



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

INVITATION TO BID

PROCUREMENT FOR CY 2024 GENERAL SUPPLIES OF DEPED REGION VIII (EARLY PROCUREMENT ACTIVITY)

1. The Department of Education Regional Office VIII, through **GAA CY 2024** intends to apply the sum of **One Million Nine Hundred One Thousand Nine Hundred Forty-four Pesos Only (P1,901,944.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR CY 2024 GENERAL SUPPLIES OF DEPED REGION VIII (EARLY PROCUREMENT ACTIVITY)**. 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 |
|------|--------|--|
| 1 | roll | ACETATE |
| 34 | can | AIR FRESHENER, aerosol, 280ml/150g min |
| 39 | gals | ALCOHOL, ethyl, 68%-70%, scented, Gallon |
| 188 | bottle | ALCOHOL, ethyl, 68%-70%, scented, 500ml. |
| 221 | piece | BALL POINT PEN, BLACK |
| 845 | piece | BALL POINT PEN, BLUE |
| 113 | pack | BATTERY, dry cell, AA, 2 pieces per blister pack |
| 106 | pack | BATTERY, dry cell, AAA, 2 pieces per blister pack |
| 12 | piece | BROOM, SOFT (TAMBO), weight: 200g min tiger grass |
| 10 | piece | BROOM, STICK (TINGTING) |
| 48 | box | BINDER CLIP, 18mm, blk (12 s/box) |
| 58 | box | BINDER CLIP, 25mm, blk (12 s/box) |
| 37 | box | BINDER CLIP, 32mm, blk (12 s/box) |
| 37 | box | BINDER CLIP, 41mm, blk (12 s/box) |
| 75 | box | BINDER CLIP, 2", blk (12's/box) |
| 70 | pack | BINDER, Notebook Filer, 6 x 8.5" (5's/pack) |
| 10 | can | CAR FRESHENER, 1.05 ounce |
| 21 | unit | CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box |
| 40 | bottle | CLEANER, TOILET BOWL AND URINAL, 900ml-1,000ml cap |
| 24 | pack | CLEANER, AUTOMATIC TOILET BOWL, Blue Soap (50 grams x 6 tabs) |
| 47 | piece | CLEARBOOK, A4 SIZE |
| 17 | piece | CLEARBOOK, LEGAL |
| 23 | box | CLIP, BACKFOLD, 19MM, 12 pieces per box |
| 31 | box | CLIP, BACKFOLD, 25MM, 12 pieces per box |



| QTY. | UNIT | ITEM DESCRIPTION |
|------|--------|--|
| 23 | box | CLIP, BACKFOLD, 33MM, 12 pieces per box |
| 36 | box | CLIP, BACKFOLD, 50MM, 12 pieces per box |
| 447 | piece | CORRECTION TAPE, 1 piece in individual plastic, 5mm x 8 meters |
| 17 | tube | CUTTER BLADE, 10 pieces per tube |
| 7 | piece | CUTTER KNIFE, heavy duty |
| 111 | piece | DATA FILE BOX, made of chipboard, with closed ends (GREEN COLOR) |
| 9 | piece | DATA ORGANIZER w/ ring (2 holes) |
| 51 | pouch | DETERGENT POWDER, all purpose, 1kg per plastic pouch |
| 20 | can | DISINFECTANT SPRAY, aerosol type, 400-550 grams |
| 135 | bottle | DISHWASHING LIQUID, 500ml. |
| 5 | piece | DUST PAN, non-rigid plastic, big |
| 5 | piece | DUSTER, Cotton |
| 23 | box | ENVELOPE, EXPANDING, Laminated (Green), 100's/box |
| 23 | box | ENVELOPE, MAILING, 500 pieces per box, long |
| 2 | piece | ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD |
| 1 | unit | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box |
| 14 | piece | EXTENSION WIRE, (5 METERS - 4 gang) |
| 24 | gals | FABRIC CONDITIONER (Gallon) |
| 117 | box | FASTENER, PAPER, PLASTIC/VINYL COATED |
| 37 | piece | FLASH DRIVE, 64 GB |
| 355 | piece | FOLDER, File, A4 size, pt.14 |
| 430 | piece | FOLDER, File, Legal Size, pt.14 |
| 3 | pack | FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack |
| 1 | pack | FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack |
| 100 | piece | FOLDER, MOROCCO, short (blue) |
| 2 | box | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100's/box |
| 2150 | piece | FOLDER, EXPANDING, LONG, GREEN |
| 9 | can | FURNITURE CLEANER, aerosol, 300ml min./can |
| 30 | piece | FLOOR MAT/RAG, COTTON |
| 41 | bottle | GLASS CLEANER, SPRAY, BIG |
| 52 | jars | GLUE, all purpose, gross weight: 200 grams min |
| 7 | pc | Glue Gun, Heavy duty |
| 95 | piece | Glue Stick |
| 120 | btls | HANDWASHING LIQUID SOAP, 500ml. |
| 7 | piece | Hand Towel (for Refrigerator) |
| 43 | btls | HAND SANITIZER, 500ml. |
| 1 | box | INDEX TAB, 5 sets per box |
| 17 | can | INSECTICIDE, aerosol type, net content: 600ml min |
| 7 | roll | LAMINATING FILM, Legal size |
| 2 | unit | LAMINATING MACHINE |
| 81 | set | MARKER, FLUORESCENT, 3 colors per set |
| 99 | piece | MARKER, PERMANENT, bullet type, black |
| 91 | piece | MARKER, PERMANENT, bullet type, blue |

