



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  
(3<sup>rd</sup> & 4<sup>th</sup> 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 3<sup>rd</sup> & 4<sup>th</sup> 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                                    | 63  |
| 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 3<sup>rd</sup> and 4<sup>th</sup> 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 Sept. 13, 2022 @ 11:00 AM 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 PM. 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 @ 1:30 PM 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 | September 13, 2022 @ 11:00 AM | RPSU Lobby, DepEd Regional Office XIII, Butuan City |
| Opening of Bids    | September 26, 2022 @ 1:30 PM  |                                                     |

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