



INVITATION TO BID
PROCUREMENT OF LAMINATING MACHINE

1. The *Schools Division Office of Catanduanes* through the *General Appropriation Act (GAA) CY 2021* intends to apply the sum of **One Thousand Eight Hundred Fifty Two Thousand Six Hundred Pesos Only (Php1,852,600.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Laminating Machine**. 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 above Procurement Project. **Delivery of the Goods is required thirty (30) calendar 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 Laminating Machine

Approved Budget for the Contract: Php1,852,600.00

Specific Requirement:

Item No.	Description	Quantity
1.	Laminating Machine	628 units
	Specifications: Plastic thickness: 1 mm Maximum film width: 320 mm Plastic speed: 475mm/minute Voltage: 220V/50Hz Power: 400 watts Temperature: 90 to 180°C Machine size: 442mm x 175mm x 98mm Can laminate all sizes of paper ID card, A4, A3, letter and legal sizes Maximum binding, length: 300mm Maximum temperature: 140+10 Degrees Max power consumption: 450W Power Supply: 220V Simply use forward, reverse, hot and cold settings	

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 (RA) 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 during Monday to Friday from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 30, 2021 to October 20, 2021** from the given address and website 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 Office of Catanduanes will hold a **Pre-bid Conference** on **October 7, 2021 at 11:00AM** at SDO-Conference Hall-A which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **October 20, 2021 at 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 14.
9. Bid opening shall be on **October 20, 2021 at 1:00 PM** at the given address below. 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. 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 Sections 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:

MA. LUISA T. DELA ROSA
Chairman, Bids and Awards Committee
DepEd, Division Office, Virac, Catanduanes
CP No. 09476099689

MA. LUISA T. DELA ROSA
BAC Chairman


PROCUREMENT OF LAMINATING MACHINE

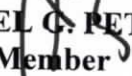
PROJECT SCHEDULE


NO.	ACTIVITY	DURATION (days)	START	END
1.	Pre-Procurement Conference	1 CD	September 20, 2021	at :00 PM
2.	Advertisement/ Posting of Invitation to Bid	7 CD	Sept. 30, 2021	Oct. 6, 2021
3.	Issuance of Bidding Documents		Sept. 30, 2021	Oct. 20, 2021
3.	Pre-Bid Conference	1 CD	Oct. 7, 2020	11:00 AM-Conf. Hall-A
4.	Deadline of Submission and Receipt of Bids/Bid Opening	1 CD	October 20, 2021	at 1:00PM at Conference Hall-A
5.	Bid Evaluation	1 CD		
6.	Post-Qualification	2 CD		
7.	Approval of Resolution/ Issuance of Notice of Award	1 CD		
8.	Contract Preparation and Signing	1 CD		
9.	Approval of contract by higher authority	1 CD		
10.	Issuance of Notice to Proceed	1 CD		

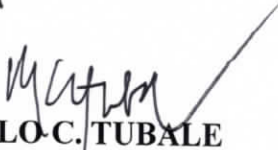

MA. LUISA T. DELA ROSA
 BAC Chairman


MARY JEAN S. ROMERO
 Vice-Chairman


NELSON T. SICIO
 Member



ROMEL G. RETAJEN
 Member


GINA L. CUSTODIO
 Member


MA. CIELO C. TUBALE
 Member


AROLINE BORJA
 Member


EVA S. TOLENTINO
 Head- BAC Secretariat


JESSLYN T. TAWAY
 EPS (LRMDS)