| QTY. | UNIT | ITEM DESCRIPTION |
|------|--------|--|
| 5 | piece | MARKER, PERMANENT, bullet type, red |
| 68 | piece | MARKER, PERMANENT, BROAD (BLACK), felt tip |
| 48 | piece | MARKER, WHITEBOARD, black |
| 35 | piece | MARKER, WHITEBOARD, blue |
| 35 | piece | MARKER, WHITEBOARD, red |
| 7 | piece | MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box |
| 13 | piece | MOUSE, WIRELESS (for LAPTOP) |
| 14 | piece | MOUSE PAD |
| 237 | pad | NOTEPAD, STICK-ON, 2X3, 100 sheets per pad |
| 262 | pad | NOTEPAD, STICK-ON, 3X3, 100 sheets per pad |
| 209 | pad | NOTEPAD, STICK-ON, 3X4, 100 sheets per pad |
| 50 | box | PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box) |
| 84 | box | PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box) |
| 35 | ream | Paper, Short (8 1/2" x 11), 80gsm |
| 954 | ream | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4) |
| 13 | ream | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal) |
| 550 | ream | PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4) |
| 7 | box | PAPER, SPECIALTY, LONG |
| 51 | box | PAPER, SPECIALTY, SHORT |
| 10 | pack | PAPER, CONSTRUCTION, A4 (Yellow; Green) |
| 60 | box | PENCIL, LEAD WITH ERASER, 12 dozens per box |
| 4 | piece | PRESENTER, LASER, WIRELESS |
| 15 | piece | PHILIPPINE FLAGS |
| 245 | pack | PHOTO PAPER, glossy |
| 13 | piece | PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box |
| 26 | bundle | RAGS, ALL COTTON, 32 pieces per kilo per bundle |
| 39 | book | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min |
| 51 | book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min |
| 15 | piece | RING BINDER, black 1" |
| 24 | piece | RING BINDER, black, 1/2" |
| 10 | box | RUBBER BAND, 70mm min lay flat length (#18) |
| 11 | piece | RULER, Aluminum, 12" |
| 22 | piece | RULER, PLASTIC, 450MM, 1 piece in individual plastic |
| 32 | box | SCENTED FACIAL TISSUE, 2 ply, 130 pulls |
| 42 | pair | SCISSORS, heavy duty (big) |
| 7 | pack | SCOURING PAD, 5 pieces per pack |
| 185 | piece | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip |
| 183 | piece | SIGN PEN Refill, Blue (Point- V5) |
| 783 | piece | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip |
| 109 | piece | SIGN PEN, Blue (Point- V5) |
| 41 | piece | SIGN PEN, Blue (Point- V7) |
| 90 | piece | SIGN PEN, Blue (Point- V10) |
| 48 | piece | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip |

