



**Republic of the Philippines**  
**Department of Education**  
REGION VII – Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

**INVITATION TO BID FOR**  
**PROVISION OF VARIOUS OFFICE NEEDS AND SUPPLIES**  
**FOR THE 2ND SEMESTER (QUARTER 3 AND 4)**

1. The *Department of Education – Schools Division of Negros Oriental*, through the **General Administrative Support (GAS) funds** intends to apply the sum of **Php 965,438.00 (Nine Hundred Sixty-Five Thousand Four Hundred Thirty Eight Pesos Only)** being the ABC to payments under the contract for the **Provision of Various Office Needs and Supplies for the 2<sup>nd</sup> Semester (Quarter 3 and 4)**.

LOT No.	Project Description	ABC
1	COMPUTER INK & COMPUTER HARDWARE ITEMS	Php 303,163.00
2	MEDICINE & MEDICAL SUPPLIES	Php 134,310.00
3	STATIONERY, RECORDS KEEPING MATERIALS AND VARIOUS OFFICE SUPPLIES	Php 433,272.00
4	CLEANING MATERIALS & SUPPLIES	Php 94,693.00
	<b>Total ABC</b>	<b>Php 965,438.00</b>

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **Department of Education - Schools Division of Negros Oriental** now invites bids for the above Procurement Project. Delivery of the Goods is required within **60** calendar days upon receipt of the **Notice to Proceed**. Bidders should have completed, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 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 No. 5183.
4. Prospective Bidders may obtain further information from **Department of Education - Schools Division of Negros Oriental** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM (Monday to Friday)**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 18, 2022 and until the opening of bids** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ;

LOT No.	Project Description	ABC	Bid Docs Fee
1	COMPUTER INK & COMPUTER HARDWARE ITEMS	Php 303,163.00	Php 500.00
2	MEDICINE & MEDICAL SUPPLIES	Php 134,310.00	Php 500.00
3	STATIONERY, RECORDS KEEPING MATERIALS AND VARIOUS OFFICE SUPPLIES	Php 433,272.00	Php 500.00
4	CLEANING MATERIALS & SUPPLIES	Php 94,693.00	Php 500.00

Interested bidders may pay the applicable fees in person or deposit their payment for the Bidding Documents to our Development Bank of the Philippines (DBP) account, details as follows:

Account Name: DepEd, Division of Negros Oriental  
Account Number: 0-00160-740-1

The bidder must present its proof of payment for the fees in person or email its proof of payment to this email address: **negros.oriental@deped.gov.ph**. After verification from the bank, the bidding documents will be sent through email provided that the bidder shall print the bid documents and submit them to the procuring entity as a requirement among others before the awarding of contract.

6. The **Department of Education - Schools Division of Negros Oriental** will hold a Pre-Bid Conference on **July 25, 2022 @ 2:00PM** at **3<sup>rd</sup> Floor Division Conference Room, Schools Division of Negros Oriental, Kagawasan Avenue, Capitol Area, Daro, Dumaguete City**, 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 **10:00 A.M., August 8, 2022**. 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 **10:00 A.M., August 8, 2022 for LOTs 1-4 at 3<sup>rd</sup> Floor Division Conference Room**.
10. The **Department of Education - Schools Division of Negros Oriental** 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.

11. For further information, please refer to:

**MARCELO K. PALISPIS EdD, JD**  
BAC Chairperson, OIC - ASDS  
Schools Division of Negros Oriental  
Kagawasan Avenue, Capitol Area, Daro  
Dumaguete City, Negros Oriental 6200  
(035) 225 1623  
[www.depednegor.net](http://www.depednegor.net)

---

**MARCELO K. PALISPIS EdD, JD**  
OIC - Asst. Schools Division of Negros Oriental  
Chairperson, Bids & Awards Committee