



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

## INVITATION TO BID

### PROCUREMENT FOR THE CY 2023 GENERAL SUPPLIES OF DEPED REGIONAL OFFICE VIII

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2023** intends to apply the sum of **Two Million One Hundred Sixty-Nine Thousand Four Hundred Sixty-Five and 51/100 Pesos Only (₱2,169,465.51)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR THE CY 2023 GENERAL SUPPLIES OF DEPED REGIONAL OFFICE VIII**. 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	PARTICULARS
2	roll	ACETATE 0.3 mm
53	can	AIR FRESHENER, aerosol, 280ml/150g min
57	gals	ALCOHOL, ethyl, 68%-70%, scented, Gallon
216	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml.
144	piece	BALL POINT PEN, BLACK
334	piece	BALL POINT PEN, BLUE
20	piece	BALL POINT PEN, RED
113	pack	BATTERY, dry cell, AA, 2 pieces per blister pack
93	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack
14	piece	BROOM, SOFT (TAMBO), weight: 200g min tiger grass
12	piece	BROOM, STICK (TINGTING)
77	box	BINDER CLIP, 18mm, blk (12's/box)
88	box	BINDER CLIP, 25mm, blk (12's/box)
72	box	BINDER CLIP, 32mm, blk (12's/box)
29	box	BINDER CLIP, 41mm, blk (12's/box)
42	box	BINDER CLIP, 2", blk (12's/box)
12	can	CAR FRESHENER 1.05 ounce
3	box	Carbon Film, long (Blue)
23	unit	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box
36	bottle	CLEANER, TOILET BOWL AND URINAL, , 900ml-1,000ml cap
70	pack	CLEANER, AUTOMATIC TOILET BOWL, Blue Soap (50 grams x 6 tabs)
43	piece	CLEARBOOK, A4 SIZE
66	piece	CLEARBOOK, LEGAL
45	box	CLIP, BACKFOLD, 19MM, 12 pieces per box



QTY.	UNIT	PARTICULARS
41	box	CLIP, BACKFOLD, 25MM, 12 pieces per box
28	box	CLIP, BACKFOLD, 33MM, 12 pieces per box
51	box	CLIP, BACKFOLD, 50MM, 12 pieces per box
1	piece	CORKEBOARD, 4' x 4'
372	piece	CORRECTION TAPE, 1 piece in individual plastic
2	unit	Desktop CPU, 3.2 GHz, 4th Gen., 8GB RAM, 1TB HDD + 120 GB SSD
60	bxs	CARTRIDGE RIBBON, Printronix
18	tube	CUTTER BLADE, 10 pieces per tube
28	piece	CUTTER KNIFE, heavy duty
120	piece	DATA FILE BOX, made of chipboard, with closed ends (GREEN COLOR)
4	piece	DATA ORGANIZER w/ ring (2 holes)
6	piece	DETERGENT BAR, 140g. (1 whole)
41	pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch
20	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams
105	bottle	DISHWASHING LIQUID, 500ml.
3	piece	DUST PAN, non-rigid plastic, big
4	piece	DUSTER, Cotton
1	box	ENVELOPE, BROWN, SHORT (500's/box)
25	box	ENVELOPE, EXPANDING, Laminated (Green), 100's/box
11	box	ENVELOPE, MAILING, 500 pieces per box
9	piece	ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD
46	piece	ERASER, PLASTIC OR RUBBER
11	unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box
22	piece	EXTENSION WIRE, (5 METERS) 4 GANG
11	gals	FABRIC CONDITIONER (Galloon)
156	box	FASTENER, PAPER, PLASTIC/VINYL COATED
32	piece	FLASH DRIVE, 64 GB
23	piece	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack
337	piece	FOLDER, File, A4 size, pt.14
585	piece	FOLDER, File, Legal Size, pt.14
5	pack	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack
9	pack	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack
13	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box
325	piece	FOLDER, EXPANDING, LONG, GREEN
6	can	FURNITURE CLEANER, aerosol, 300ml min./can
16	piece	FLOOR MAT/RAG, COTTON
18	bottle	GLASS CLEANER, SPRAY, BIG (KIWI)
66	jars	GLUE, all purpose, gross weight: 200 grams min
45	btls	HANDWASHING LIQUID SOAP
5	piece	Hand Towel (for Refrigerator)
45	btls	HAND SANITIZER, 500ml.
37	box	INDEX TAB, 5 sets per box