| QTY. | UNIT | ITEM DESCRIPTION |
|------|--------|--|
| 67 | piece | SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip |
| 12 | bottle | STAMP PAD INK, purple or violet, 50ml (min.) |
| 14 | piece | STAMP PAD, FELT, bed dimension: 60mm x 100mm |
| 9 | piece | STAPLE REMOVER, PLIER TYPE |
| 121 | box | STAPLE WIRE, STANDARD |
| 34 | piece | STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box |
| 1 | piece | Stapler Long Arm, Heavy duty |
| 94 | pack | STICKER PAPER, LONG |
| 54 | piece | SPONGE |
| 4 | piece | STORAGE BOX w/ cover (9.5" x 10" x 15"), made of chipboard |
| 1 | unit | STEEL FILING CABINET, 4 -LAYERS |
| 21 | roll | TAPE, ELECTRICAL |
| 64 | roll | TAPE, MASKING, width: 24mm (±1mm) |
| 90 | roll | TAPE, MASKING, width: 48mm (±1mm) |
| 81 | roll | TAPE, PACKAGING, width: 48mm (±1mm) |
| 209 | roll | TAPE, TRANSPARENT, width: 24mm (±1mm) |
| 104 | roll | TAPE, TRANSPARENT, width: 48mm (±1mm) |
| 81 | piece | TAPE, DOUBLE ADHESIVE, 2" |
| 329 | pack | TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack |
| 3 | piece | TOILET BRUSH w/ handle |
| 46 | piece | TOILET DEODORANT, CAKE, small |
| 4 | roll | TRASHBAG, plastic, gusseted type, transparent, 10 pcs per roll/pack |
| 3 | roll | TWINE, PLASTIC, 1 kl. |
| 550 | piece | VOUCHER FILER w/ bolts, 4" (Green) |
| 13 | Cart | INK CART, BROTHER, DCP-J105- LC539XL, Black |
| 8 | Cart | INK CART, BROTHER, DCP-J105- LC535XL, Cyan |
| 8 | Cart | INK CART, BROTHER, DCP-J105- LC535XL, Magenta |
| 8 | Cart | INK CART, BROTHER, DCP-J105- LC535XL, Yellow |
| 31 | Cart | INK CART, BROTHER, BTD60, Black |
| 24 | Cart | INK CART, BROTHER, BTD5000, Cyan |
| 20 | Cart | INK CART, BROTHER, BTD5000, Magenta |
| 20 | Cart | INK CART, BROTHER, BTD5000, Yellow |
| 24 | Cart | INK CART, EPSON C13T664200 (T6642), Cyan |
| 28 | Cart | INK CART, EPSON C13T664300 (T6643), Magenta |
| 28 | Cart | INK CART, EPSON C13T664400 (T6644), Yellow |
| 283 | Cart | INK CART, EPSON L3110 (003), Black |
| 180 | Cart | INK CART, EPSON L3110 (003), Cyan |
| 182 | Cart | INK CART, EPSON L3110 (003), Magenta |
| 175 | Cart | INK CART, EPSON L3110 (003), Yellow |
| 11 | Cart | INK CART, EPSON L3156(103), Black |
| 11 | Cart | INK CART, EPSON L3156(103), Cyan |
| 11 | Cart | INK CART, EPSON L3156(103), Magenta |

