



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9837416
Procuring Entity DEPARTMENT OF EDUCATION - REGION VIII
Title PROCUREMENT FOR THE CY 2023 GENERAL SUPPLIES OF DEPED REGIONAL OFFICE VIII
Area of Delivery Leyte

Solicitation Number: ADMIN-2023-05-0362	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	10/06/2023
Approved Budget for the Contract: PHP 1,870,359.94	Last Updated / Time	10/06/2023 00:00 AM
Delivery Period:	Closing Date / Time	03/07/2023 10:00 AM
Client Agency:		
Contact Person: Mikko S Duero Computer Programmer II DepEd Regional Office VIII Government Center Barangay Candahug Palo Leyte Philippines 6501 63-53-8889349 63-53-8322997 bac.region8@deped.gov.ph		

Description

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

QTY. UNIT ITEM DESCRIPTION

2 roll ACETATE 0.3mm
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 1.05oz
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
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 CORKBOARD, 4' x 4'
372 piece CORRECTION TAPE, 1 piece in individual plastic, 3 mtrs
2 unit Desktop CPU, 3.2GHz, 4th Gen, 8GB, 1TB HDD + 120GB SSD
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 DUSTPAN, 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) (4GANG)
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
37 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
66 jars GLUE, all purpose, gross weight: 200 grams min
45 bts HANDWASHING LIQUID SOAP, 1L
5 piece Hand Towel (for Refrigerator)
45 bts HAND SANITIZER, 500ml.
37 box INDEX TAB, 5 sets per box
30 can INSECTICIDE, aerosol type, net content: 600ml min
1 unit LAMINATING MACHINE A3 (HEAVY DUTY)
4 roll LAMINATING FILM, Legal size, 100 micron
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
195 ream PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)
14 ream PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)

803 ream PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)
85 ream PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (Legal)
8 box PAPER, SPECIALTY, LONG color (3 White) (2 Cream) (3 Assorted color)
45 box PAPER, SPECIALTY, SHORT color (3 Beige) (1L. Green) (1L. Blue) (1 Blue) (2 White) (37 Assorted)
5 pack PAPER, CONSTRUCTION, A4 (Yellow; Green)
44 box PENCIL, LEAD WITH ERASER, 12 dozen per box
20 piece PRESENTER, LASER, WIRELESS
195 pack PHOTO PAPER, glossy A4
23piece 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
294 piece SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip
40 piece SIGN PEN Refill, Blue (Hi-tech Point- V7)
100 piece SIGN PEN Refill, 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-plies 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.)
7 roll TWINE, PLASTIC, 1 kl.
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, BT060, Black
15 Cart INK CART, BROTHER, BT05000, Cyan
15 Cart INK CART, BROTHER, BT05000, Magenta
15 Cart INK CART, BROTHER, BT05000, 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
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)
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 1Ltr.
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.region@deped.gov.ph.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies and Equipment	PROCUREMENT FOR THE CY 2023 GENERAL SUPPLIES OF DEPED REGIONAL OFFICE VIII	1	Lot	1,870,359.94

Pre-bid Conference

Date	Time	Venue
20/06/2023	10:00:00 AM	Pre-Bid Conference and Opening of Bids during the COVID-19 Pandemic shall be broadcasted via Microsoft Teams.

Created by Mikko S Duero

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