



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

INVITATION TO BID

PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII

1. The Department of Education Regional Office VIII, through the **General Appropriations Act of 2025** intends to apply the sum of **Two Million Four Hundred Forty-One Thousand Nine Hundred Thirty-Nine and 90/100 Pesos Only (P2,441,939.90)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR 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.

No.	Item & Specifications	Unit of Measure	Total QTY
1	ALCOHOL ETHYL 70% SCENTED 500ML	BOTTLE	249
2	BATTERY DRY CELL AA 2 PIECES PER BLISTER PACK	PACK	111
3	BATTERY DRY CELL AAA 2 PIECES PER BLISTER PACK	PACK	83
4	DETERGENT POWDER, ALL PURPOSE 1kg PER POUCH	POUCH	110
5	DISHWASHING LIQUID 500ml	BOTTLE	299
6	FABRIC CONDITIONER IN GALLON	GALS	54
7	HANDWASHING LIQUID SOAP 500ml	BOTTLE	215
8	HAND SANITIZER 500ml	BOTTLE	28
9	SCRUBBING PAD-MULTI PURPOSE	PIECE	55
10	SCENTED FACIAL TISSUE 2PLY 130 PULLS	BOX	88
11	ELECTRICAL TAPE	ROLL	5
12	BROOM SOFT TAMBO WEIGHT 200g MIN TIGER GRASS	piece	33
13	BROOM STICK (TINGTING)	piece	32
14	CAR FRESHENER 1.05 OUNCE	CAN	24
15	TOILET BOWL AND URINAL CLEANER, 900ml-1000ml-CAP	BOTTLE	245
16	TOILET TABLET BOWL CLEANER(BLUE) 50g x 6 TABS	PACK	53
17	DISINFECTANT SPRAY, AEROSOL TYPE 400-500 GRAMS	CAN	18
18	COTTON DUSTER-MEDIUM	PIECE	4
19	FURNITURE CLEANER, AEROSOL TYPE 300ml PER CAN	CAN	22
20	FLOOR MAT	piece	51

No.	Item & Specifications	Unit of Measure	Total QTY
21	GLASS CLEANER, SPRAY BIG	BOTTLE	38
22	INSECTICIDE AEROSOL TYPE 600ml MIN CONTENT	CAN	64
23	RAGS, ALL COTTON, 32 PIECES PER KILO/ BUNDLE	BUNDLE	12
24	TOILET BRUSH W HANDLE	piece	18
25	TOILET DEDORANT, CAKE SMALL	piece	121
26	TRASH BIN PLASTIC WITH COVER -GREEN 13 LITERS	piece	9
27	SODIUM HYPOCHLORITE LIQUID BLEACH 1ltr	LITER	108
28	BATHROOM SOAP, FAMILY SIZE	PIECE	3
29	TRASH BAG PLASTIC GUSSETED TYPE, TRANSPARENT 10PCS PER ROLL/PACK	ROLL	223
30	LAMINATING MACHINE A3 HEAVY DUTY	UNIT	1
31	WATER DISPENSER, Hot and Cold Function	UNIT	2
32	BALL POINT PEN BLACK	piece	169
33	BALL POINT PEN BLUE	piece	1206
34	BINDER CLIP 18MM BLK 12s/BOX	BOX	126
35	BINDER CLIP 25MM BLK 12s/BOX	BOX	106
36	BINDER CLIP 32MM BLK 12s/BOX	BOX	54
37	BINDER CLIP 41MM BLK 12s/BOX	BOX	52
38	BINDER CLIP 2" BLK 12s/BOX	BOX	91
39	CLEARBOOK A4 SIZE	piece	27
40	CLEARBOOK LEGAL SIZE	PIECE	12
41	CLIP BACKFOLD 19MM 12s/BOX	BOX	6
42	CLIP BACKFOLD 25MM 12s/BOX	BOX	12
43	CLIP BACKFOLD 33MM 12s/BOX	BOX	8
44	CLIP BACKFOLD 50MM 12s/BOX	BOX	28
45	CORRECTION TAPE, 1PC IN INDIVIDUAL PLASTIC, 5MM x 8METERS	PIECE	537
46	CUTTER KNIFE, HEAVY DUTY (STANDARD)	PIECE	6
47	DATA FILE BOX MADE OF CHIPBOARD W/ CLOSE ENDS - GREEN COLOR	PIECE	112
48	DATA ORGANIZER W RING 2 HOLES	PIECE	6
49	ENVELOPE EXPANDING LAMINATED GREEN 100s/BOX	BOX	23
50	ENVELOPE MAILING 500 PIECES PER BOX, LONG	BOX	16
51	PAPER FASTENER PLASTIC/ VINYL COATED	BOX	113
52	FOLDER FILE A4 SIZE pt 14	PIECE	271
53	FOLDER FILE LEGAL SIZE pt14	PIECE	575
54	FOLDER L-TYPE A4 SIZE 50PCS PER PACK	PACK	54
55	DOCUMENT CARD CASE HOLDER SHORT CC LETTER TRANSPARENT	PIECE	100