| QTY. | UNIT | ITEM DESCRIPTION |
|------|-------|---|
| 11 | Cart | INK CART, EPSON L3156(103), Yellow |
| 8 | Toner | TONER CART, HP (HP 85A), Black (for HP Laserjet P1102) |
| 22 | piece | INK, Bottle, HP GT-51, Black |
| 12 | piece | INK, Bottle, HP GT-51, Cyan |
| 12 | piece | INK, Bottle, HP GT-51, Magenta |
| 12 | piece | INK, Bottle, HP GT-51, Yellow |
| 253 | pad | "Sign Here" message flags, 1/2" x 3/4" (asstd colors) |
| 71 | pad | "Sign Here" message flags, 1" (asstd colors) |
| 1 | pcs | Digital Facsimile/Stamp ("ARIEM A. CINCO") |
| 1 | pcs | Digital Facsimile/Stamp ("ARIEM A. CINCO/VERIFIED FROM THE ORIGINAL") |
| 1 | pcs | Digital Facsimile/Stamp ("Certified True Copy") |
| 2 | pcs | Digital Facsimile/Stamp ("RELEASED") |
| 3 | pcs | Digital Facsimile/Stamp ("RECEIVED") |
| 1 | btls | Self-Inking Dater Stamp |
| 19 | btls | Ink for Self-Inking Stamp |
| 2 | unit | Computer Monitor, 18" (LCD) |
| 2 | unit | Computer Monitor, 22" (LCD) |
| 35 | pcs | PVC Black Certificate Frame (Letter size) |
| 8 | unit | Uninterruptible Power Supply (UPS), 650VA |
| 8 | unit | Printer, 3 in 1 - Print, Scan, Copy (Continuous Ink Supply) |
| 200 | pcs | Stock Card, tagboard w/ back to back printing (8 1/2 x 11) |
| 1 | unit | Headset w/ Noise Cancellation |
| 986 | pcs | Certificate Folder, A4 size (Jacket type) |
| 5 | tube | Photocopier Toner, Docucentre S2011 |
| 7 | pcs | WIFI Wireless Adapter |
| 15 | liter | Sodium Hypochlorite Liquid Bleach, 1 ltr. |
| 10 | pcs | KN95 Mask |
| 3 | pcs | Computer Table (color: Mahogany) |
| 4 | pcs | HDMI to VGA Adapter |

Important Note/s:

1. This is an Early Procurement pursuant to Section 7.6 of the 2016 revised IRR of RA No. 9184 which states that "to facilitate the immediate implementation of procurement of Goods, Infrastructure Projects, or Consulting Services, even pending approval of the General Appropriations Act (GAA), corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the procuring entity (PE) may undertake the procurement activities short of award. xxx No award of contract shall be made until the GAA, corporate budget, or appropriations ordinance has been approved or enacted" and GPPB Circular No. 16-2019 (Guidelines on the Implementation of Early Procurement Activities).
2. Delivery shall be within Sixty (60) Calendar Days from the receipt of Notice to Proceed (NTP) of the supplier.
3. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division (Proponent), to discuss guidelines of

the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4631, E-mail address: admin.region8@deped.gov.ph.

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR CY 2024 GENERAL SUPPLIES OF DEPED REGION VIII (EARLY PROCUREMENT ACTIVITY)**. 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

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.

4. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on the day it is published in PhilGEPS** from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, <https://region8.deped.gov.ph> and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of five thousand pesos only (P5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

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.

Bidding Documents may also be downloaded 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.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference** on **NOVEMBER 22, 2023, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders. Physical appearance is also allowed.
7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII**, Candahug, Palo, Leyte 6501 either through manual/physical submission or through courier **on or before 10:00 a.m. of DECEMBER 6, 2023**. Late Bids shall not be accepted.
8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.
9. **Bid opening** shall be on **DECEMBER 6, 2023, 10:15 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**.
10. Participants are informed that the **Pre-Bid Conference and Opening of Bids shall also 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) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s)**. Physical appearance during the above-mentioned activities is allowed.


| ACTIVITY | DATE & TIME OF CONDUCT | VENUE |
|--------------------|---------------------------------|---|
| Pre-Bid Conference | NOV. 22, 2023 10:00 AM | DepEd Regional Office VIII, Candahug, Palo, Leyte |
| Opening of Bids | DEC. 6, 2023 10:15 AM | |

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

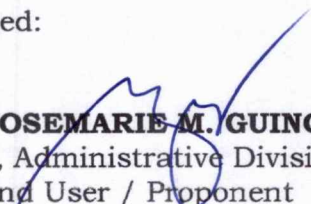
12. For further information, please refer to:

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BAC Chairman