



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

## INVITATION TO BID

### PROCUREMENT FOR DEPED RO8 CY 2020 GENERAL SUPPLIES

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2020** intends to apply the sum of **Two Million Nine Hundred Ninety-Four Thousand Twenty-Five and 66/100 Pesos Only (Php2,994,025.66)** being the Approved Budget for the Contract (ABC) to payment for the **PROCUREMENT FOR DEPED RO8 CY 2020 GENERAL SUPPLIES**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

UNIT	PARTICULARS	QTY.
roll	ACETATE	1
can	AIR FRESHENER, aerosol, 280ml/150g min	100
bottle	ALCOHOL, ethyl 70%, SOLUTION, 500ml	600
piece	BALL POINT PEN, BLACK	834
piece	BALL POINT PEN, BLUE	930
pack	BATTERY, dry cell, AA, 2 pieces per blister pack	172
pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	140
pack	BATTERY, Dry Cell, 9 volts	18
piece	BROOM, SOFT (TAMBO), weight: 200g min tiger grass	45
piece	BROOM, STICK (TINGTING)	38
box	BINDER CLIP, 25mm, blk (12's/box)	16
box	BINDER CLIP, 41mm, blk (12's/box)	23
box	BINDER CLIP, 2", blk (12's/box)	10
can	CAR FRESHENER	10
unit	CALCULATOR, COMPACT, electronic, 12 digits cap.	20
pack	CARTOLINA, ASSORTED COLORS, 20 pieces per pack	15
bottle	CLEANER, TOILET BOWL AND URINAL, 1,000ml cap.	300
piece	CLEARBOOK, A4 SIZE	118
piece	CLEARBOOK, LEGAL	123
box	Clip, Backfold, 19mm (12's/box)	5
box	Clip, Backfold, 25mm (12's/box)	35
box	CLIP, BACKFOLD, 33MM, 12 pieces per box	55
box	CLIP, BACKFOLD, 55MM, 12 pieces per box	54
piece	CORRECTION TAPE, 1 piece in individual plastic, 5MM.	900



UNIT	PARTICULARS	QTY.
piece	CUTTER KNIFE	24
piece	DATA FILE BOX, made of chipboard, with closed ends ( <b>GREEN COLOR</b> )	850
piece	DATA FILE BOX with Cover, Rectangular ( <b>GREEN COLOR</b> )	60
piece	DATA FOLDER, made of chipboard, <b>Green</b>	150
piece	DATA ORGANIZER w/ ring (2 holes)	6
piece	DATING AND STAMPING MACHINE	2
pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch	148
can	DISINFECTANT SPRAY, aerosol type, 510 grams	173
bottle	DISHWASHING LIQUID, 250ml.	91
piece	DUST PAN, non-rigid plastic, big	16
piece	DUSTER, Cotton	4
unit	ELECTRIC FAN, STAND TYPE, PLASTIC BLADE	7
piece	ENVELOPE, DOCUMENTARY (BROWN), for A4 size document	1,000
box	ENVELOPE, EXPANDING, Laminated ( <b>Green</b> ), 100's/box	50
box	ENVELOPE, MAILING, 500 pieces per box	23
box	ENVELOPE, MAILING, WITH WINDOW, 500 pieces per box	2
piece	ERASER, PLASTIC OR RUBBER	35
unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	48
box	FASTENER, PAPER, <b>PLASTIC COATED</b>	400
piece	FLASH DRIVE, 64 GB	15
piece	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	30
piece	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister pack	60
piece	FLASH DRIVE, 8 GB capacity, 1 piece in individual blister pack	40
pack	FOLDER, File, A4 size, pt.14 (100's/pack)	3
pack	FOLDER, File, Legal Size, pt.14 (100's/pack)	13
box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100's/box	37
pack	FOLDER, with TAB, for A4 size documents, 100 pieces per pack	10
pack	FOLDER, with TAB, for legal size documents, 100 pieces per pack	4
can	FURNITURE CLEANER, aerosol, 300ml min./can	60
piece	FLOOR MAT/RAG, COTTON	20
bottle	GLASS CLEANER, SPRAY, BIG (KIWI)	82
jars	GLUE, all purpose, gross weight: 200 grams	125
piece	GLUE GUN STICK, BIG	24
btls	HANDWASHING LIQUID SOAP	150
box	INDEX TAB, 5 sets per box	17
set	MARKER, FLUORESCENT, 3 colors per set	25
piece	MARKER, PERMANENT, bullet type, black	383

