



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8976602
Procuring Entity DEPARTMENT OF EDUCATION - CARAGA
Title Procurement of Office Supplies and Cleaning & Hygiene Supplies for 3rd & 4th Quarter
Area of Delivery Agusan Del Norte

Solicitation Number:	September 1, 2022	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	02/09/2022
Approved Budget for the Contract:	PHP 829,428.00	Last Updated / Time	01/09/2022 16:23 PM
Delivery Period:	20 Day/s	Closing Date / Time	26/09/2022 13:30 PM
Client Agency:			
Contact Person:	Fiel Y. Almendra Assistant Regional Director 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 and
 Cleaning & Hygiene Supplies
 (3rd & 4th Quarters – Lots 1 & 2)

1. The Department of Education-Caraga Region, through the General Appropriations Act 2022 intends to apply the sum of Eight Hundred Twenty-Nine Thousand Four Hundred Twenty-Eight Pesos (Php 829,428.00) being the Approved Budget for the Contract to payments under the contract for the Procurement of DepEd RO-AMU Office Supplies and Cleaning & Hygiene for 3rd & 4th Quarter use. Bids received in excess of the Approved Budget Contract per Lot shall be automatically rejected in accordance with Sec 31.1 of the IRR RA 9184 at bid opening.

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

Lot No. Particulars ABC Cost of Bid Documents
 1 Office Supplies Php 651,718.00 Php 1,000.00

Item Number	Unit	Quantity
1	piece	BALLPEN, Black, Ballpoint 0.5 300
2	piece	BALLPEN, Blue, Ballpoint 0.5 300
3	piece	BALLPEN, Red, Ballpoint 0.5 60
4	piece	BATTERY, dry Cell, size AAA 160
5	piece	BATTERY, dry Cell, size D, 1.5volts, alkaline 10
6	piece	CERTIFICATE HOLDER, A4, plastic 120
7	piece	CLEARBOOK, 20 Transparent pockets, Legal, colored 10
8	box	CLIP, backfold, 19mm, 12s/box 25
9	box	CLIP, backfold, 32mm, 12s/box 35
10	box	CLIP, backfold, 50mm, 12s/box 25
11	box	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm, 70 gsm 90
12	box	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm, 70 gsm 80
13	box	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm, 70 gsm 90
14	piece	DATA FILE BOX, with cover, blue, legal, 13cm x 40cm x 30cm 440
15	piece	ERASER, plastic / rubber 10
16	box	FASTENER, plastic, 70mm between prongs, 50 sets/box 20
17	piece	FILE ORGANIZER, expanding, plastic, legal, blue 10
18	pack	FOLDER, with tab, A4, 100s/pack 8
19	jar	GLUE, all purpose, 130g 83
20	roll	Laminating Roll, 12 inches x 50 meters 250 Microns 2
21	piece	MARKER, whiteboard, black 20
22	pad	NOTE PAD, stick on, 3" x 3" 100
23	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min 100
24	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min 80
25	piece	NOTEBOOK, stenographer, 40 leaves, ruled both sides 54
26	box	PAPER CLIP, vinyl/plastic coated, 33mm 57
27	box	PAPER CLIP, vinyl/plastic coated, 50mm 63
28	ream	PAPER, MULTICOPY, letter, 80 gsm 30
29	ream	PAPER, MULTICOPY, A4, 70 gsm 400
30	ream	PAPER, MULTICOPY, legal, 70 gsm 200
31	pack	PAPER, photo paper, A4, glossy, 20s/pack 10
32	pack	PAPER, specialty certificate paper, A4, 20s/pack 15
33	jar	PASTE, 200g 7
34	box	PENCIL, lead, with eraser, 12s/box 59
35	box	PUSH PIN, 100s/box, with case 2
36	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min 15
37	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min 15
38	piece	SIGN PEN, 1.0mm, blue 50
39	piece	SIGN PEN, black, 0.5mm 200
40	piece	SIGN PEN, blue, 0.5mm 400
41	piece	SIGN PEN, red, 0.5mm 30
42	piece	STAMP PAD, felt 2
43	box	STAPLE WIRE, heavy duty, binder type, 23/13, 1000s/box 18
44	box	STAPLE WIRE, standard, 5000s/box, #35 120
45	roll	TAPE, masking, 24mmx50m 30
46	roll	TAPE, masking, 48mmx50m 40
47	roll	TAPE, packaging, 48mmx50m 30
48	roll	TAPE, transparent, 24mmx50m 30

Lot No. Particulars ABC Cost of Bid Documents

2 Cleaning and Hygiene Supplies Php177,710.00 Php 500.00

Item Number Unit Quantity

49	bottle	ALCOHOL, Isopropyl, 68%-72%, 500ml 450
50	gallon	BLEACH, SODIUM HYPOCHLORITE, 3.785 liters 6
51	bottle	DISINFECTANT, liquid, 280ml 30
52	box	FACE MASK, surgical, 3ply (50pcs/box) 840
53	box	FACE MASK, N95, 10s/box 95
54	can	INSECTICIDE, aerosol type, 500ml 9
55	bottle	LIQUID HAND SANITIZER, 500mL 28
56	pack	TISSUE, interfolded paper towel, 150 pulls min. 24
57	roll	TISSUE, toilet tissue paper, 2-ply, 100% recycled, 500sheets/roll 42

2. The Department of Education-Caraga Region now invites bids for Procurement of DepEd RO-AMU Office Supplies and Cleaning & Hygiene Supplies for 3rd and 4th Quarter use. Delivery of the Goods is required within 20 Days after issuance of Notice to Proceed. 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 starting September 5, 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 Lot 1 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 September 13, 2022 @ 11:00AM at DepEd Caraga Regional Office XIII, RPSU Lobby, which shall be open to prospective bidders.

6. Bids must be delivered to the addressee on September 26, 2022 before 1:30 o'clock in the afternoon. 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 September 26, 2022 at 1:30 o'clock in the afternoon 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 September 13, 2022 @ 11:00am RPSU Lobby, DepEd Regional Office XIII, Butuan City

Opening of Bids September 26, 2022 @ 1:30pm

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 is 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
13/09/2022	11:00:00 AM	RPSU Lobby, DepEd Caraga Regional Office, Butuan City

Created by Fiel Y. Almendra

Date Created 01/09/2022

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