



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

## INVITATION TO BID

### PROCUREMENT AND DELIVERY TO THE 13 RECIPIENT SDOs and RO VIII OF SUPPLIES & MATERIALS FOR \$/6 7 (\$ & + (5 6 « 8 6 ( , 1 6 0 3 2 5 7 ) SUPPORT TO ALS LEARNING RESOURCE PRINTING/REPRODUCTION

1. The Department of Education Regional Office VIII, through the General Appropriations Act CY 2020 intends to apply the sum of Five Million Six Hundred Thirty Two Thousand Two Hundred Pesos Only (Php5,632,200.00) being the Approved Budget for the Contract (ABC) to payment for the PROCUREMENT AND DELIVERY TO THE 13 RECIPIENT SDOs and RO VIII OF SUPPLIES & MATERIALS FOR \$/6 7 (\$ & + (5 6 « 8 6 ( , 1 6 0 3 2 5 7 ) SUPPORT TO ALS LEARNING RESOURCE PRINTING/REPRODUCTION. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

QTY.	UNIT	ITEM DESCRIPTION
9,450	Ream	A4 Bond Paper, 70 gsm
1,260	Bottle	100 mL Printer Ink, Cyan (Universal)
1,260	Bottle	100 mL Printer Ink, Yellow (Universal)
1,260	Bottle	100 mL Printer Ink, Magenta (Universal)
3,780	Bottle	100 mL Printer Ink, Black (Universal)

#### ADDITIONAL REQUIREMENTS:

1. See attached Detailed List of Recipients.
2. The items shall be delivered within Sixty (60) Calendar Days from receipt of Notice to Proceed (NTP).
3. Winning Bidder must coordinate , one (1) day after issuance of Notice of Award (NOA), with the CLMD (Proponent) to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact Nos. (053) 323-3854, E-mail address: [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph) or [alfredo.cafe@deped.gov.ph](mailto:alfredo.cafe@deped.gov.ph) .

2. The Department of Education, Regional Office VIII now invites bids for the PROCUREMENT AND DELIVERY TO THE 13 RECIPIENT SDOs and RO VIII OF SUPPLIES & MATERIALS FOR \$/6 7 (\$ & + (5 6 « 8 6 ( , 1 6 0 3 2 5 7 ) SUPPORT TO ALS LEARNING RESOURCE PRINTING/REPRODUCTION. Bidders should have completed, within the last Five (5) 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. Instructions to Bidders.



3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. 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 and subject to Commonwealth Act 138.

4. A complete set of **Bidding Documents may be purchased** from the DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, upon accomplishing a **Bidder’s Information Sheet** (downloadable at: [bit.ly/DepEd8-BiddersInformationSheet](http://bit.ly/DepEd8-BiddersInformationSheet)) and payment in cash of a non-refundable fee by interested bidders **in the amount of Ten Thousand Pesos (Php10,000.00), to the DepEd Region VIII Cashier**. Only bidders who purchased the Bidding Documents will be allowed to submit bids.

Prospective bidders who intend to **purchase the bidding documents through online banking**, deposit may be done through:

**PHILIPPINE VETERANS BANK**

**Account Name:** DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-002137-001

**A scanned copy of the deposit slip** together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

**Three (3) sets** (Original, Copy 1, and Copy 2) **of the technical and financial documents shall be submitted on or before the opening of bids** schedule, **while the** duly signed (per page) **bid documents shall be submitted**, in hard copies, **on or before** the agreed schedule of **the Post Qualification** activity.

Since the **Opening of Bids shall be conducted online, documents submitted via email** to the official email address of the BAC **shall be accepted** provided that the following conditions are met, to wit;

- a) Send hard copies via courier. Provide the BAC a proof of waybill. Expected date of arrival of documents is before the opening of bids.
- b) An email of the bidding documents/technical and financial documents shall be sent to the BAC official email address before the opening of bids in PDF format and must be password-protected. Bidder shall only divulge/provide to the BAC, the document password during the time their document/s are being scrutinized.
- c) If the hard copies of the documents do not arrive as scheduled, the appreciation of the documents shall be through online reading, as sent.
- d) However, the original printed documents shall be opened during the post qualification and cross-validate those sent online. In the event, that there is an inconsistency, the data on the printed copies shall prevail.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<https://region8.deped.gov.ph/>), provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on December 9, 2020, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, which shall be open only to all interested parties who have purchased the Bidding Documents.

