



## Bid Notice Abstract

### Invitation to Bid (ITB)

<b>Reference Number</b>	8579395
<b>Procuring Entity</b>	DEPARTMENT OF EDUCATION - CARAGA
<b>Title</b>	Procurement of DepED RO-AMU Office Supplies, Cleaning and Hygiene Supplies and Ink Tonners & Computer Supplies
<b>Area of Delivery</b>	Agusan Del Norte

<b>Solicitation Number:</b>	April 5, 2022	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	6
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	06/04/2022
<b>Approved Budget for the Contract:</b>	PHP 2,068,449.00	<b>Last Updated / Time</b>	06/04/2022 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	03/05/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Joel B. Rosales Chief-Administrative Services Division J.P. Rosales Avenue Butuan City Agusan Del Norte Philippines 8600 63-85-3428207 63-85-8752021 caraga@deped.gov.ph		

#### Description

Republic of the Philippines  
Department of Education  
Caraga Region XIII  
J.P. ROSALES AVENUE, BUTUAN CITY  
TEL. NO. 342-8207 LOCAL 106

#### INVITATION TO BID FOR

Procurement of DepEd RO-AMU Office Supplies, Cleaning and Hygiene Supplies and Inks Tonner & Computer Supplies

1. The Department of Education-Caraga Region , through the General Appropriations Act 2022 intends to apply the sum of Two Million Sixty Eight Thousand, Four Hundred Forty Nine Pesos (Php 2,068,449.00) being the Approved Budget for the Contract to payments under the contract for the Procurement of DepEd RO-AMU Office Supplies, Cleaning and Hygiene Supplies and Computer Supplies. Bids received in excess of the Approved Budget Contract shall be automatically rejected in accordance with Sec 31.1 of the IRR RA 9184 at bid opening.

Bellow is the Approved Budget for the Contract for each Lot:

Lot No. Particulars ABC Cost of Bid Documents  
1 Office Supplies Php 798,564.00 Php 1,000.00  
Item Number Unit Quantity  
1 piece BALLPEN, Black, Ballpoint 0.5 (12pcs/box) 240  
2 piece BALLPEN, Blue, Ballpoint 0.5 (12pcs/box) 180  
3 piece BALLPEN, Red, Ballpoint 0.5 (12pcs/box) 24

4 piece BATTERY, dry Cell, size AA 90  
5 piece BATTERY, dry Cell, size AAA 160  
6 piece CALCULATOR, compact 22  
7 pack CARTOLINA, assorted colors, 10pcs/pack 29  
8 piece CERTIFICATE HOLDER, A4 120  
9 piece CLEARBOOK, 20 Transparent pockets, A4 60  
10 piece CLEARBOOK, 20 Transparent pockets, Legal 60  
11 box CLIP, backfold, 19mm 37  
12 box CLIP, backfold, 25mm 57  
13 box CLIP, backfold, 32mm 120  
14 box CLIP, backfold, 50mm 84  
15 box COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm, 70gsm 90  
16 box COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm, 70 gsm 80  
17 box COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm, 70 gsm 90  
18 piece CORRECTION TAPE, 8m 538  
19 piece CUTTER/UTILITY KNIFE, for general purpose, Large size 9  
20 piece DATA FILE BOX, with cover, blue, legal, 13cm x 40cm x 30cm 250  
21 piece DATING AND STAMPING MACHINE 5  
22 box ENVELOPE, DOCUMENTARY, for legal size document 2  
23 box ENVELOPE, mailing, Long size 4  
24 piece ERASER, FELT, for blackboard/whiteboard 2  
25 box FASTENER, metal, non-sharp edges 50  
26 piece FILE ORGANIZER, expanding, plastic, legal 20  
27 set FILE TAB DIVIDER, legal 28  
28 bundle FOLDER, fancy, with slide, A4 13  
29 bundle FOLDER, fancy, with slide, legal 8  
30 box FOLDER, pressboard 2  
31 box FOLDER, TAGBOARD, legal 1  
32 pack FOLDER, with tab, A4 20  
33 pack FOLDER, with tab, legal 30  
34 jar GLUE, all purpose, 130 gms 50  
35 piece glue, stick (Medium) 50  
36 box INDEX TAB, self-adhesive, transparent 20  
37 bottle stamp pad ink, purple or violet 16  
38 roll Laminating Roll, 12 inches x 50 meters 250 Microns 2  
39 piece MAGAZINE FILE BOX, large, with cover, blue 25  
40 piece MARKER, fluorescent, assorted colors 50  
41 piece MARKER, permanent, black, bullet type 72  
42 piece MARKER, permanent, blue, bullet type 36  
43 piece MARKER, whiteboard, black 24  
44 piece MARKER, whiteboard, blue 12  
45 pad NOTE PAD, stick on, 76mm x 100mm (3" x 4") min 139  
46 piece NOTEBOOK, stenographer 75  
47 piece NUMERIC KEYPAD for laptop, 18 Keys Numpad with 2.4G Mini USB Receiver 8  
48 box PAPER CLIP, vinyl/plastic coated, 33mm 60  
49 box PAPER CLIP, vinyl/plastic coated, 50mm 90  
50 pack paper, Board Paper (A4), 10pcs/pack 10  
51 pack paper, Board Paper (Long), 10pcs/pack 10  
52 reams paper, Canon Paper a4 size 4  
53 reams paper, Canon Paper Long size 4  
54 meter paper, Metallic Foil - Gold, 1m 15  
55 meter paper, Metallic Foil - Silver, 1m 5  
56 reams PAPER, MULTICOPY, A4, 80 gsm 400  
57 box PAPER, parchment 3  
58 pack paper, Photo Paper, glossy (A4) 40  
59 pack paper, Photo Paper, glossy (Long) 30  
60 pack paper, Sticker paper, A4, 10pcs/pack, white 5  
61 pack paper, Strata Paper (A4) 10  
62 pack paper, Strata Paper (Long) 10  
63 jar Paste, 200 gms 7  
64 piece PENCIL, lead, with eraser 780  
65 piece PHILIPPINE NATIONAL FLAG 15  
66 piece PUNCHER, paper, heavy duty 24  
67 box Push Pin 10  
68 pack PVC Binding Cover 200 Microns Acetate (A4) 1  
69 pack PVC Binding Cover 200 Microns Acetate (Long) 1  
70 bundle PVC Wire Moulding Arc (70mm x 21mm x 100cm) 1  
71 book RECORD BOOK, 300 PAGES, size: 214mm x 278mm min 40  
72 book RECORD BOOK, 500 PAGES, size: 214mm x 278mm min 44  
73 bundle RING BINDER, plastic, 25mm/1", 1.2 meters uncut, 10pcs/bundle 5  
74 bundle RING BINDER, plastic, 28mm/1 1/8", 1.2 meters uncut, 10pcs/bundle 5  
75 box RUBBER BAND, No. 18 14  
76 pair SCISSORS, symmetrical 25  
77 piece SIGN PEN, black 200  
78 piece SIGN PEN, blue 403  
79 pice Sign Pen, impact, 1.0mm - Blue, 144  
80 piece SIGN PEN, red 30  
81 piece STAMP PAD, felt 6  
82 piece STAPLE REMOVER, plier type 20  
83 box STAPLE WIRE, heavy duty, binder type, 23/13 20

