



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

INVITATION TO BID

PROCUREMENT FOR THE CY 2021 GENERAL SUPPLIES OF THE DIFFERENT FUNCTIONAL DIVISIONS OF DEPED REGIONAL OFFICE VIII

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2021** intends to apply the sum of **One Million Seven Hundred Fifty Five Thousand Fifty Five and 52/100 Pesos Only (Php 1,755,055.52)**, being the Approved Budget for the Contract (ABC) to payment for the **PROCUREMENT FOR THE CY 2021 GENERAL SUPPLIES OF THE DIFFERENT FUNCTIONAL DIVISIONS OF DEPED REGIONAL OFFICE VIII**. 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	3
bottle	ALCOHOL, ethyl, 68%-70%, 500ml.	611
pack	BATTERY, dry cell, AA, 2 pieces per blister pack	59
pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	79
piece	BROOM, SOFT (TAMBO), weight: 200g min tiger grass	10
piece	BROOM, STICK (TINGTING)	23
box	BINDER CLIP, 41mm, blk (12's/box)	4
box	BINDER CLIP, 2", blk (12's/box)	4
gals	BLEACH, Detergent Solution, 1 gal.	5
unit	BINDING MACHINE, heavy duty	1
box	CARBON FILM, A4, BLUE	1
box	CARBON FILM, LEGAL, BLUE	1
unit	CALCULATOR, COMPACT, electronic, 12 digits cap, 1/ bx	19
bottle	CLEANER, TOILET BOWL AND URINAL, , 900ml-1,000ml cap	32
can	CLEANSER, SCOURING POWDER, 350g min./can	6
piece	CLEARBOOK, A4 SIZE (20 Transparent Pockets)	8
piece	CLEARBOOK, LEGAL (20 Transparent Pockets)	14
box	CLIP, BACKFOLD, 19MM, 12 pieces per box	70
box	CLIP, BACKFOLD, 25MM, 12 pieces per box	74
unit	COMB BINDING MACHINE, heavy duty	3
piece	CORRECTION TAPE, 1 piece in individual plastic	442



UNIT	PARTICULARS	QTY
unit	COMPUTER SYSTEM UNIT, 4-Core (4 th Gen.) 8GB RAM, 320GB HDD	3
piece	CUTTER KNIFE	36
piece	DATA FILE BOX, made of chipboard (GREEN COLOR)	43
piece	DATA FILE BOX with Cover, Rectangular (GREEN COLOR)	121
piece	DETERGENT BAR, 140g.	7
pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch	37
can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	137
bottle	DISHWASHING LIQUID (Branded), 500ml.	104
piece	DOOR KNOB, heavy duty	1
piece	DOOR MAT, CLOTH	4
piece	DUST PAN, non-rigid plastic, big	4
unit	ELECTRIC FAN, STAND TYPE	2
unit	ELECTRIC FAN, WALL TYPE, Plastic blade	1
box	ENVELOPE, DOCUMENTARY (BROWN), for A4 size document	1
box	ENVELOPE, EXPANDING (Green), w/ rubber (100's/box)	2
box	ENVELOPE, MAILING, 500 pieces per box	1
box	ENVELOPE, MAILING, WITH WINDOW, 500 pieces per box	1
piece	ERASER, RUBBER	33
piece	EXAMINATION GLOVES	50
unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1/ box	16
piece	EXTENSION CORD, with Switch (5 METERS)	1
gals	FABRIC CONDITIONER	3
box	FASTENER, PAPER, PLASTIC COATED (12's/box)	66
piece	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister pack	64
piece	FLASH DRIVE, 8 GB capacity, 1 piece in individual blister pack	6
box	FOLDER, PRESSBOARD, size: 240mm x 370mm, 100's/bx	13
box	Folder, Expanding, long (Green)	8
piece	Folder, Expanding, long (Green)	130
pack	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	14
pack	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	50
piece	FLOOR MAT/RAG, COTTON	18
bottle	GLASS CLEANER, SPRAY, 500ml. (Branded)	2
jars	GLUE, all purpose, gross weight: 200 grams min	86
piece	HAND SOAP, Liquid, 500ml.	136
btls	HANDWASHING LIQUID SOAP	16
btls	HAND SANITIZER, 500ml.	75
box	INDEX TAB, self-adhesive, transparent	68
can	INSECTICIDE, aerosol type, net content: 600ml min	8

