Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUNES
BIDS AND AWARDS COMMITTEE (BAC)
San Roque, Virac
Catanduanes, Philippines

INVITATION TO BID

PROCUREMENT OF BOND PAPER (A4 size, S-20)

For the Reproduction of Self-Learning Modules for Quarter 2

1. The Schools Division Office of Catanduanes, through the General Appropriation Act (GAA) CY 2020 intends to apply the sum of Nineteen Million Five Hundred Ninety Nine Thousand Eight Hundred Pesos Only (P19,599,800.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Bond Paper for the Reproduction of Self-Learning Modules for Quarter 2. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Schools Division Office of Catanduanes now invites bids for the Procurement of Materials for Module Reproduction for Quarter 2. Delivery of the Goods is required within thirty (30) days. Bidders should have completed, within three (3) 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 Instruction to Bidders.

Name of Project: Procurement Of Bond Paper (A4 size, S-20) for the Reproduction of Self-learning Modules for Quarter 2

Approved Budget for the Contract: Php19,599,800.00

Specific Requirement:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>ITEMS &amp; DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bond paper- A4 size, Substance 20</td>
<td>71,272 reams</td>
</tr>
</tbody>
</table>

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 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. Interested bidders may obtain further information from DepEd, Division of Catanduanes, BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 PM.

5. A complete set of Bidding Documents may be purchased by interested Bidders from September 10, 2020 from the address below and upon payment of a non-refundable fee of Ten Thousand Pesos (P10,000.00).
6. The DepEd, Division of Catanduanes will hold a Pre-Bid Conference on September 15, 2020 at 9:00 A.M. at SDO-ASDS Office, which shall be open to all interested parties.

7. Bids must be delivered to the address below on or before September 28, 2020 at 9:00 AM at SDO-ASDS Office. 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 September 28, 2020 at 9:00 AM at SDO-ASDS Office. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Prior to Bid Opening, representative of bidders should present and submit to the BAC a Special Power of Attorney stating the detailed activities which he/she will perform relative to the bidding at hand.

9. The Schools Division Office of Catanduanes, 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.

10. For further information, please refer to:

Mrs. Ma. Luisa T. Dela Rosa
Chairman, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
CP No. 09476099689

[Signature]
MA. LUISA T. DELA ROSA
BAC Chairman
PROCUREMENT OF BONDPAPER (A4, S-20) FOR THE REPRODUCTION OF SELF-LEARNING MODULES FOR QUARTER 2

PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>NO.</th>
<th>ACTIVITY</th>
<th>DURATION (days)</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparation of Bidding Documents</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Pre-Procurement Conference</td>
<td>1</td>
<td>Sept. 1, 2020</td>
<td></td>
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<tr>
<td>3.</td>
<td>Advertisement/Posting of Invitation to Bid</td>
<td>7</td>
<td>Sept. 8, 2020</td>
<td>Sept. 14, 2020</td>
</tr>
<tr>
<td>4.</td>
<td>Issuance of Bidding Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Pre-Bid Conference</td>
<td>1</td>
<td>Sept. 15, 2020 at 9:00 AM at ASDS Office</td>
<td></td>
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<tr>
<td>6.</td>
<td>Issuance of Bid Bulletin (if any)</td>
<td>7</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Deadline of Submission and Receipt of Bids/ Bid Opening</td>
<td>1</td>
<td>Sept. 28, 2020 at 9:00 AM at ASDS Office</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Bid Evaluation</td>
<td>1</td>
<td>Sept. 29, 2020</td>
<td></td>
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<td>9.</td>
<td>Post-Qualification</td>
<td>1</td>
<td>Sept. 30, 2020</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Approval of Resolution/ Issuance of Notice of Award</td>
<td>1</td>
<td>Oct. 1, 2020</td>
<td></td>
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<tr>
<td>12.</td>
<td>Approval of contract by higher authority</td>
<td>1</td>
<td>Oct. 5, 2020</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Issuance of Notice to Proceed</td>
<td>1</td>
<td>Oct. 6, 2020</td>
<td></td>
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</tbody>
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MA. LUISA T. DELA ROSA
BAC Chairman

MARIANNE C. TUD
Vice-Chairman

ROMEL G. PETAJEN
Member

MA. CIELO C. TUBALE
Member

NELSON T. SICIO
Member

GINA L. CUSTODIO
Member

FRANKIE TURALDE
Member