No.	Item & Specifications	Unit of Measure	Total QTY
56	FOLDER PRESSBAORD SIZE:240MM x 370MM (-5MM) 100s/BOX	BOX	3
57	FOLDER EXPANDING LONG GREEN	PIECE	2030
58	GLUE ALL PURPOSE GROSS WEIGHT 200g MIN	JARS	72
59	INDEX TAB, 5 SETS PER BOX	BOX	8
60	LAMINATING FILM LEGAL SIZE 200 MICRON	ROLL	4
61	MARKER FLOURESCENT 3 COLORS PER SET	SET	51
62	MARKER PERMANENT BULLET TYPE BLK	PIECE	133
63	MARKER PERMANENT BULLET TYPE BLUE	PIECE	95
64	MARKER PERMANENT BULLET TYPE RED	PIECE	6
65	MARKER PERMANENT BROAD BLK FELT TIP	PIECE	61
66	MARKER WHITEBOARD BLACK	PIECE	21
67	MARKER WHITEBOARD BLUE	PIECE	43
68	MARKER WHITEBOARD RED	PIECE	31
69	NOTEPAD STICK-ON, 2x3 100 SHEETS PER PAD	PAD	134
70	NOTEPAD STICK-ON 3x3 100 SHEETS PER PAD	PAD	126
71	NOTEPAD STICK-ON 3x4 100 SHEETS PER PAD	PAD	185
72	PAPERCLIP 33MM, 100PCS PER BOX	BOX	54
73	PAPER CLIP 50MM, 100PCS PER BOX	BOX	38
74	PAPER SHORT (8 1/2" x 11) 80GSM	REAM	5
75	PAPER MULTIPURPOSE 70gsm SIZE 210mm x 297mm A4	REAM	524
76	PAPER MULTI PURPOSE 70gsm SIZE 216mm x 330 mm LEGAL	REAM	23
77	PAPER, SPECIALTY LONG COLOR WHITE	BOX	4
78	PAPER, SPECIALTY SHORT COLOR BEIGE	BOX	19
79	PAPER CONSTRUCTION A4 YELLOW GREEN	PACK	9
80	PENCIL LEAD WITH ERASER, 12 DOZEN PER BOX	BOX	25
81	PHOTO PAPER GLOSSY A4	PACK	119
82	RING BINDER BLACK "1"	PIECE	10
83	RING BINDER BLACK "1/2"	PIECE	10
84	RUBBER BAND, 70mm MINIMUM LAY FLAT LENGTH (#18)	BOX	17
85	RULER ALUMINUM "12"	PIECE	8
86	SCISSORS HEAVY DUTY BIG (STANDARD)	PAIR	52
87	SIGN PEN BLACK LIQUID/GEL INK 0.5mm NEDDLE TIP	PIECE	146
88	SIGN PEN REFILL, PILOT BLUE (V7)	PIECE	25
89	PARCHMENT PAPER 80gsm SHORT SIZE 8.5x11 INCHES LETTER	PACK	50