QTY.	UNIT	PARTICULARS
30	can	INSECTICIDE, aerosol type, net content: 600ml min
1	UNIT	LAMINATING MACHINE A3 HEAVY DUTY
4	roll	LAMINATING FILM, Legal size
42	set	MARKER, FLUORESCENT, 3 colors per set
83	piece	MARKER, PERMANENT, bullet type, black
89	piece	MARKER, PERMANENT, bullet type, blue
21	piece	MARKER, PERMANENT, bullet type, red
28	piece	MARKER, PERMANENT, BROAD (BLACK), felt tip
52	piece	MARKER, WHITEBOARD, black
48	piece	MARKER, WHITEBOARD, blue
23	piece	MARKER, WHITEBOARD, red
2	piece	MOUSE, OPTICAL, PS/2
7	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box
19	piece	MOUSE, WIRELESS (for LAPTOP)
28	piece	MOUSE PAD
261	pad	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad
234	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad
235	pad	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad
72	box	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)
82	box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)
85	ream	Paper, Short (8 1/2" x 11), 80gsm
803	ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)
8	box	PAPER, SPECIALTY, LONG color (3White)(2Cream)(3Assorted color)
45	box	PAPER, SPECIALTY, SHORT color (3Beige)(1L.Green)(1L.Blue)(1Blue)(2White)(37 Assorted)
5	pack	PAPER, CONSTRUCTION, A4 (Yellow; Green)
44	box	PENCIL, LEAD WITH ERASER, 12 dozens per box
20	piece	PRESENTER, LASER, WIRELESS
195	pack	PHOTO PAPER, glossy A4
23	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box
18	bundle	RAGS, ALL COTTON, 32 pieces per kilo per bundle
62	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
32	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
20	piece	RING BINDER, black 3"
20	piece	RING BINDER, black 1"
20	piece	RING BINDER, black, 1/2"
15	box	RUBBER BAND, 70mm min lay flat length (#18)
6	piece	RULER, Aluminum, 12"
15	piece	RULER, PLASTIC, 450MM, 1 piece in individual plastic
35	pair	SCISSORS, heavy duty (big)
7	pack	SCOURING PAD, 5 pieces per pack

QTY.	UNIT	PARTICULARS
294	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip
40	piece	SIGN PEN Refill, Pilot, Blue (Hi-tech Point- V7)
100	piece	SIGN PEN Refill, Pilot, Blue (Hi-tech Point- V5)
646	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip
10	piece	SIGN PEN , Blue (Hi-tech Point- V5)
149	piece	SIGN PEN, Blue (Hi-tech Point- V7)
27	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip
56	piece	SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip
18	bottle	STAMP PAD INK, purple or violet, 50ml (min.)
36	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm
31	piece	STAPLE REMOVER, PLIER TYPE
80	box	STAPLE WIRE, STANDARD
30	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box
31	pack	STICKER PAPER, LONG
47	piece	SPONGE
27	piece	STORAGE BOX w/ cover (9.5" x 10" x 15"), made of chipboard
1	pack	SANDO BAG, PLASTIC, Extra Large (100's/pack)
2	unit	STEEL FILING CABINET, 4 -LAYERS
4	roll	TAPE, ELECTRICAL
76	roll	TAPE, MASKING, width: 24mm (±1mm)
55	roll	TAPE, MASKING, width: 48mm (±1mm)
69	roll	TAPE, PACKAGING, width: 48mm (±1mm)
156	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)
46	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)
123	piece	TAPE, DOUBLE ADHESIVE, 2"
172	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack
2	piece	TOILET BRUSH w/ handle
66	piece	TOILET DEODORANT, CAKE, small
56	roll	TRASHBAG, plastic, gusseted type, transparent, 10 pcs per roll/pack
8	piece	TRASH BINS, plastic w/ cover (green- 13 gals. Cap.)
871	piece	VOUCHER FILER w/ bolts, 4" (Green)
10	Cart	INK CART, BROTHER, DCP-J105- LC539XL, Black
10	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Cyan
10	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Magenta
10	Cart	INK CART, BROTHER, DCP-J105- LC535XL, Yellow
15	Cart	INK CART, BROTHER, BTD60, Black
15	Cart	INK CART, BROTHER, BTD5000, Cyan
15	Cart	INK CART, BROTHER, BTD5000, Magenta
15	Cart	INK CART, BROTHER, BTD5000, Yellow
5	Cart	INK CART, CANON CL-47, BLACK
5	Cart	INK CART, CANON CL-57, COLOR
81	Cart	INK CART, EPSON C13T664100 (T6641), Black
36	Cart	INK CART, EPSON C13T664200 (T6642), Cyan
36	Cart	INK CART, EPSON C13T664300 (T6643), Magenta
36	Cart	INK CART, EPSON C13T664400 (T6644), Yellow