UNIT	PARTICULARS	QTY.
piece	MARKER, PERMANENT, bullet type, blue	346
piece	MARKER, PERMANENT, bullet type, red	51
piece	MARKER, PERMANENT, <b>BROAD</b> (BLACK)	156
piece	MARKER, PERMANENT, <b>BROAD</b> (BLUE)	156
piece	MARKER, WHITEBOARD, black	85
piece	MARKER, WHITEBOARD, blue	68
piece	MARKER, WHITEBOARD, red	98
bundle	METASTRIPS, ASSORTED COLORS ( <b>8 colors/bundle @ 75shts/color</b> )	3
piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	24
piece	MOUSE, WIRELESS (for LAPTOP)	6
piece	MOUSE PAD	4
piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	360
pad	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	94
pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	120
pad	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	76
piece	NUMBERING STAMP, 10-DIGITS	2
box	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	55
box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	151
ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	1,500
ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	70
ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)	500
box	PAPER, SPECIALTY, LONG	18
box	PAPER, SPECIALTY, SHORT	34
piece	PENCIL SHARPENER, 1 piece in individual plastic case	7
box	PENCIL, LEAD WITH ERASER, 12 dozens per box	37
piece	PRESENTER, LASER, WIRELESS, Branded	9
case	PUSH PIN, 100 pieces per case	22
pack	PHOTO PAPER, glossy	53
piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual bx	18
bundle	RAGS, ALL COTTON, 32 pieces per kilo per bundle	30
book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	150
book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	76
piece	RING BINDER, black 1"	14
piece	RING BINDER, 1/2"	14
box	RUBBER BAND, 70mm min lay flat length (#18)	43

UNIT	PARTICULARS	QTY.
piece	RULER, PLASTIC, 450MM, 1 piece in individual plastic	9
pair	SCISSORS, heavy duty (big)	50
piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	300
piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1,500
bottle	STAMP PAD INK, purple or violet, 50ml (min.)	64
piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm	10
piece	STAPLE REMOVER, PLIER TYPE, Heavy Duty.	20
box	STAPLE WIRE, STANDARD	216
piece	STAPLER, STANDARD TYPE, load cap: 200 staples min.	41
piece	SPONGE	32
piece	STORAGE BOX w/ cover (9.5" x 10" x 15")	20
pack	SANDO BAG, PLASTIC, large (100's/pack)	2
piece	TAPE DISPENSER, TABLE TOP	50
roll	TAPE, ELECTRICAL	50
roll	TAPE, MASKING, width: 24mm (±1mm)	102
roll	TAPE, PACKAGING, width: 48mm (±1mm)	100
roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	273
roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	181
pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	306
piece	TOILET BRUSH w/ handle	20
piece	TOILET DEODORANT, CAKE, small	100
roll	TRASHBAG, plastic, gusseted type, transparent, 10 pcs per roll/pack	125
pack	TRASH BAG, TRANSPARENT, 16" x 24"	32
roll	TWINE, PLASTIC	17
piece	VOUCHER FILER w/ bolts, 4" <b>(Green)</b>	1,048
piece	WASTE BASKET w/ COVER, NON-RIGID PLASTIC, big	31
box	WET WIPES	20
Cart	INK CART, BROTHER, DCP-J105- LC539XL, Black	41
Cart	INK CART, BROTHER, DCP-J105- LC535XL, Cyan	37
Cart	INK CART, BROTHER, DCP-J105- LC535XL, Magenta	36
Cart	INK CART, BROTHER, DCP-J105- LC535XL, Yellow	40
Cart	INK CART, CANON CL-47, BLACK	400
Cart	INK CART, CANON CL-57, COLOR	400
Cart	INK CART, EPSON C13T664100 (T6641), Black	200
Cart	INK CART, EPSON C13T664200 (T6642), Cyan	227
Cart	INK CART, EPSON C13T664300 (T6643), Magenta	224
Cart	INK CART, EPSON C13T664400 (T6644), Yellow	241
Cart	INK CART, EPSON L3110 (003), Black	220
Cart	INK CART, EPSON L3110 (003), Cyan	113

