



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

## INVITATION TO BID

### PROCUREMENT FOR THE CY 2022 GENERAL SUPPLIES TO BE USED BY THE DIFFERENT FUNCTIONAL DIVISIONS OF DEPED REGIONAL OFFICE VIII

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2022** intends to apply the sum of **One Million, Nine Hundred Seventy-Three Thousand, One Hundred Eighty-One Pesos and 77/100 Only (P1,973,181.77)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR THE CY 2022 GENERAL SUPPLIES TO BE USED BY 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.

QTY	UNIT	ITEM DESCRIPTION
53	can	AIR FRESHENER, aerosol, 280ml/150g min
10	gals	ALCOHOL, ethyl, 68%-70%, scented, Gallon
264	piece	BALL POINT PEN, BLACK
670	piece	BALL POINT PEN, BLUE
24	piece	BALL POINT PEN, RED
81	pack	BATTERY, dry cell, AA, 2 pieces per blister pack
24	piece	BROOM, SOFT (TAMBO), weight: 200g min tiger grass
24	piece	BROOM, STICK (TINGTING)
10	box	BINDER CLIP, 18mm, blk (12's/box)
31	box	BINDER CLIP, 25mm, blk (12's/box)
15	box	BINDER CLIP, 32mm, blk (12's/box)
5	box	BINDER CLIP, 41mm, blk (12's/box)
13	box	BINDER CLIP, 2", blk (12's/box)
1	unit	Binding Machine, heavy duty
12	can	CAR FRESHENER
1	box	Carbon Film, long (Blue)
64	bottle	CLEANER, TOILET BOWL AND URINAL, , 900ml-1,000ml cap
18	piece	CLEARBOOK, A4 SIZE
12	box	CLIP, BACKFOLD, 33MM, 12 pieces per box
6	box	CLIP, BACKFOLD, 50MM, 12 pieces per box
1	piece	CORKBOARD, 4' x 4' (5mm thick)
6	box	CLIP, BACKFOLD, 55MM, 12 pieces per box
1	unit	CPU (System Unit), Quad-Core 3.2GHz, 4th Gen., 8GB RAM, 1TB HDD
60	bx	CARTRIDGE RIBBON, Printronix



QTY	UNIT	ITEM DESCRIPTION
60	bx	CARTRIDGE RIBBON, Printronix
11	tube	CUTTER BLADE, 10 pieces per tube, big
17	piece	CUTTER KNIFE, big (heavy duty)
260	piece	DATA FILE BOX, made of chipboard, with closed ends (GREEN COLOR)
21	piece	DATA ORGANIZER w/ ring (2 holes)
6	piece	DETERGENT BAR, 140g. (1 whole)
111	pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch
108	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams
166	bottle	DISHWASHING LIQUID, 500ml.
12	piece	DUST PAN, non-rigid plastic, big
2	piece	DUSTER, Cotton
20	piece	ENVELOPE, EXPANDING, short, Laminated
50	piece	ENVELOPE, EXPANDING, long, Laminated
13	box	ENVELOPE, EXPANDING, Laminated (Green), 100's/box
3	box	ENVELOPE, MAILING, 500 pieces per box
44	piece	ERASER, PLASTIC/RUBBER
14	unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit/ box
7	piece	EXTENSION WIRE, (5 METERS), at least 3-gang
10	gals	FABRIC CONDITIONER (Galloon)
262	box	FASTENER, PAPER, PLASTIC/VINYL COATED
2	piece	FLASH DRIVE, 64 GB
37	piece	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack
20	piece	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister pack
25	piece	FOLDER, File, A4 size, pt.14
130	piece	FOLDER, File, Legal Size, pt.14
2	pack	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack
50	piece	FOLDER, MOROCCO, short (blue)
38	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100's/box
5	can	FURNITURE CLEANER, aerosol, 300ml min./can
21	piece	FLOOR MAT/RAG, COTTON
4	bottle	GLASS CLEANER, SPRAY, BIG, 500g.
63	jars	GLUE, all purpose, gross weight: 200 grams min
79	btls	HANDWASHING LIQUID SOAP, 500ml.
12	piece	Hand Towel (for Refrigerator)
33	box	INDEX TAB, 5 sets per box
66	can	INSECTICIDE, aerosol type, net content: 600ml min
1	roll	LAMINATING FILM, LEGAL SIZE, 5mil. (thickness)
12	piece	MARKER, PERMANENT, bullet type, red
10	piece	MARKER, PERMANENT, BROAD (BLACK), felt tip
52	piece	MARKER, WHITEBOARD, blue
6	piece	MARKER, WHITEBOARD, red
2	piece	MOUSE, OPTICAL, PS/2
15	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box
34	piece	MOUSE, WIRELESS (for LAPTOP)
17	piece	MOUSE PAD