QTY.	UNIT	PARTICULARS
193	Cart	INK CART, EPSON L3110 (003), Black
104	Cart	INK CART, EPSON L3110 (003), Cyan
104	Cart	INK CART, EPSON L3110 (003), Magenta
104	Cart	INK CART, EPSON L3110 (003), Yellow
3	Cart	INK CART, EPSON L3156(103), Black
3	Cart	INK CART, EPSON L3156(103), Cyan
3	Cart	INK CART, EPSON L3156(103), Magenta
3	Cart	INK CART, EPSON L3156(103), Yellow
2	Cart	INK CART, HP (HP 680), BLACK
1	Cart	INK CART, HP (HP 680), COLOR
20	Toner	TONER CART, HP (HP 85A), Black (for HP Laserjet P1102)
45	piece	INK, Bottle, HP GT-51, Black
21	piece	INK, Bottle, HP GT-51, Cyan
21	piece	INK, Bottle, HP GT-51, Magenta
21	piece	INK, Bottle, HP GT-51, Yellow
193	pad	"Sign Here" message flags, 1/2" x 3/4" (asstd colors)
122	pad	Sign Here" message flags, 1" (asstd colors)
1	pcs	Digital Facsimile/Stamp ("HARVIE D. VILLAMOR")
1	pcs	Digital Facsimile/Stamp ("HARVIE D. VILLAMOR/CERTIFIED PHOTOCOPY")
10	pcs	Digital Facsimile/Stamp ("NAME OF EPS/CERTIFIED PHOTOCOPY")
5	pcs	Digital Facsimile/Stamp ("Certified True Copy")
4	pcs	Digital Facsimile/Stamp ("RELEASED")
5	pcs	Digital Facsimile/Stamp ("RECEIVED")
2	btls	Self-Inking Dater Stamp
1	btls	Ink for Self-Inking Stamp (RED)
3	unit	Desktop System Unit (9th to 10th Gen., DDR4, 120GB SSD + 1TB HDD, Casing w/ 700 watts power supply)
2	unit	Monitor, 18" (LCD)
9	unit	Uninterruptible Power Supply (UPS), 650VA
6	unit	Printer, Continuous Ink Supply, All-In-One (Print, Scan, Copy)
355	pcs	Certificate Folder, A4 size (Jacket type)
3	pcs	Photocopier Drum, Docucentre, S2011
2	tube	PhotoCopier Toner, Docucentre S1810
1	tube	PhotoCopier Toner, Docucentre S2320
7	tube	PhotoCopier Toner, Docucentre S2011
21	pcs	Bulb, 36 watts (T5 - daylight)
12	pcs	LED Linear Tube, 18 watts, FRO Series
40	pcs	Bulb, LED, 9 watts
50	liter	Sodium Hypochlorite Liquid Bleach, 1 ltr.
410	pcs	KN95 Mask
4	pcs	Computer Table
2	pcs	Gun Tacker/Gun Stapler, heavy duty
4	box	Gun Tacker Staple Wire, refill
3	pcs	HD Pro Webcam, 1080P Camera w/ built-in microphone
3	unit	Duplex Sheet-feed Document Scanner, ADF-type 600dpi
1	unit	WATER DISPENSER, Hot and Cold Function
2	pcs	HDMI to VGA Adapter

**Important Note/s:**

1. Delivery shall be within Sixty (60) Calendar Days from the receipt of Notice to Proceed (NTP) of the supplier.
2. Winning Bidder(s) must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Administrative Division – Asset Management Section (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 300-0930, E-mail address: [asset.region8@deped.gov.ph](mailto:asset.region8@deped.gov.ph).

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR THE CY 2023 GENERAL SUPPLIES OF DEPED REGIONAL OFFICE VIII**. Delivery of Goods is required within Sixty (60) Calendar Days. 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

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 the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on May 12, 2023** from DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, [region8@deped.gov.ph](mailto:region8@deped.gov.ph). and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (PhP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person **to the DepEd Regional Office No. VIII Cashier**.

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

<b>No.</b>	<b>Fund</b>	<b>Account Number</b>
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.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference on May 22, 2023, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders.
7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of June 5, 2023**. Late Bids shall not be accepted.
8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.
9. **Bid opening** shall be on **June 5, 2023, 10:15 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.*
10. 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 Microsoft Teams**. 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	<b>May 22, 2023   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>June 5, 2023   10:15 AM</b>	

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

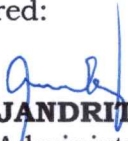
12. For further information, please refer to:

**RACHEL R. CUEVAS**  
*Head, BAC Secretariat*  
**DepEd Regional Office VIII**  
*Government Center, Candahug, Palo, Leyte*  
**Tel. No. (053) 888-9349**  
**E-Mail: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)**

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