84 box STAPLE WIRE, standard 120  
 85 unit STAPLER, heavy duty, binder type 15  
 86 piece STAPLER, standard type 20  
 87 piece TAPE DISPENSER, table top 5  
 88 roll TAPE, double sided adhesive 10  
 89 roll TAPE, masking, 24mm 50  
 90 roll TAPE, MASKING, 48mm 50  
 91 roll TAPE, packaging, 48mm 50  
 92 roll TAPE, transparent, 24mm 50  
 93 roll TAPE, transparent, 48mm 50  
 94 piece THERMOGUN, non-contact infrared thermometer 4

Lot No. Particulars ABC Cost of Bid Documents  
 2 Cleaning and Hygiene Supplies Php 385,385.00 Php 500.00

Item Number Unit Quantity  
 95 can AIR FRESHENER, aerosol type 100  
 96 piece BROOM, soft, tambo 35  
 97 piece BROOM, stick, ting-ting 25  
 98 bottle CLEANER, toilet and urinal 200  
 99 can CLEANSER, scouring powder 200  
 100 piece DETERGENT BAR, 140g 200  
 101 pack DETERGENT POWDER, all-purpose, 1kg 200  
 102 can DISINFECTANT SPRAY, aerosol type 140  
 103 bottle Disinfectant, liquid 30  
 104 box Disposable face mask, 3 ply (50 pcs/box) 560  
 105 piece DUST PAN, non-rigid plastic 20  
 106 can FURNITURE CLEANER, aerosol type 40  
 107 can INSECTICIDE, aerosol type 4  
 108 piece LIGHT BULB, Light Emitting Diode (LED) 59  
 109 piece LINEAR TUBE, Light Emitting Diode (LED), 18 watts 64  
 110 bottle LIQUID HAND SANITIZER, 500mL 32  
 111 bottle LIQUID HAND SOAP, 500mL 180  
 112 unit MOP BUCKET, heavy duty, hard plastic 20  
 113 piece MOPHANDLE, heavy duty, screw type 20  
 114 piece MOPHEAD, made of rayon 20  
 115 bundle RAGS, all cotton 20  
 116 pack SCOURING PAD 120  
 117 gallon SODIUM HYPOCHLORITE, 3.785 liters 5  
 118 roll TAPE, electrical 20  
 119 pack TISSUE, interfolded paper towel 20  
 120 pack TOILET TISSUE PAPER, 2-ply, 100% recycled 69  
 121 pack TRASHBAG, GPP specs, black, 940mmx1016mm 70  
 122 roll TWINE, plastic 20  
 123 piece WASTEBASKET, non-rigid plastic 20

