



Republic of the Philippines  
Department of Education  
Region v  
**SCHOOLS DIVISION OF SORSOGON**  
Capitol Compound, Sorsogon City

## INVITATION TO BID FOR *PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2020*

### PROJECT NO.: 20-06-002

1. The *DepEd Schools Division Sorsogon Province*, through the *Division Bids and Awards Committee (GAA FY 2020 MOOE-GAS)* intends to apply the sum of **One Million Five Hundred Sixteen Thousand One Hundred Thirty-One Pesos Only (Php 1,516,131.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Purchase of Common Office Supplies for FY 2020*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Bids and Awards Committee* now invites bids for *Purchase of Common Office Supplies for FY 2020*.<sup>2</sup> Delivery of the Goods is required **Fifteen (15) days upon receipt of Notice to Proceed**.

Line Item	Description	Quantity	ABC
1	Common Office Supplies	1 lot	1,516,131.00

Bidders should have completed, within *2 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, 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.

<sup>2</sup> 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.

4. Interested bidders may obtain further information from *DepEd, Division of Sorsogon (Province), Capitol Compound, Sorsogon City* and inspect the Bidding Documents at the address given below during *office hours, (8:00am to 5:00pm)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***June 16, 2020 to July 6, 2020*** from the 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 Php 5,000.00.*

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.

Activity	Date and Time	Venue
Issuance of Bidding Documents	June 16, 2020 – July 6, 2020 (8:00 am -5:00 pm)	BAC Secretariat Office
Pre-Bid Conference	June 24, 2020, 10:30 am	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Submission of Bids/ Opening of Bids	July 6, 2020, 10:00am	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Bid Evaluation	July 7, 2020, 8:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City (c/o TWG for Goods)
Post Qualification	July 9, 2020, 8:00 am	Winning Bidder/Lowest Bidder
Notice of Award	July 13, 2020, 8:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Contract Signing	July 14, 2020, 10:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Notice to Proceed	July 15, 2020, 10:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City

6. Bids must be duly received by the BAC Secretariat at the address below on or before ***July 6, 2020, 10:00am***. 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 ***July 6, 2020, 10:00am*** at ***DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City***. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The *Bids and Awards Committee* 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.
8. For further information, please refer to:

***JOHN REY J. PEREZ***


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Sorsogon City*

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*MA. JEANY T. POSTRADO, Ed. D.*  
*Asst. Schools Division Superintendent*  
*BAC Chairperson* 