



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



**DIVISION MEMORANDUM**

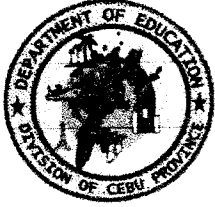
No. 715, s. 2017

**DISSEMINATION OF INVITATION TO BID FOR PROJECT “SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND JANITORIAL MATERIALS”**

To: Assistant Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
District Supervisors/Caretakers  
School Heads  
All Concerned

1. Attached herewith is an Invitation to Bid for Project “Supply and Delivery of Various Office Supplies and Janitorial Materials” with an Approved Budget of Contract (ABC) in the amount of One Million Eight Hundred Sixty-Four Thousand Three Hundred Ninety-Eight pesos and Ninety-Seven cents (Php 1,864,398.97), for the information of all concerned.
2. Interested bidders are advised to visit the Supply Unit of this Division or at the BAC Secretariat for more information regarding the aforementioned project.
3. Immediate dissemination of this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, ED.D., CESO VI**  
Schools Division Superintendent



## INVITATION TO BID FOR SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND JANITORIAL MATERIALS

1. The DepEd, Division of Cebu Province, through the DepEd, Division of Cebu Province Maintenance and Operating Expenses for SY 2017 intends to apply the sum of One Million Eight Hundred Sixty-Four Thousand Three Hundred Ninety-Eight & 97/100 Pesos Only ( Php 1,864,398.97 ) being the Approved Budget for the Contract (ABC) to payments under the contract for Supply and Delivery of Various Office Supplies and Janitorial Materials. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The DepEd, Division of Cebu Province through its BAC, now invites bids for Supply and Delivery of Various Office Supplies and Janitorial Services. Delivery of the Goods is required to be completed within 20 days reckoned from the date of signing the contract. Prospective bidders must have an experience of having completed at least one (1) contract that is similar to the contract to be bid and whose value, adjusted to current prices using the NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid within the last 5 years reckoned from the date of submission of bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Unit	Description	Quantity	Contract Duration	Place of Delivery		
	<b>LOT 1 – ABC P869,324.25</b>		20 days reckoned after the signing of contract	Deped Cebu Province IPHO Building, Sudlon, Lahug, Cebu City		
reams	Bond Paper A4	715				
reams	Bond paper long (subs. 24)	1,250				
reams	Bond paper short (subs. 24)	850				
reams	Canon Paper-short	20				
pcs.	Cash book	3				
pcs.	Envelope-long, brown	2,100				
pcs.	Envelope-short, brown	1,500				
pcs.	Envelope Expanded-long, kraft	2,400				
pcs.	Envelope Expanded-short	100				
pcs.	Envelope Expanded-yellow long	200				
pcs.	Pressboard folder-green long	4,000				
pcs.	Folder-short, white	500				
pcs.	Folder-long, white	5,000				
pcs.	Mailing envelope-US long white	2,000				
pcs.	Manila Paper (pack of 2)	164				
reams	Memeographing Paper long	60				
reams	Memeographing Paper short	55				
packs	Meta Cards assorted colors 500/1	10				
pcs.	Notebook, 80 leaves, 8 ½	100				
packs	Photo paper 8R	3				
pcs.	Record Book 300 pages	25				
pcs.	Record Book 500 pages	40				
pcs.	Sticker Paper A4 high gloss	500				
rolls	POS Paper (For tracking printer)	100				