QTY	UNIT	ITEM DESCRIPTION
74	pad	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad
70	pad	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad
159	box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of bx)
110	ream	BOOK Paper, Short (8 1/2" x 11), 80gsm
221	ream	BOOK PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)
426	ream	BOOK PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)
38	ream	BOOK PAPER, MULTI-PURPOSE, 70 gsm., (Legal)
10	box	PAPER, SPECIALTY, LONG (Pink color)
39	box	PAPER, SPECIALTY, SHORT (Green; Pink; L-Green; L-Blue; Yellow; Cream)
25	box	PENCIL, LEAD WITH ERASER, No.2, 12 pcs per box
4	piece	PRESENTER, LASER, WIRELESS
10	piece	PHILIPPINE FLAGS, 3' x 6' (standard size)
82	pack	PHOTO PAPER, glossy, A4
34	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece/ box
20	bundle	RAGS, ALL COTTON, 32 pieces per kilo per bundle
32	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
16	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
4	piece	RING BINDER, black 3"
4	piece	RING BINDER, black 2"
34	piece	RING BINDER, black 1"
36	piece	RING BINDER, black, 1/2"
26	box	RUBBER BAND, 70mm min lay flat length (#18)
25	piece	RULER, Aluminum, 12"
50	pair	SCISSORS, heavy duty (big)
18	pack	SCOURING PAD, 5 pieces per pack
431	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip
60	piece	SIGN PEN Refill, Pilot, Blue (Hi-tech Point- V5 RT)
1,443	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip
40	piece	SIGN PEN, Blue (0.5mm) retractable metal tip with rubber grip
84	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip
152	piece	SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip
11	bottle	STAMP PAD INK, purple or violet, 50ml (min.)
1	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm
16	piece	STAPLE REMOVER, PLIER TYPE
22	box	STAPLE WIRE, HEAVY DUTY, 23/13
130	box	STAPLE WIRE, STANDARD
4	unit	STAPLER, BINDER TYPE
25	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece/box
18	pack	STICKER PAPER, LONG
16	piece	SPONGE- 3" x 4" x 1"
134	piece	STORAGE BOX w/ cover (9.5" x 10" x 15"), cardboard
4	pack	SANDO BAG, PLASTIC, Extra Large (100's/pack)
8	roll	TAPE, ELECTRICAL, 1"
58	roll	TAPE, MASKING, width: 24mm (±1mm)



