



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

INVITATION TO BID

PROCUREMENT OF PROJECT UNDER CY 2021 HAULING/DELIVERY OF SCHOOL FURNITURE

1. The DepEd, Schools Division Office of Catanduanes, through the General Appropriation Act (GAA) CY 2021 intends to apply the sum of *Two Million Eight Hundred Forty Nine Thousand One Hundred Fifty Six Pesos & 51/100 (Php2,849,156.51)*, being the Approved Budget for the Contract (ABC) to payment under the contract for the procurement of *CY 2021 Hauling/Delivery of School Furniture*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DepEd, Schools Division Office of Catanduanes now invites bids for the above Procurement Project. Delivery of the Goods is required **60 calendar days**. Bidders should have completed, within five (5) 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: CY 2021 Hauling/Delivery of School Furniture

Approved Budget for the Contract: P2,849,156.51

School	Municipality	JHS Individual Learner's Table & Chair Set	SHS Individual Learner's Table & Chair Set	Teacher's Table and Chair Set
Bagamanoc RDHS	Bagamanoc	540		12
Bugao NHS	Bagamanoc	180		4
Agban NHS	Baras	180		4
Supang-Datag NHS	Caramoran	495		11
Tubli NHS	Caramoran	495		11
Gigmoto RDHS	Gigmoto	360		8
Sicmil IS	Gigmoto		180	4
Pandan SAT	Pandan	450		10
Cabcab NHS	San Andres	450		10
Manambrag NHS	San Andres	270		6
Mayngaway NHS	San Andres	765		17
San Andres VS	San Andres	945		21
San Miguel RDHS	San Miguel	360		8
Mabato NHS	San Miguel	270		6
San Jose NHS	Viga	450		10
Tambongon NHS	Viga	765		17
Viga RDHS	Viga	450		10
Antipolo NHS	Virac	360		8
Catanduanes NHS	Virac	1,665		37
Calatagan HS	Virac	765		17
Magnesia NHS	Virac	270		6
Palta NHS	Virac	270		6
Buyo IS	Virac		240	6

TERMS OF REFERENCE

Project: HAULING AND DOOR-TO-DOOR DELIVERY OF SCHOOL FURNITURE TO RECIPIENT SCHOOLS NATIONWIDE

A. Type of School Furniture to be Delivered

- a. Elementary Learner's Table and Chair
- b. High School Learner's Table and Chair
- c. Science Laboratory Table and Stools
- d. Workshop Table and Stools
- e. Teacher's Table and Chair

B. Quantity of School Furniture and Location of Warehouses per Region

See Annex 1 – Quantity and Location of School Furniture per Region

C. Schedule of Requirements – List of Recipient Schools per Region

See Annex 2 – List of Recipient Schools per Region per Type of Furniture

D. Weight and Volume of the School Furniture

Type of School Furniture	Quantity	No. of Unit/s	Knockdown		Assembled	
			Weight (kg)	Volume (cu.m.)	Weight (kg)	Volume (cu.m.)
Learner's Table	1	pc	9	0.0336		
Learner's Chair	1	pc	4	0.137		
Teacher's Table	1	pc	26	0.1800		
Teacher's Chair	1	pc	4	0.008		
Science Laboratory Table	1	pc			40	0.54
Science Laboratory Stool	1	pc			3	0.08
Workshop Laboratory Table	1	pc			40	0.54
Workshop Stool	1	pc			3	0.08

E. Dimensions of the School Furniture to be Delivered

Annex 3 – Dimensions of Assembled School Furniture

Annex 4 – Dimensions of Knockdown Furniture

Annex 5 – Total number of parts per region for learner's Table and Chair, Teacher's Table & Teacher's Chair

F. Manner of Delivery

- a. The service provider shall pick-up all the school furniture at the supplier's warehouse.
- b. The service provider will provide their own manpower and forklift for loading from the warehouse to unloading school furniture at the school level.
- c. Service provider must complete the delivery within 60 CD upon receipt of Notice to Proceed (NTP).