<b>LOT 2 – ABC P995,074.72</b>				
pcs.	Ballpen Ordinary black	1,840		
pcs.	Ballpen Ordinary blue	200		
pcs.	Ballpen Ordinary green	50		
pcs.	Ballpen Ordinary red	50		
pcs.	Binder Clip- big 2" (pack of 2)	250		
pcs.	Binder Clip-medium 1 ¼ " (pack of 4)	200		
pcs.	Binder Clip-big ¾" (pack of 6)	200		
packs	Bulldog Clip-big (pack of 2)	150		
pcs.	Calculator-big (12 digit)	3		
pcs.	Correction tape Whipper	270		
pcs.	Correction tape refill	500		
pcs.	Correction pen, ball metal tip	200		
boxes	Crayons	10		
tube	Cutter big	13		
tube	Cutter blade	8		
pcs.	Blank DVD-RW	33		
pcs.	Blank DVD-R	13,050		
pcs.	Data file box, long (set of 3)	50		
pcs.	Double Sided tape 1"	175		
pcs.	Elmer's glue 130 grams	192		
boxes	Fastener (plastic) by box	300		
pcs.	Highlighter assorted colors	180		
rolls	Masking Tape 1 ½"	48		
rolls	Masking Tape 2"	184		
rolls	Packaging Tape 2"	500		
boxes	Paper Clip (small) by box	50		
boxes	Paper Clip (big) by box	150		
pcs.	Pencil ( #2)	280		
pcs.	Pencil Mechanical .5mm lead	10		
pcs.	Pencil Sharpener	30		
pcs.	Pentel Pen broad-black	264		
pcs.	Pentel Pen broad-blue	72		
pcs.	Pentel Pen broad-red	24		
pcs.	Pentel Pen Fine-black	48		
pcs.	Pentel Pen Fine-blue	36		
pcs.	Pentel Pen Fine-red	12		
botls.	Pentel Pen Ink-black	62		
pcs.	Plastic Envelope long	500		
pcs.	Puncher	30		
boxes	Push pins	20		
boxes	Rubber band small	50		
pcs.	Rubber eraser	35		
pcs.	Ruler 12"	72		
pcs.	Ruler 24"	10		
pcs.	Scissor 8"	200		
rolls	Scotch tape 1"	200		
rolls	Scotch tape 2"	200		
pcs.	Sign Pen 0.5m,blue	36		
pcs.	Sign Pen Hi-Techpoint V10 Grip (black)	120		
pcs.	Sign Pen Hi-Techpoint V10 Grip (blue)	120		
pcs.	Sign Pen black (HI Techpoint V5)	60		
pcs.	Sign Pen blue (HI Techpoint V5)	60		
pcs.	Sign Pen green (HI Techpoint V5)	72		
pcs.	Sign Pen blue (HI Techpoint V7)	24		
pcs.	Sign Pen pentel-black/G-tec 0.5mm	850		
pcs.	Sign Pen pentel-blue/G-tec 0.5mm	750		
pcs.	Sign Pen pentel-red/G-tec 0.5mm	360		
pcs.	Sign Pen pentel-green/G-tec 0.5mm	36		
pcs.	Stamp Pad Ink (purple)	60		
pcs.	Stamp Pad #1	60		
boxes	Staple Wire #10	50		
boxes	Staple Wire #35	644		
pcs.	Stapler Heavy Duty	145		
boxes	Stapler 10mm	15		

pcs.	Tape Dispenser big	62		
pcs.	White Board 4' x 8'	2		
pcs.	White Board 2' x 4'	1		
boxes	Whiteboard ink refill	10		
boxes	Whiteboard pen black	36		
pcs.	Whiteboard pen blue	24		
pcs.	Whiteboard pen red	12		
pcs.	Xtamper Ink	5		
pcs.	Albatros	100		
pcs.	Alcohol 500ml	348		
tubes	Insect Spray	100		
pcs.	Hand/Liquid Soap	87		
rolls	Tissue Paper	2,124		
rolls	Trash/Garbage Bag-large	141		
pcs.	Brooms (Walis Tibay)	28		
pcs.	Floor Mop Head with Handle	20		
pcs.	Rug small	200		
pcs.	Rug/Mat Bathroom	10		
pcs.	Trash can, pedal type	31		
pcs.	Dust pan	14		

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 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 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from DepEd, Division of Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City and inspect the Bidding Documents at the address stated above during Office Hours.
5. A complete set of Bidding Documents may be purchased by interested Bidders on October 23, 2017 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of One Thousand Pesos Only of each Lot (P1,000.00)  
  
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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.
6. The DepEd, Division of Cebu Province will hold a Pre-Bid Conference on November 3, 2017 at 10 o'clock in the morning at BAC office IPHO, Bldg., Sudlon, Lahug, Cebu City which shall be open only to all interested parties who have purchased the Bidding Documents.
7. Bid opening shall be on November 15, 2017 at 10 o'clock in the morning at Deped, Division of Cebu Province, Social Hall. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the aforementioned address. All bids must be accompanied by duly notarized Bids Securing Declaration. Late bids shall not be accepted.

8. DepEd Cebu Province BAC is inviting interested observers from Non-Government Organizations/Civil Society Organizations to send their authorized representative on the scheduled Pre-Bid Conference on *November 3*, 2017 and Opening of Bids on November ~~15~~, 2017 and during Post-Qualification.
9. The DepEd, Division of Cebu Province reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ALVIN MARTIN L. ABAYAN**  
BAC Secretariat  
BAC-DEPED, DIVISION OF CEBU PROVINCE  
*DepEd, Division of Cebu Province*  
*IPHO Bldg., Sudlon, Lahug, Cebu City*  
2364628

  
**ROSELLER N. GELIG**  
BAC Chairman