6. **Bids must be delivered** to the BAC Office, DepEd Regional Office VIII, Candahug, Palo, Leyte, **before 10:00 AM of December 22, 2020**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Bid opening** shall be on **December 22, 2020, 10:00 AM at the DepEd Regional Office VIII, Candahug, Palo, Leyte**. *Physical attendance of bidders/representatives during the Pre-Bid Conference/Bid Opening activities shall not be allowed during the COVID-19 pandemic.* Late bids shall not be accepted.

Note: **Participants are informed that the Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted/shared to prospective bidders who wish to attend the said procurement activities online, via Google Meet.** Hence, interested bidders shall provide the BAC Secretariat ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)) their respective **Gmail addresses** at least one (1) day before, so that they can join the procurement videoconference(s).

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	December 9, 2020 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	December 22, 2020 10:00 AM	

7. Only duly authorized representatives are allowed to purchase bidding documents. Letter of Intent, Special Power of Attorney should be dated not later than the date invitation was posted. Certificate of PhilGEPs Registration is required.

8. The Department of Education, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

**RACHEL R. CUEVAS**  
*Head, BAC Secretariat*  
*DepEd Regional Office VIII,*  
*Government Center, Candahug, Palo, Leyte*  
*053-323-3156*  
*[bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)*

Prepared by



**RACHEL R. CUEVAS**  
EPS, Quality Assurance Division  
Head, BAC Secretariat

Concurred:



**ALFREDO P. CAFÉ**  
EPS, CLMD  
End User / Proponent

Approved:



**ARNULFO M. BALANE, CESO V**  
Director III  
BAC Chairperson

BAC-Sec-MSD



**Recipients of the Semi-Expendable Items Under the Procurement of Essential Resources in the Conduct of the Online Regional Mass Training of Teachers (ORMToT) on the Utilization of the New Assessment Forms in the Alternative Learning System (ALS) and other ALS Programs and Projects**

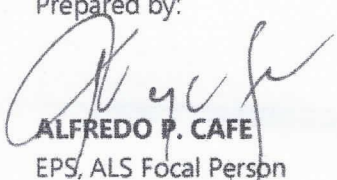
*Items:* **Supplies and Materials**

List of Recipient Schools Division Offices and Regional Division Offices of the Instructional Managers'/Teachers Supplies and Materials to Contain the Teaching Packet		No. of ALS Teachers	Procured Supplies and Materials Distribution					Total Printer Ink (in Bot)
			A4 Bond Paper (in Ream)	100ml Universal Printer Ink Cyan	100ml Universal Printer Ink Yellow	100ml Universal Printer Ink Magenta	100ml Universal Printer Ink Black	
1	Baybay City Division	19	285	38	38	38	114	228
2	Biliran Division	38	570	76	76	76	228	456
3	Borongan City Division	10	150	20	20	20	60	120
4	Calbayog City Division	29	435	58	58	58	174	348
5	Catbalogan City Division	20	300	40	40	40	120	240
6	Eastern Samar Division	62	930	124	124	124	372	744
7	Leyte Division	140	2,100	280	280	280	840	1,680
8	Maasin City Division	19	285	38	38	38	114	228
9	Northern Samar Division	94	1,410	188	188	188	564	1,128
10	Ormoc City Division	24	360	48	48	48	144	288
11	Samar Division	84	1,260	168	168	168	504	1,008
12	Southern Leyte Division	52	780	104	104	104	312	624
13	Tacloban City Division	19	285	38	38	38	114	228
14	Training Management Team Members (care of the RO8 ALS Focal Person)	20	300	40	40	40	120	240
<b>Total</b>		<b>630</b>	<b>9,450</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>3,780</b>	<b>7,560</b>

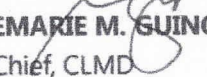
**NOTE: Procured Supplies and Materials Distribution per Teacher**

Ream	A4 Bondpaper, 70gsm	15
Bottle	100mL Printer Ink, Cyan (Universal)	2
Bottle	100mL Printer Ink, Yellow (Universal)	2
Bottle	100mL Printer Ink, Magenta (Universal)	2
Bottle	100mL Printer Ink, Black (Universal)	6

Prepared by:

  
**ALFREDO P. CAFE**  
 EPS, ALS Focal Person

Noted:

  
**ROSEMARIE M. GUINO, EdD**  
 OIC-Chief, CLMD