No.	Item & Specifications	Unit of Measure	Total QTY
90	SIGN PEN BLUE LIQUID/GEL INK 0.5mm NEEDLE TIP	PIECE	829
91	SIGN PEN BLUE V5	PIECE	49
92	SIGN PEN BLUE V7	PIECE	70
93	SIGN PEN RED LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	40
94	SIGN PEN GREEN LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	46
95	STAMP PAD INK PURPLE OR VIOLET 50ml	BOTTLE	17
96	STAMP PAD FELT, BED DIMENSIONS 60mm x 100mm	PIECE	2
97	STAPLE REMOVER PLIER TYPE	PIECE	15
98	STAPLE WIRE STANDARD	BOX	153
99	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES, 1 PC PER BOX	PIECE	63
100	STICKER PAPER LONG	PACK	38
101	STORAGE BOX W/ COVER, 9.5x10x15 MADE OF CHIPBOARD	PIECE	52
102	TAPE MASKING 24mm	ROLL	77
103	TAPE MASKING 48mm	ROLL	42
104	TAPE PACKAGING 48mm	ROLL	48
105	TAPE TRANSPARENT 24mm	ROLL	133
106	TAPE TRANSPARENT 48mm	ROLL	90
107	TAPE DOUBLE ADHESIVE "2"	ROLL	105
108	LONG ARM STAPLER 12 INCHES	PIECE	3
109	VOUCHER FILER w/bolts, 4" (Green)	PIECE	462
110	Sticky-Note "Sign Here" message flags, 1/2"x3/4" (asstd colors)	PAD	171
111	Sticky-Note "Sign Here" message flags, 1" (asstd colors)	PAD	122
112	Self-Inking Dater Stamp	PIECE	3
113	Ink for Self-Inking Stamp (RED)	BOTTLE	2
114	Certificate Folder, A4 size (Jacket type)	PIECE	740
115	Gun Tacker/Gun Stapler, heavy duty (Standard)	PIECE	1
116	Gun Tacker Staple Wire, refill	BOX	3
117	PVC BLACK CERTIFICATE FRAME (LETTER SIZE)	PIECE	35
118	BINDER NOTEBOOK FILER 6x8.5 (5 PCS PER PACK)	PACK	70
119	LONG ARM STAPLER, HEAVY DUTY (STANDARD)	PIECE	5
120	GLUE GUN HEAVY DUTY 12mm (STANDARD)	UNIT	1
121	GLUE STICK 12mm	PIECE	31
122	SIGN PEN (V10 GRIP 1.0MM BROAD)	PIECE	100

No.	Item & Specifications	Unit of Measure	Total QTY
123	PAPER, SPECIALTY, SHORT color (LIGHT GREEN)	BOX	14
124	PAPER, SPECIALTY, SHORT color (BLUE)	BOX	13
125	PAPER, SPECIALTY, SHORT color (WHITE)	BOX	8
126	PAPER, SPECIALTY, LONG color (LIGHT GREEN)	BOX	2
127	STOCKCARD 8 1/2 x 11 MADE OF TAPBOARD WITH BACK-TO-BACK PRINTING	PIECE	300
128	SEMI EXPENDABLE PROPERTY CARD MADE OF TAPBOARD 8 1/2 x 11 BACK-TO-BACK PRINTING	PIECE	300
129	MOROCCO FOLDER, LIGHT BLUE COLOR, SHORT	PIECE	50
130	ID HOLDER, 90 X 54 mm	piece	6
131	HEAVY DUTY TAPE DISPENSER (STANDARD)	PIECE	2
132	HEAVY DUTY DESKTOP HAND-HELD PENCIL SHARPENER	PIECE	25
133	LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS PER BOX	BOX	4
134	SIGN PEN REFILL, PILOT BLUE (V5)	PIECE	18
135	PAPER, SPECIALTY, A4 color (BLUE)	BOX	4
136	PAPER, SPECIALTY, A4 color (PINK)	BOX	4
137	PAPER, SPECIALTY, A4 color (LIGHT GREEN)	BOX	4
138	PAPER, SPECIALTY, A4 color (BIEGE)	BOX	4
139	FOLDER L-TYPE LEGAL SIZE 50PCS PER PACK	PACK	1
140	PVC PLASTIC COVER, SHORT (100pcs. /Pack)	PIECE	50
141	STAMP PAD INK RED, 50ml, with Applicator	BOTTLE	3
142	STORAGE BOX, PLASTIC, 60 LITERS	BOX	1
143	FOLDER, White Ordinary, A4 size	PIECE	200
144	PAPER, SPECIALTY LONG COLOR YELLOW	BOX	6
145	EXTENSION WIRE, (5 METERS) (4 GANG)	PIECE	18
146	Computer Table (Mahogany Color)	PIECE	7
147	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	UNIT	18
148	FLASH DRIVE, 64 GB	PIECE	52
149	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	PIECE	3
150	MOUSE, OPTICAL, PS/2, wired	PIECE	3
151	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	PIECE	2
152	MOUSE, WIRELESS (for LAPTOP)	PIECE	14
153	MOUSE PAD	PIECE	5
154	PRESENTER, LASER, WIRELESS	PIECE	5
155	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	UNIT	18