Lot No. Particulars ABC Cost of Bid Documents  
 3 Inks Tonner and Computer Accessories Php 884,500 Php 1,000.00

Item Number Unit Quantity  
 122 piece EXTERNAL HARD DRIVE, 1 TB 8  
 123 piece FLASH DRIVE, 16 GB 15  
 124 cart ink, BROTHER INK LC539XL, MAGENTA 3  
 125 cart ink, BROTHER INK LC539XL, YELLOW 3  
 126 cart ink, BROTHER LC539XL, CYAN 3  
 127 Cart ink, BROTHER LC67B, Black 1  
 128 bots. ink, BROTHER, BT D60, black 50  
 129 bots. ink, BROTHER, BT5000, cyan 50  
 130 bots. ink, BROTHER, BT5000, magenta 50  
 131 bots. ink, BROTHER, BT5000, yellow 50  
 132 cart ink, CANON 35, BLACK 24  
 133 cart ink, CANON CL-811, Colored 60  
 134 cart ink, CANON PG-810, Black 60  
 135 cart ink, EPSON C13T664100 (T6641), Black 80  
 136 cart ink, EPSON C13T664200 (T6642), Cyan 80  
 137 cart ink, EPSON C13T664300 (T6643), Magenta 80  
 138 cart ink, EPSON C13T664400 (T6644), Yellow 80  
 139 piece ink, EPSON FX 7175 RIBBON 2  
 140 bottle Ink, Epson, 003-Black 20  
 141 bottle Ink, Epson, 003-Cyan 20  
 142 bottle Ink, Epson, 003-Magenta 20  
 143 bottle Ink, Epson, 003-Yellow 20  
 144 cart ink, HP F6V26AA (HP680) Tri-color 2  
 145 cart ink, HP F6V27AA (HP680) Black 2  
 146 cart INK, HP GT51XL BLACK 20  
 147 cart INK, HP GT52 CYAN 20  
 148 cart INK, HP GT52 MAGENTA 20  
 149 cart INK, HP GT52 YELLOW 20  
 150 unit MOUSE, optical, USB 60  
 151 cart toner, Docuprint M455 20  
 152 cart toner, FUJI Xerox DCSC 2022, black 2  
 153 cart toner, FUJI Xerox DCSC 2022, cyan 2

- 154 cart toner, FUJI Xerox DCSC 2022, magenta 2
- 155 cart toner, FUJI Xerox DCSC 2022, yellow 2
- 156 cart TONER, HP CE278A, Black 2
- 157 cart TONER, HP CE285A (HP85A), Black 30
- 158 cart TONER, KYOCERA PRINTER TK-135 3
- 159 cart TONER, OKI BLACK EOS5162 3

2. The Department of Education-Caraga Region now invites bids for Procurement of DepEd RO-AMU Office Supplies, Cleaning and Hygiene Supplies and Computer Supplies. Delivery of the Goods is required within 20 Days [after issuance of Notice to Proceed or any date determined by the PE]. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 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 No. 5183.

b. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. A complete set of Bidding Documents may be acquired by interested Bidders on April 11, 2022 from the Department of Education-Caraga Regional Office XIII BAC Secretariat, Located at Teachers Development Center, J. Rosales, Avenue, Butuan City Upon accomplishing bidders information sheet and payment in cash of non-refundable fee by interested bidders in the amount of One Thousand Pesos (Php1000.00) for Lots 1 & 3 and Five Hundred Pesos (Php500) for Lot 2 to the DepEd Region XIII Cashier. Only Bidders who purchased the Bidding Documents will be allowed to submit their bids.

5. The Department of Education-Caraga Region will hold a Pre-Bid Conference on April 20, 2022 10:00 AM at DepEd Caraga Regional Office XIII, at RPSU Lobby , 10:00 clock in the morning which shall be open to prospective bidders.

6. Bids must be delivered to the address, on May 2, 2022 or May 3, 2022 before 9:30 in the morning. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be on May 3, 2022 at 10:00 o'clock in the Morning at DepEd Caraga Region, RPSU Lobby. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

**ACTIVITY DATE & TIME OF CONDUCT VENUE**

Pre-Bid Conference April 20, 2022 , 10:00 AM RPSU, Lobby, Regional Office XIII, Butuan City  
Opening of Bids May 3, 2022, 10:00 AM

7. Only Duly authorized representatives are allowed to purchase bidding documents. Letter of Intent, Special Power of Attorney should be dated not later than the date invitation was posted. Certificate of PhilGEPS Registration are required.

8. The Department of Education- Caraga Region 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.

9. For further information, please refer to:

BERNABE L. LINOG  
Head, BAC Secretariat  
DepEd R.O. XIII  
TDC, J. Rosales, Avenue, Butuan City  
342-8207

Approved:

ATTY. FIEL Y. ALMENDRA  
Asst. Regional Director  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
20/04/2022	10:00:00 AM	DepED Caraga Region RPSU Lobby J. Rosales Avenue, Butuan City

<b>Created by</b>	Joel B. Rosales
<b>Date Created</b>	04/04/2022

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