



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES
BIDS AND AWARDS COMMITTEE (BAC)
Virac, Catanduanes

INVITATION TO BID

PROVISION OF COUPON BOND AND PRINTER INK

1. The *Schools Division Office of Catanduanes*, through the General Appropriation Act (GAA) CY 2023 intends to apply the sum of *Six Million Twenty-Seven Thousand Five Hundred Sixty Pesos Only (P6,027,560.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for the *Provision of Coupon Bond and Printer Ink*. 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 Coupon Bond and Printer Ink. *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: Provision Of Coupon Bond and Printer Ink

Approved Budget for the Contract: Php6,027,560.00

Specific Requirement:

Item No.	ITEMS & DESCRIPTION	QUANTITY
1.	Coupon Bond (70 GSM, A4, S-20)	6,766 reams
2.	Printer Ink #003 CMYK (black and colored-1 set)	2,480 set

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 *October 13 to November 3, 2023* 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 **Ten Thousand Pesos Only (Php10,000.00)**. 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 **October 20, 2023 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 **November 3, 2023 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 **November 3, 2023 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


MA. LUISA T. DELA ROSA
BAC Chairman

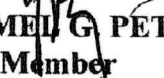
**PROVISION OF COUPON BOND
AND PRINTER INK**

PROJECT SCHEDULE

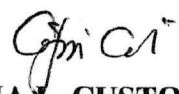
NO.	ACTIVITY	DURATION (days)	START	END
1.	Preparation of Bidding Documents	7		
2.	Pre-Procurement Conference	1	Oct. 2, 2023	
3.	Advertisement/Posting of Invitation to Bid	7	Oct. 13, 2023	Oct. 19, 2023
4.	Issuance of Bidding Documents		Oct. 13, 2023	Nov. 3, 2023
5.	Pre-Bid Conference	1	October 20, 2023- 9:00 AM at CID Office	
6.	Issuance of Bid Bulletin (if any)	7		
7.	Deadline of Submission and Receipt of Bids/ Bid Opening	1	November 3, 2023- 9:00 AM at CID Office	
8.	Bid Evaluation	1	Nov. 6, 2023	
9.	Post-Qualification	2	Nov. 7-8, 2023	
10.	Approval of Resolution/ Issuance of Notice of Award	1	Nov. 9, 2023	
11.	Contract Preparation and Signing	1	Nov. 10, 2023	
12.	Approval of contract by higher authority	1	Nov. 13, 2023	
13.	Issuance of Notice to Proceed	1	Nov. 14, 2023	


MA. LUISA T. DELA ROSA
BAC Chairman


MARY JEAN S. ROMERO
Vice-Chairman


ROMEL G. PETAJEN
Member

MA. CIELO C. TUBALE
Member


GINA L. CUSTODIO
Member


JESSLYN TAWAY
Provisional Member