QTY	UNIT	ITEM DESCRIPTION
86	roll	TAPE, PACKAGING, width: 48mm ( $\pm 1$ mm)
12	piece	TAPE, DOUBLE ADHESIVE, 2"
283	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack
11	piece	TOILET BRUSH w/ handle
58	piece	TOILET DEODORANT, CAKE, small
44	roll	TRASHBAG, plastic, gusseted type, Black, 10 pcs per roll/pack, XL
120	pack	TRASH BAG, Black, 16" x 24"
10	piece	TRASH BINS, plastic w/ cover (green- 13 gals. Cap.)
8	roll	TWINE, PLASTIC, 1 kl.
877	piece	VOUCHER FILER w/ bolts, 4" (Green)
37	Cart	INK CART, BROTHER, DCP-J105- LC539XL, Black
19	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Cyan
19	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Magenta
19	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Yellow
15	Cart	INK CART, CANON CL-47, BLACK
15	Cart	INK CART, CANON CL-57, COLOR
183	Cart	INK CART, EPSON C13T664100 (T6641), Black
101	Cart	INK CART, EPSON C13T664200 (T6642), Cyan
101	Cart	INK CART, EPSON C13T664300 (T6643), Magenta
101	Cart	INK CART, EPSON C13T664400 (T6644), Yellow
304	Cart	INK CART, EPSON L3110 (003), Black
143	Cart	INK CART, EPSON L3110 (003), Cyan
144	Cart	INK CART, EPSON L3110 (003), Magenta
149	Cart	INK CART, EPSON L3110 (003), Yellow
6	Cart	INK CART, HP (HP 680), BLACK
2	Cart	INK CART, HP (HP 680), COLOR
4	Toner	TONER CART, HP (HP 58A for M404 Printer), Black
50	piece	Examination Gloves
50	piece	PVC COVER, (Binding Cover) Transparent (short)
160	pad	Post-stick on "Sign Here" message flags, 1/2" x 3/4" (asstd colors)
180	pad	Post-stick on "Sign Here" message flags, 1" (asstd colors)
2	pcs	Digital Facsimile/Stamp ("Certified True Copy")
1	pcs	Digital Facsimile/Stamp ("RELEASED")
1	pcs	Digital Facsimile/Stamp ("RECEIVED")
3	btls	Ink for Self-Inking Stamp (RED)
1	unit	Desktop Computer (9th to 10th Gen., DDR4, 1TB HDD, Casing w/ 700 watts power supply)
1	unit	Desktop Monitor, 18" (LCD)
3	pcs	Digital Facsimile/Stamp ("MA. LAURA F. PAGLINAWAN")
11	unit	Uninterruptible Power Supply (UPS), 650VA
12	unit	Printer, 3 n 1 (Continuous Ink)
1	unit	Printer, 3 n 1 (Continuous Ink with WiFi)
400	pcs	Sticker for PPE (refer to sample)
400	pcs	Sticker for IT Equipment (refer to sample)
400	pcs	Sticker for Furniture and Fixture (refer to sample)



QTY	UNIT	ITEM DESCRIPTION
1	unit	Printer, 5 n 1 (scan, print, copy, Wifi direct, borderless printing up to 4R, Continuous Ink
570	pcs	Certificate Holder, A4 size (Jacket type)
630	pcs	Certificate Holder, 8 1/2" x 11" size (Jacket type)
25	pcs	Certificate Frames, A4 (plastic)
7	tube	PhotoCopier Toner, Docucentre S1810
1	tube	PhotoCopier Toner, Docucentre S2320
4	tube	PhotoCopier Toner, Docucentre S2011
4	pcs	Bulb, LED, 10 watts (daylight)
20	pcs	Bulb, 36 watts (T5 - daylight)
20	pcs	LED Linear Tube, 18 watts, FRO Series
20	pcs	Bulb, LED, 9 watts
1	pcs	Thermogun, Non-contact Laser
6	liter	Sodium Hypochloride Bleach, 1 ltr.

**Important Note/s:**

- *Delivery shall be within Thirty (30) Calendar Days from the receipt of Notice to Proceed (NTP) of the supplier.*
- *To be delivered to DepEd Regional Office VIII c/o Asset Management Section;*
- *Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division – Asset Management Section (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 300-0930, E-mail address: [asset.region8@deped.gov.ph](mailto:asset.region8@deped.gov.ph).*

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR THE CY 2022 GENERAL SUPPLIES TO BE USED BY 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](https://bit.ly/DepEd8-BiddersInformationSheet)) and payment in cash of a non-refundable fee by interested bidders in the amount Five Thousand Pesos



(P5,000.00), 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](mailto: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 (also in 3 sets) shall be submitted by the winning bidder, in hard copies, on or before the agreed schedule of the Post Qualification activity.

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 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 28, 2022, 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 either through manual/physical submission or through courier to the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 on or before 10:00 a.m. of April 11, 2022. All bids must be accompanied by a Bid Securing Declaration or any form of Bid Security and amount indicated in ITB Clause 14 and in the Bid Data Sheet ITB Clause 14.1.

Bid opening shall be on April 11, 2022, 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 Microsoft Teams. 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	March 28, 2022   10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	April 11, 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 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**  
*Head, BAC Secretariat*  
*DepEd Regional Office VIII*  
*Government Center, Candahug, Palo, Leyte*  
*Tel. No. (053) 888-9349*  
*E-Mail: bac.region8@deped.gov.ph*

Prepared by

  
**RACHEL R. CUEVAS**  
 EPS, Quality Assurance Division  
 Head, BAC Secretariat

Concurred:

  
**ALEJANDRINO L. YMAN**  
 Chief, Administrative Division  
 End User / Proponent

Approved:

  
**BEBIANO I. SENTILLAS, CESO V**  
 Assistant Regional Director  
 BAC Chairman