UNIT	PARTICULARS	QTY.
Cart	INK CART, EPSON L3110 (003), Magenta	113
Cart	INK CART, EPSON L3110 (003), Yellow	150
Cart	INK CART, HP CZ107AA (HP 678), BLACK	50
Cart	INK CART, HP CZ108AA (HP 678), COLOR	50
Toner	TONER CART, HP CE285A, (HP85A), Black	40
box	PVC COVER, Transparent (A4 - 100's/box)	51
ream	Book Paper, short (8 1/2 x 11), s.20	35
btls	Dishwashing Liquid, 500ml.	50
pcs	Ballpen, blue (Smooth ink - Flex Stick)	100
pcs	Correction Fluid, water base	100
pcs	Certificate Folder	50
pcs	Certificate Frames (8 1/2 x 11)	100
can	Insecticide, aerosol type,600 ml	30
gal	Bleach Detergent Solution, gallon	88
pcs	Surgical Mask	300
pcs	Printer with print, copy and scanner	15

*NOTE: Winning Bidder **must coordinate**, one (1) day after the award, **with the Asset Management Section, Administrative Division** (Proponent) to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, **Contact Nos. (053) 323-8391/832-4631**, E-mail address: **asset.region8@deped.gov.ph**.*

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR DEPED RO8 CY 2020 GENERAL SUPPLIES**. Bidders should have completed, within the last 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. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". 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 and subject to Commonwealth Act 138.

4. A complete set of **Bidding Documents may be purchased** from the DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, upon accomplishing a bidder's information sheet (downloadable at <http://bit.ly/DepEd8-BiddersInformationSheet>) and payment in cash of a non-refundable fee by interested bidders **in the amount of Five Thousand Pesos only (Php5,000.00), to the DepEd Region VIII Cashier**. Only bidders who purchased the Bidding Documents will be allowed to submit bids.

**Three (3) sets** (Original, Copy 1, and Copy 2) of the duly signed (per page) **bid documents shall be submitted in hard copies**, together with the technical and financial documents.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on July 01, 2020, 10:00 AM** at the **BAC/PPRD/QAD Office, DepEd Regional Office VIII, Candahug, Palo, Leyte**, which shall be open only to all interested parties who have purchased the Bidding Documents.

6. **Bids must be delivered** to the address below, **before 10:00 AM of July 14, 2020**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Bid opening** shall be on **July 14, 2020, 10:00 AM at BAC/PPRD/QAD Office, DepEd Regional Office VIII, Candahug, Palo, Leyte**. *Physical attendance of bidders/representatives during the Pre-Bid Conference/Bid Opening activities shall not be allowed during the COVID-19 pandemic*. Late bids shall not be accepted.

**Important Note:** *Participants are informed that the Pre-Bid Conference and Opening of Bids during the period of COVID-19 Pandemic shall be broadcasted/shared to prospective bidders who wish to attend the said procurement activities online, via Google Meet. Hence, interested bidders shall provide the BAC Secretariat ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)) their respective **Gmail addresses** at least one (1) day before, so that they can join the procurement videoconference(s).*

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	July 01, 2020 10:00 AM	BAC/PPRD/QAD Office, DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	July 14, 2020 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, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

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