



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

**INVITATION TO BID FOR PROCUREMENT OF
OFFICE SUPPLIES AND MATERIALS
(EARLY PROCUREMENT ACTIVITY FY 2026)**

- 1) The *Schools Division Office of Catanduanes* through *General Appropriation Act (GAA) FY 2026*, intends to apply the sum of *Three Million Forty-One Thousand Eight Hundred Thirty Pesos only (PhP 3,041,830.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Office Supplies and Materials (Early Procurement Activity FY 2026)*. 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 *Procurement of Office Supplies and Materials (Early Procurement Activity FY 2026)*. Delivery of the Goods is required *every first week of January, April, July and October 2026*. Bidders should have completed, at least within three (3) years from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

NO.	DESCRIPTION	QUANTITY	UNIT
1	Bookpaper long S-20	1,500	rms
2	Bookpaper short S-20	500	rms
3	A4 S-20	1,300	rms
4	Expanded envelope long yellow, red, purple, green	1,000	pcs
5	Expanded folder long yellow, red, purple, green (bx of 100)	500	pcs
6	Brown envelope long	1,500	pcs
7	Brown envelope short	500	pcs
8	Plastic envelope long	150	pcs
9	Folder long (pck of 100)	50	pcks
10	Paper clip big good quality	150	bxs
11	Paper clip small good quality	150	pcs
12	Puncher heavy duty	15	pcs
13	Scotch tape 1" good quality	200	pcs
14	Stampad ink violet	50	pcs
15	Packing tape 2" good quality	100	pcs
16	Masking tape 2"	100	pcs
17	Ballpen Flexstick good quality (bxs of 12)	150	bxs
18	Pentelpen broad black (bx of 12)	15	bxs
19	Pencil Mongol #2 (bx of 12)	50	bxs

NO.	DESCRIPTION	QUANTITY	UNIT
20	Garbage bag XL good quality (10 pcs/roll)	100	rolls
21	Elmers glue 130g good quality	50	pcs
22	Binder clip big 2" good quality (12 pcs/bx)	200	bxes
23	Binder clip big 1" good quality (12 pcs/bx)	150	pcs
24	Correction tape big 10m good quality	600	pcs
25	Dishwashing paste 400grms good quality	200	pcs
26	Stampad big	30	pcs
27	Cutter big good quality	20	pcs
28	Alcohol 70% 500ml good quality with moisturizer	300	btls
29	EPSON L3210 Printer	6	unit
30	Sign pen My Gel good quality (black 200 bxs, blue 50 bxs)	200	bxes
31	Staplewire #35 good quality	200	bxes
32	Stapler #35 good quality	30	pcs
33	Fastener plastic good quality	100	bxes
34	Fastener plastic good quality 8"	12	bxes
35	Toilet cleanser 500ml good quality	50	btls
36	Scissors big good quality	30	pcs
37	Double A battery good quality	150	pcs
38	Data box file light blue good quality	200	pcs
39	Air freshener good quality	250	pcs
40	Special paper A4 120GSM cream (10 pcs/pck)	100	pcks
41	EPSON ink #003 black, cyan, magenta, yellow	50	sets
42	EPSON ink #003 black	80	pcs
43	Canon #71 ink black and colored	10	sets
44	Canon #71 ink black	10	pcs
45	EPSON ink #008 black and colored	15	sets
46	EPSON ink #001 black and colored	15	sets
47	Storage box XL	150	pcs
48	Mailing envelope long white	10	bxes
49	Rubberband big size: no. 18, 350gms	50	bxes
50	HP85A toner original	30	pcs
51	HP79A toner original	30	pcs
52	HP107A toner original	6	pcs
53	Highlighter yellow, orange	100	pcs
54	Back UPS APC 600VA	10	units
55	Bulb 30watts heavy duty/good quality	50	pcs
56	Receptacle good quality	20	pcs
57	Flatcord 1.25mm	1	rolls
58	Convenient Outlet with 4 gang	15	pcs
59	Electrical tape	12	pcs
60	Dust pan plastic	20	pcs
61	Door knob	15	pcs
62	Faucet	12	pcs
63	Dust bin medium size 15ltrs	30	pcs
64	Male plug	20	pcs

NO.	DESCRIPTION	QUANTITY	UNIT
65	Ribbon cartridge (FX 2175IIN Printer)	45	pcs
66	Continuous form paper, fan folded gray lines with both side perforation, bond paper 56gsm, 500 sets	15	bxs
67	Continuous form paper, fan folded plain, 56gsm one color print with water mark logo with both side perforation, 2,000 sets per box 11 x 9 1/2 ply (with print DepEd water mark)	35	bxs
68	Continuous form paper, fan folded plain with both side perforation, bond paper 56gsm, 500 sets per box 11 x 9 1/2, 3 ply carbonless	17	bxs
69	Continuous form paper, fan folded plain with both side perforation, bond paper 56gsm, 20000 sheets per box 11 x 9 1/2, 1 ply carbonless	15	bxs
70	Continuous form paper, fan folded gray lines with both side perforation, bond paper 56gsm, 500 sets per box, 11 x 14 7/8, 4 ply carbonless	15	bxs
71	Record book 300 leaves good quality	100	pcs
72	Computer table heavy duty	1	unit
73	Swivel chair heavy duty	12	units
74	Whiteboard marker	5	bxs
75	Soft broom	20	pcs
76	Mouse	15	pcs
77	Monobloc chair w/o arms maroon	100	pcs
78	Keyboard	10	pcs
79	Tansi	2	bundle
80	2T oil	10	ltrs
81	Spin mop good quality	5	pcs
82	Self-adhesive sticker paper A4 Matte	6	rms
83	Self-adhesive sticker paper legal Matte	6	rms
84	Adhesive tape 2" 3m	6	pcs
85	Thermal paper 57mm x 40mm	150	rolls
86	Thermal paper 80mm x 60mm	150	rolls
87	Stand fan heavy duty	10	units
88	Hard broom	15	pcs
89	Tucker heavy duty	6	pcs
90	Tucker wire	12	bxs
91	Tissue (pcks of 10) good quality	80	pcks

- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from **Schools Division Office of Catanduanes** and inspect the Bidding Documents at the address given below during **Monday to Friday from 8:00 AM to 5:00 PM except holiday**.

- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **November 25, 2025 to December 15, 2025** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (Php 5,000.00)**

It 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 applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The **Schools Division Office of Catanduanes** will hold a Pre-Bid Conference on **December 3, 2025 1:30 PM** at **SDO BAC Office** which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before **December 15, 2025 1:00 PM**. Late bids shall not be accepted.
- 8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 9) Bid opening shall be on **December 15, 2025 1:30 PM** at **SDO Catanduanes BAC Office**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) 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.
- 11) Please note that this is an **EARLY PROCUREMENT ACTIVITY** and awards of contract will commence upon the approval and effectivity of its funding source or its budget authorization document.
- 12) The **Schools Division Office of Catanduanes** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 13) For further information, please refer to:
JOGENE ALILLY C. SAN JUAN
BAC-Secretariat Head, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
Contact No. 09190039106
- 14) You may visit the following websites:
For downloading of Bidding Documents: <https://www.depedrovcatanduanes.com/2025-4.html>

November 25, 2025


MARY JEAN S. ROMERO
BAC Chairman