIO  
Member

  
AROLINE T. BORJA  
Member

  
EVA S. TOLENTINO  
Head- BAC Secretariat