No.	Item & Specifications	Unit of Measure	Total QTY
156	Printer, CONTINUOUS INK SUPPLY, ALL IN ONE (PRINT, SCAN, COPY)	UNIT	14
157	COMPUTER MONITOR 22"	UNIT	4
158	WIFI WIRELESS ADAPTER	UNIT	33
159	HEADSET WITH NOISE CANCELLATION	UNIT	4
160	DOCUMENT SCANNER AUTO DOCUMENT TYPE, HEAVY DUTY, 35ppm/70ipm/50 sheets/Daily cycle 5,500	UNIT	2
161	LED Linear Tube, 18 watts, FRO Series	PIECE	4
162	Hand Towel (for Refrigerator)	PIECE	15
163	SANDO BAG, PLASTIC, Extra Large (100's/pack)	PACK	3
164	TWINE, PLASTIC, 1 kl	ROLL	8
165	INK CART, BROTHER, DCP-J105-LC539XL, Black	CART	8
166	INK CART, BROTHER, DCP-J105-LC535XL, Cyan	CART	4
167	INK CART, BROTHER, DCP-J105-LC535XL, Magenta	CART	4
168	INK CART, BROTHER, DCP-J105-LC535XL, YELLOW	CART	4
169	INK CART, BROTHER, BTD60, Black	CART	37
170	INK CART, BROTHER, BTD5000, Cyan	CART	43
171	INK CART, BROTHER, BTD5000, Magenta	CART	37
172	INK CART, BROTHER, BTD5000, Yellow	CART	37
173	INK CART, EPSON C13T664100 (T6641), Black	CART	19
174	INK CART, EPSON C13T664200 (T6642), Cyan	CART	8
175	INK CART, EPSON C13T664300 (T6643), Magenta	CART	8
176	INK CART, EPSON C13T664400 (T6644), Yellow	CART	11
177	INK CART, EPSON L3110 (003, Black	CART	228
178	INK CART, EPSON L3110 (003), Cyan	CART	59
179	INK CART, EPSON L3110 (003) Magenta	CART	65
180	INK CART, EPSON L3110 (003) Yellow	CART	67
181	INK CART, EPSON L3156 (103), Black	CART	17
182	INK CART, EPSON L3156 (103), Cyan	CART	12
183	INK CART, EPSON L3156 (103), Magenta	CART	10
184	INK CART, EPSON L3156 (103), Yellow	CART	10
185	INK CART, HP (HP 680), BLACK	CART	6
186	INK CART, HP (HP 680), COLOR	CART	2
187	TONER CART, HP (HP 85A), Black (for HP Laserjet P1102)	TONER	10
188	INK, Bottle, HP GT-51, Black	PIECE	24
189	INK, Bottle, HP GT-51, Cyan	PIECE	7
190	INK, Bottle, HP GT-51, Magenta	PIECE	8

No.	Item & Specifications	Unit of Measure	Total QTY
191	Digital Facsimile/Stamp ("Certified True Copy")	PIECE	3
192	Digital Facsimile/Stamp ("RELEASED")	PIECE	3
193	Digital Facsimile/Stamp ("RECEIVED")	PIECE	5
194	Photocopier Toner, Docucentre, S2011	TONER	4
195	FUJIFILM APEOS C2560 TONER CARTIDGE BLACK	CART	2
196	FUJIFILM APEOS C2560 TONER CARTIDGE MAGENTA	CART	1
197	FUJIFILM APEOS C2560 TONER CARTIDGE YELLOW	CART	2
198	FUJIFILM APEOS C2560 TONER CARTIDGE CYAN	CART	1
199	INK, Bottle, HP GT-51, Yellow	PIECE	8

Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Asset Management Section (AMS), Administrative Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: asset.region8@deped.gov.ph.
2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR 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 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 from 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**, in DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, 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 **Php5,000.00** only. 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.**

For prospective bidders who intend to **purchase the bidding documents through online banking**, the deposit may be made through:

PHILIPPINE VETERANS BANK

Account Name: DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-0000097

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 **April 23, 2025, 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 May 5, 2025**. 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 **May 6, 2025, 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 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 is also allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	April 23, 2025 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	May 6, 2025 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:

RACHEL R. CUEVAS

Head, BAC Secretariat

DepEd Regional Office VIII

Government Center, Candahug, Palo, Leyte

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Prepared by:



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End User / Proponent

Approved:



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Chief, HRDD
BAC Chairman