- d. The school furniture shall be transported by the Service Provider to respective recipient schools.
- e. School Furniture may be delivered by the service provider in knockdown form or assembled, however, all knockdown school furniture shall be assembled by the Service Provider at the recipient schools. All school furniture to be received by the school property custodian shall be assembled or ready-to-use. Unassembled school furniture shall not be received by the school.
- f. The Service Provider shall coordinate with the Education Facilities Division for any scheduled pull-out. The Service Provider shall give notice to the EFD at least one week before the scheduled pull-out for the schedule of pull-out of items at the supplier's warehouse.
- g. Prior to the scheduled pull-out, the Asset Management Division shall prepare the Property Transfer Report (PTR) and Inspection and Acceptance Report (IAR) per school to be provided to the Service Provider.
- h. During the delivery of the school furniture, the Service Provider shall:
 - h.1 - bring the following documents for every recipient school:
 - i. Property Transfer Report (PTR)
 - ii. Inspection and Acceptance Report (IAR)
 - iii. Delivery Receipt (DR)
 - h.2 - take pictures of the school furniture at the site of the recipient school showing the name of the school.
- i. The Service Provider shall retrieve all the above documents duly signed by the following school personnel:
 - i.1 - Property Transfer Report (PTR)
 - to be received/signed by the School Property Custodian
 - i.2 - Inspection and Acceptance Report (IAR)
 - to be inspected by the members of the School Inspection Committee
 - to be accepted by the School Property Custodian
 - i.3 - Delivery Receipt
 - to be received/signed by the School Property Custodian or authorized representative
- j. A copy of the PTR, IAR and DR shall be retained at the school for proper recording and booking-up by the school property custodian.

G. Manner of Payment

- a. Progress Payment equivalent to a minimum of 15% physical accomplishment shall be allowed to the Service Provider.
- b. The Service Provider shall submit a request for progress billing upon delivery of the school furniture and submission of the following documents:
 - Duly signed Property Transfer Report (PTR) per school
 - Duly signed Inspection and Acceptance Report (IAR) per school

- Delivery Receipt signed by the School Property Custodian
 - Pictures of the school furniture per school
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 *DepEd, Division of Catanduanes* and inspect the Bidding Documents at the address given below from 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 10-30, 2024** from the given address below and website below and 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 its proof of payment for the fees in person.
 6. The DepEd, Schools Division Office of Catanduanes will hold a **Pre-Bid Conference on April 17, 2024 at 9:00 AM** at **SDO, SGOD Office** through **face to face** 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 **April 30, 2024 at 11:00 AM** at **SGOD 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 **April 30, 2024 at 11:30 AM** at **SDO-SGOD Office**. 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 and a **Letter of Intent**.
 11. The *DepEd, 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 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. 09498878828
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MARY JEAN S. ROMERO
Acting BAC Chairman

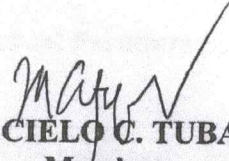
CY 2021 HAULING/DELIVERY OF SCHOOL FURNITURE

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 -9:00 AM- SGOD Office	
5.	Deadline of Submission / Receipt of Bid	1	April 30, 2024 11:00 AM- SGOD Office	
	Bid Opening		April 30, 2024- 11:30 AM- SGOD Office	
6.	Bid Evaluation	1	May 2, 2024	
7.	Post-qualification	2	May 3-6, 2024	
8.	Approval of Resolution/Issuance of Notice of Award	1	May 7, 2024	
9.	Contract Preparation and Signing	1	May 8, 2024	
10.	Approval of Contract by higher Authority		May 9, 2024	
11.	Issuance of Notice to Proceed	1	May 10, 2024	

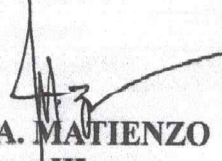

MARY JEAN S. ROMERO
 Acting BAC Chairman

OB
ROMEL G. PETAJEN
 Member


MA. CIELO C. TUBALE
 Member

Gina C.
GINA L. CUSTODIO
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 Provisional Member


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