UNIT	PARTICULARS	QTY
piece	KEYBOARD (Branded)	1
pcs	LED LIGHT, T8	5
pcs	Light Bulb, LED, 9 watts	9
pcs	LED LIGHT, T5	9
pcs	LAPTOP CHARGER, ACER (Model: PA-1650-86)	1
unit	LAMINATING MACHINE (A3/A4)	3
piece	MAGAZINE FILE BOX, LARGE	12
set	MARKER, FLUORESCENT, 3 colors per set	17
piece	MARKER, PERMANENT, bullet type, black	125
piece	MARKER, PERMANENT, bullet type, blue	124
piece	MARKER, PERMANENT, bullet type, red	18
piece	MARKER, WHITEBOARD, black	30
piece	MARKER, WHITEBOARD, blue	55
unit	MONITOR, IPS, 23", touchscreen, 1920 x 1080 DVI HDMI, 1.4USB	1
piece	MOPHEAD, made of rayon, weight: 400 grams min	10
piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1/box	16
piece	MOUSE, WIRELESS (for LAPTOP)	17
pad	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	84
pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	98
pad	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	74
piece	PADLOCK, heavy duty	2
box	PAPER CLIP, 32MM, 100 pieces per box or 52 grams (min.)	44
box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.)	90
ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	195
ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)	414
ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330 (Legal)	41
box	PAPER, CANON, Legal (GREEN)	15
pack	PAPER, Specialty, SHORT	12
piece	PENCIL SHARPENER, 1 piece in individual plastic case	1
box	PENCIL, LEAD WITH ERASER, 12 dozens per box	61
unit	PRINTER, 3 n 1, Continuous Ink (Printer, Photocopier, Scanner)	9
unit	PRINTER, 5 n 1, Wireless Printing (BLUETOOTH & Wifi), Photocopier, Scanner w/ ADF and Digital Controls	4
case	PUSH PIN, 100 pieces per case	17
pack	PHOTO PAPER, A4	50
piece	PUNCHER, paper, heavy duty, with two hole guide	12
unit	PORTABLE COMPUTER PROJECTOR (Resolution, 845 x 480)	1
book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	52

UNIT	PARTICULARS	QTY
book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	25
box	RING BINDER, COMB, 12mm, plastic	5
box	RING BINDER, COMB, 14mm, plastic	7
box	RING BINDER, COMB, 16mm, plastic	5
box	RUBBER BAND, small, 50G (#16)	4
box	RUBBER BAND, 70mm min lay flat length (#18)	2
piece	RULER, plastic, 450mm (18")	25
pair	SCISSORS, heavy duty (big)	81
d	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	364
piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	907
piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	169
piece	SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip	419
bottle	STAMP PAD INK, purple or violet, 50ml (min.)	36
piece	STAPLE REMOVER, PLIER TYPE	29
box	STAPLE WIRE, HEAVY DUTY, 23/13	13
box	STAPLE WIRE, STANDARD	122
unit	STAPLER, BINDER TYPE, heavy duty, desktop	5
piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 pc/box	21
pack	STICKER PAPER, A4	28
pack	STICKY NOTE ("Sign Here")	10
piece	SOAP HOLDER, plastic	2
unit	SUCTION MOTOR, 1300 Motor, Airflow 103.8 CFM, Water Lift 92"	1
roll	TAPE, ELECTRICAL	1
roll	TAPE, MASKING, width: 24mm (±1mm)	56
roll	TAPE, MASKING, width: 48mm (±1mm)	50
roll	TAPE, PACKAGING, width: 48mm (±1mm)	104
roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	120
roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	51
pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, (12 rolls in a pack)	292
unit	TORNADO MOP	1
roll	TRASHBAG, black, 960mm x 016mm, 10 pcs per roll/pack	46
roll	TRASH BAG, TRANSPARENT, plastic	102
roll	TWINE, PLASTIC	8
piece	VOUCHER FILER w/ bolts, 4" (Green)	512
piece	WEB CAM, high end, resolution 480P, 640* 480 pixel	3
Cart	INK CART, BROTHER, DCP-T700W, black	50
Cart	INK CART, BROTHER, DCP-T700W, cyan	50
Cart	INK CART, BROTHER, DCP-T700W, magenta	50

