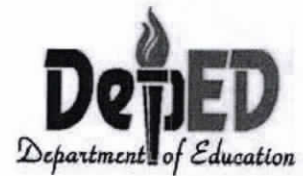


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
DIVISION OF CATANDUANES  
BIDS AND AWARDS COMMITTEE (BAC)



INVITATION TO BID

PROCUREMENT OF BOND PAPER (A4 size, S-20)  
FOR SMILE LEARNERS' PACKET REPRODUCTION IN SCHOOLS

1. The *Schools Division Office of Catanduanes*, through the General Appropriation Act (GAA) CY 2021 intends to apply the sum of **One Million Five Hundred Thousand Pesos Only (Php1,500,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Bond Paper (A4 size S-20) for SMILE Learners' Packet Reproduction in Schools**. 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 Bond Paper (A4 size, S-20) for SMILE Learners' Packet Reproduction in the School. **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 SMILE Learners' Packet Reproduction in Schools**

**Approved Budget for the Contract: Php1,500,000.00**

**Specific Requirement:**

Item No.	ITEMS & DESCRIPTION	QUANTITY
1.	Bond paper- A4 size, Substance 20	6,000 reams

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
  - a. 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.
4. Prospective bidders may obtain further information from *Schools Division Office of Catanduanes*, and inspect the Bidding Documents at the address given below from Monday to Friday from 8:00 A.M. to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **November 11- December 1, 2021** from the address and website 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 (Php5,000.00)**. The Procuring Entity shall allow the bidder to present proof of payment for the fees in person.

6. The **Schools Division of Catanduanes** will hold a *Pre-Bid Conference* on November 18, 2021 at 9:00 AM at SDS- CID Office which shall be open to prospective bidders.
7. Bids must be duly received to the BAC Secretariat through manual submission at the offices address indicated below on or before December 1, 2021 at 9:00 AM at SDS- CID Office.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on December 1, 2021 at 9:00 AM at SDS-CID Office at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.
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. The *Schools Division Office of Catanduanes*, reserves the right to reject any and all bids, declare the failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. 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**  
**[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)**

  
**MA. LUISA T. DELA ROSA**  
**BAC Chairman**

## INVITATION TO BID

### PROCUREMENT OF BOND PAPER (A4 size, S-20) FOR SMILE LEARNERS' PACKET REPRODUCTION IN SCHOOLS


#### PROJECT SCHEDULE

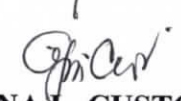
NO.	ACTIVITY	DURATION (days)	START	END
1.	Preparation of Bidding Documents	7		
2.	Pre-Procurement Conference	1		
3.	Advertisement/Posting of Invitation to Bid	7	November 11, 2021	November 17, 2021
4.	Issuance of Bidding Documents			
5.	Pre-Bid Conference	1	November 18, 2021 at 9:00 AM- CID Office	
6.	Issuance of Bid Bulletin (if any)	7		
7.	Deadline of Submission and Receipt of Bids/ Bid Opening	1	December 1, 2021 at 9:00 AM- CID Office	
8.	Bid Evaluation	1	Dec. 2, 2021	
9.	Post-Qualification	2	Dec. 3, 6, 2021	
10.	Approval of Resolution/ Issuance of Notice of Award	1	Dec. 7, 2021	
11.	Contract Preparation and Signing	1	Dec. 8, 2021	
12.	Approval of contract by higher authority	1	Dec. 9, 2021	
13.	Issuance of Notice to Proceed	1	Dec. 10, 2021	

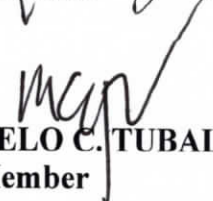
  
MA. LUISA T. DELA ROSA  
BAC Chairman

  
MARY JEAN S. ROMERO  
Vice-Chairman

  
NELSON T. SICIO  
Member

  
ROMEL G. PETAJEN  
Member

  
GINA L. CUSTODIO  
Member

  
MA. CIELO C. TUBALE  
Member

  
AROLINE T. BORJA  
Member

  
EVA S. TOLENTINO  
Head- BAC Secretariat