



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

Department of Education
 Region X
DIVISION OF EL SALVADOR CITY
 El Salvador City



INVITATION TO BID FOR
Procurement and Delivery of Materials for the Reproduction
of Modules
PB No. 2020-08-0060

1. The *Department of Education, Division of El Salvador City*, through the *General Appropriations Act CY 2020* intends to apply the sum of *Eleven Million Two Hundred Fifty-Nine Thousand Nine Hundred Fifty-Two Pesos and Eighty-Nine Centavos Only (11,259,952.89)* being the total Approved Budget for the Contract (ABC) to payments under the contract for lot/item for *the Procurement and Delivery of Materials for the Reproduction of Modules*. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Item No.	General Description	Details	ABC (Php)	
1	1	Printer 1	PRINTER 1: -Cartridge-free printing -Uses compact integrated ink tank design -with spill-free, error-free refilling -Interfaces: USB -Borderless printing up to 4R -Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color -Output tray capacity: 30sheets -Can scan up to: 216 x 297 mm (8.5 x 11.7") -Paper Feed Method: Friction feed -Printing color: Colored -Paper Size: can print up to Legal size -with 2-years warranty -with free delivery	30 Units	Php 734,850.00
	2	Printer 2	PRINTER 2 -Cartridge-free printing -Uses compact integrated ink tank design -with spill-free, error-free refilling -Interfaces: USB -Borderless printing up to 4R -Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color -Output tray capacity: 30sheets -Maximum Copy Size: Legal -With Automatic Document Feeder that can handle 30sheets paper -with LCD screen control panel -Paper Size: can print up to Legal size -uses Wi-Fi, Wi-Fi Direct -with 2-years warranty -with free delivery	30 Units	





Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

2	1	Stapler	STAPLER:-w/ Flat Clinch Full Strip Mechanism-Twin-level Mechanism for light effort stapling-30 sheets Stapling Capacity-uses 26/6 staple wire	5 pcs	9,181,252.89
	2	Long Reach Stapler	LONG REACH STAPLER: -full strip stapler -calibrated base and adjustable paper stop for precision stapling -reaches up to 12", metal construction with plastic cap and pad -capacity: 20sheets of 20lb paper -uses 26/6 staple wires -loads: 210pcs of 26/6 staple wires -throat depth: 317mm	3 pcs	
	3	External Hard Drive	EXTERNAL HARD DRIVE: -Minimum Storage Capacity: 1TB -USB 3.0	1 pc	
	4	Bond Paper	BOND PAPER: -size A4 -80GSM -500pcs/ream -with free delivery	41,676 reams	
3	1	Epson Universal Ink	Epson Universal Ink (black)	255 Bottles	1,343,850.00
	2	Epson Ink (003)	Epson Ink (003) (black)	755 Bottles	
	3	Epson Ink (001)	Epson Ink (001) (black)	41 Bottles	
	4	Epson Ink (T6641)	Epson Ink (T6641) (black)	3029 Bottles	
	5	Epson Ink (T7741)	Epson Ink (T7741) (black)	51 Bottles	
	6	Brother Ink	Brother Ink (BT5000) black	102 Bottles	
	7	Brother Ink	Brother Ink (BT6000) black	204 Bottles	
	8	HP 678 Ink	HP 678 Ink, Black	51 Bottles	

2. The *Department of Education, Division of El Salvador City* now invites bids for *Procurement and Delivery of Materials for the Reproduction of Modules*.¹ Delivery of the Goods is required *September 15-25, 2020*. Bidders should have completed, within a year 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, 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

¹ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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.

4. Interested bidders may obtain further information from **Department of Education, Division of El Salvador City** and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 15, 2020 to September 7, 2020** from the address below (c/o Mr. Rodrigo N. Valmoria Jr, BAC Secretariat) *and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One thousand pesos (Php 1,000.00) for Lot No. 1, Ten Thousand pesos (10,000.00) for Lot No.2 and Five Thousand pesos (Php. 5,000.00.00) for Lot No. 3.*

It 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, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **Department of Education, Division of El Salvador City** will hold a Pre-Bid Conference² on **August 26, 2020, 9 o' clock in the morning, Philippine Standard Time** at **Department of Education, Division of El Salvador City, Division Office, Conference Room, Zone 3, Tuburan, Poblacion, El Salvador City**, which shall be open to prospective bidders.

Bidders are encouraged to join the pre-bid conference through online conference via Google Meet, Zoom or any platform. Interested bidders may email at bac.secretariat@deped.gov.ph. No bidders are allowed to join at the conference room.

Schedule of Procurement Activities:

1. Pre-Procurement Conference – August 13, 2020, 10:00 AM Conference Room
 2. Posting of Invitation to Bid – August 15 to 22, 2020
 3. Pre-Bid Conference – August 26, 2020
 4. Submission and Opening of Bids – September 7, 2020, 9:00AM at El Salvador City Central School, Covered Court.
 5. Bid Evaluation – September 8, 2020
 6. Post Qualification – September 9, 2020
 7. Issuance of Notice of Award – September 10, 2020
 8. Contract Signing – September 11-12, 2020
 9. Issuance of Notice to Proceed – September 14, 2020
7. Bids must be duly received by the BAC Secretariat at the address below on or before **September 7, 2020, 9:30 AM in the morning**. 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 **September 7, 2020 10:00 am in the morning** at **El Salvador City Central School, Covered Court, Zone 3, Tuburan, Poblacion, El Salvador City**. Bids will

² May be deleted in case the ABC is less than One Million Pesos (Php1,000,000) where the Procuring Entity may not hold a pre-bid conference.





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

be opened in the presence of the bidders' representatives who choose to attend at the address below. **Late bids shall not be accepted.**

8. Prospective bidders joining the pre-bid conference and opening of bids who came from high risk city/province should undergo 14-day quarantine at the nearest city/place of the procuring entity and should submit a health certificate (Swab test/rapid test) attesting that he/she is covid-19 virus free as per medical officer of this Division. Swab test and rapid test result and certificate must be emailed prior to the opening of bids and present the original copy upon submission of Bids. Wearing of face mask and face shield is a must during the conference.
9. All bidding documents must undergo disinfection prior of sealing the bid envelop. A recorded video clip of disinfection must be submitted/emailed the day before the submission and opening of bids (bac.secretariat@deped.gov.ph).
10. *Bidding Documents maybe downloaded from website of Philippine Government Electronic Procurement System (PhilGEPS) and the website of Procuring Entity <http://depedelsalvadorcity.net/>, provided that bidders shall pay the fee of the bidding documents not later in the submission of bids. Only bidder who purchase bidding documents will be allowed to submit bids.*
11. The *Department of Education, Division of El Salvador City* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Aliena S. Dajay

BAC Chairperson

*Zone 3, Tuburan, Poblacion, El Salvador City, Misamis Oriental, Philippines
(08822) 555-0475*

aliena.dajay001@deped.gov.ph

www.depedelsalvadorcity.net


ALIENA S. DAJAY
BAC Chairperson



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

Website: www.depedelsalvadorcity.net | Email: elsavador.city@deped.gov.ph