UNIT	PARTICULARS	QTY
Cart	INK CART, BROTHER, DCP-T700W, yellow	50
Cart	INK CART, CANON CL-47, BLACK	10
Cart	INK CART, CANON CL-57, COLOR	10
Cart	INK CART, EPSON C13T664100 (T6641), Black	272
Cart	INK CART, EPSON C13T664200 (T6642), Cyan	185
Cart	INK CART, EPSON C13T664300 (T6643), Magenta	184
Cart	INK CART, EPSON C13T664400 (T6644), Yellow	166
Cart	INK CART, EPSON L3110 (003), Black	98
Cart	INK CART, EPSON L3110 (003), Cyan	88
Cart	INK CART, EPSON L3110 (003), Magenta	75
Cart	INK CART, EPSON L3110 (003), Yellow	92
Cart	INK CART, HP CZ107AA (HP 678), BLACK	6
Cart	INK CART, HP CZ108AA (HP 678), COLOR	2
Cart	INK CART, HP, (HP 63), BLACK (for Deskjet 2130)	9
Cart	INK CART, HP, (HP 63), COLOR (for Deskjet 2130)	9
box	CARTRIDGE RIBBON, Printronix, 17K	20
toner	TONER CART, HP (HP58A), Black	1
tube	Fujixerox Toner, DocuCentre S2023	2
tube	Fujixerox Toner, DocuCentre S1810	7
piece	Drum Unit, DR-2355	26
pack	FACE MASK	9
piece	FACE SHIELD, Direct Splash Protection	85
piece	FACE MASK, KN95	288
pcs	Sticker for PPE	300
pcs	Sticker for IT Equipment	300
pcs	Sticker for Furniture and Fixture	300

REQUIREMENT/S

- 1) **Delivery shall be at the DepEd Regional Office VIII**, Candahug, Palo, Leyte, **within Sixty (60) Calendar Days** from receipt of Notice To Proceed (NTP).

NOTE: Winning Bidder must coordinate immediately with the Asset Management Section, Administrative Division (AD-AMS, End-User), one (1) day after award to discuss guidelines of the program, delivery schedule/s, 0 8[and the expectation/s between both parties, **Contact No. (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 THE CY 2021 GENERAL SUPPLIES OF THE DIFFERENT FUNCTIONAL DIVISIONS OF DEPED REGIONAL OFFICE VIII**. 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: bit.ly/DepEd8-BiddersInformationSheet) and payment in cash of a non-refundable fee by interested bidders **in the amount of Five Thousand Pesos (Php5,000.00), to the DepEd Region VIII Cashier**. Only bidders who purchased the Bidding Documents will be allowed to submit bids.

Prospective bidders who intend to **purchase the bidding documents through online banking**, deposit may be done through:

PHILIPPINE VETERANS BANK		
Account Name: DepEd RO 8		
No.	Fund	Account Number
1	SEMINAR	0025-002137-001

A scanned copy of the deposit slip together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** (bac.region8@deped.gov.ph), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Three (3) sets (Original, Copy 1, and Copy 2) **of the Technical and Financial documents shall be submitted**, in hard copies, **on or before the Opening of Bids** schedule, **while the** duly signed (per page) **bid documents shall be submitted by the winning bidder**, in hard copies, **on or before** the agreed schedule of **the Post Qualification** activity.

Since the **Opening of Bids shall be conducted online, documents submitted via email** to the official email address of the BAC **shall also be accepted** provided that the following conditions are met, to wit;

- a) Send hard copies via courier. Provide the BAC a proof of waybill. Expected date of arrival of documents is before the opening of bids.
- b) An email of the bidding documents/technical and financial documents shall be sent to the BAC official email address before the opening of bids in PDF format and must be password-protected. Bidder shall only divulge/provide to the BAC, the document password during the time their document/s are being scrutinized.
- c) If the hard copies of the documents do not arrive as scheduled, the appreciation of the documents shall be through online reading, as sent.
- d) However, the original printed documents shall be opened during the post qualification and cross-validate those sent online. In the event, that there is an inconsistency, the data on the printed copies shall prevail.

Bidding Documents 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 March 29, 2021, 10:00 AM** at the **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 BAC Office, DepEd Regional Office VIII**, Candahug, Palo, Leyte, **before 10:00 AM of April 12, 2021**. 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 **April 12, 2021, 10:00 AM at the 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.

Note: **Participants are informed that the Pre-Bid Conference and Opening of Bids during the 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) 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	March 29, 2021 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	April 12, 2021 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 is 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:

RACHEL R. CUEVAS

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