



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9242558  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF NEGROS ORIENTAL  
**Title** Procurement of Common Office Supplies for 1st and 2nd Quarter of CY 2023 LOT 1 Regular Office Supplies  
**Area of Delivery** Negros Oriental

<b>Solicitation Number:</b>	ITB 2022-11-166	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	17/11/2022
<b>Approved Budget for the Contract:</b>	PHP 825,380.88	<b>Last Updated / Time</b>	17/11/2022 00:00 AM
<b>Delivery Period:</b>	45 Day/s	<b>Closing Date / Time</b>	09/12/2022 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	RUBY JEAN ESTRELLITA MARIÑO BIDAURE Administrative Officer IV - Supply Officer II Capitol Area, Dumaguete City Negros Oriental Philippines 6200 63-35-4223921 63-35-4223921 rubyjeanestrellita.bidaure@deped.gov.ph		

#### Description

INVITATION TO BID FOR Procurement of Common Office Supplies for 1st and 2nd Quarter of CY 2023

1. The Department of Education – Schools Division of Negros Oriental, through the Fund GAS Funds intends to apply the sum of Php 2,146,559.99 (Two Million One Hundred Forty Six Thousand Five Hundred Fifty Nine Pesos and 99/100 Centavos) being the ABC to payments under the contract for the Procurement of Common Office Supplies for 1st and 2nd Quarter of CY 2023.

LOT No. Project Description ABC  
 1 Regular Office Supplies Php 825,380.88  
 2 Cleaning Supplies Php 174,393.18  
 3 Computer Ink and Devices Php 988,935.94  
 4 Medical Supplies Php 157,850.00  
 Total ABC Php 2,146,559.99

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 45 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 November 17, 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 Bid Docs Fee  
 1 Regular Office Supplies - Php 1,000.00  
 2 Cleaning Supplies - Php 500.00  
 3 Computer Ink and Devices - Php 1,000.00  
 4 Medical Supplies - 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](mailto: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 November 25, 2022 @ 2:00PM at 3rd 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 1:00 P.M., December 9, 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 for LOTS 1,2,3 and 4 shall be on or before 1:00 PM., December 9, 2022 at 3rd Floor Division Conference Room, Schools Division of Negros Oriental.

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)

**Pre-bid Conference**

Date	Time	Venue
25/11/2022	2:00:00 PM	3rd Floor Division Conference Room, Schools Division of Negros Oriental

**Created by** RUBY JEAN ESTRELLITA MARIÑO BIDAURE  
**Date Created** 16/11/2022

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