



Republic of the Philippines
Department of Education
Region v

SCHOOLS DIVISION OF SORSOGON
Balogo Sports Complex, 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 Sixty-Two Thousand One Hundred Nine Pesos Only (Php 1,562,109.00)** 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*.² 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	1,562,109.00

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.

² 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), Balogo Sports Complex, 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 **November 11, 2020 to December 1, 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	November 11, 2020 – December 1, 2020 (8:00 am -5:00 pm)	BAC Secretariat Office
Pre-Bid Conference	November 19, 2020, 9:00 am	DepEd Sorsogon Province – BAC Secretariat Officer, Balogo Sports Complex, Balogo, Sorsogon City
Submission of Bids/ Opening of Bids	December 1, 2020, 8:00am	DepEd Sorsogon Province – BAC Secretariat Officer, Balogo Sports Complex, Balogo, Sorsogon City
Bid Evaluation	December 2, 2020, 8:00 am	DepEd Sorsogon Province – BAC Secretariat Officer, Balogo Sports Complex, Balogo, Sorsogon City (c/o TWG for Goods)
Post Qualification	December 3, 2020, 8:00 am	Winning Bidder/Lowest Bidder
Notice of Award	December 4, 2020, 8:00 am	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
Contract Signing	December 7, 2020, 10:00 am	Office of the SDS, DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City
Notice to Proceed	December 8, 2020, 10:00 am	DepEd SDO Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City

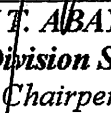
6. Bids must be duly received by the BAC Secretariat at the address below on or before **December 1, 2020, 8:00am**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **December 1, 2020, 8:00am** at *DepEd Sorsogon Province – BAC Secretariat Office, Balogo Sports Complex, Balogo, 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:

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MA. JEANY T. ABAYON, Ed. D.
Asst. Schools Division Superintendent
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