



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10062936  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF TANGUB CITY  
**Title** PROCUREMENT OF OFFICE SUPPLIES & MEALS AND SNACKS FOR HRTD TRAININGS AND PROGRAMS IMPLEMENTATION OF CID AND SGOD  
**Area of Delivery** Misamis Occidental

<b>Solicitation Number:</b>	HRTD-PB-2023-08-002	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	8
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	23/08/2023
<b>Approved Budget for the Contract:</b>	PHP 772,867.46	<b>Last Updated / Time</b>	23/08/2023 00:00 AM
<b>Delivery Period:</b>	5 Day/s	<b>Closing Date / Time</b>	12/09/2023 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Bride Joy Monera Candano BAC Secretariat Chairman Dr. Aniceto Siete St. Tangub City Misamis Occidental Philippines 7214 63-545-0304 63-545-0304 tangub.city@deped.gov.ph		

#### Description

1. The DepEd, Division of Tangub City, through the General Appropriations Act FY 2023 intends to apply the sum of Seven Hundred Seventy-Two Thousand Eight Hundred Sixty-Seven Pesos & 46/100 (Php 772,867.46) being the Approved Budget for the Contract (ABC) to payments under the contract for PROCUREMENT OF OFFICE SUPPLIES & MEALS AND SNACKS FOR HRTD TRAININGS AND PROGRAMS IMPLEMENTATION OF CID AND SGOD. Bids received in excess of the ABC shall be automatically rejected at bid opening.

QTY UNIT ITEM DESCRIPTION ABC  
 No. 1 LOT OFFICE SUPPLIES Php 76,367.46  
 8 Ream PAPER, MULTICOPY A4, 500 sheets per ream  
 4 Ream PAPER, MULTIPURPOSE A4, 500 sheets per ream  
 40 Ream PAPER, MULTICOPY A4, 500 sheets per ream  
 70 Pcs SIGN PEN, Black, liquid or gel  
 70 Pcs SIGN PEN, Blue, liquid or gel  
 10 Pcs TAPE, packaging, 48 mm  
 10 Pcs TAPE, transparent, 48 mm  
 1 Pcs STAPLER, heavy duty (binder type), desktop  
 5 Pcs Specialty Paper A4 10pcs/pack  
 1 Ream Specialty Paper A4 500/ream (White)  
 156 Pcs Certificate Holder, A4 size  
 90 Pack Specialty Board A4 size 10pcs/pack  
 3 Ream Specialty Paper long size 500pcs/ream  
 26 bottle Computer Ink 003 (Black)

24 bottle Computer Ink 003 (CYAN)  
 25 bottle Computer Ink 003 (MAGENTA)  
 26 bottle Computer Ink 003 (YELLOW)  
 5 Ream A4 Bond Paper (70gsm, 20 substance)  
 18 Pcs SIGN PEN, Black, liquid or gel  
 8 Pack Specialty Paper White (10's) Legal  
 18 Pcs Ballpen Black (0.5)  
 1 Ream Specialty Paper White (500s) Legal  
 No. 2 Lot MEALS AND SNACKS Php 696,500.00  
 Pax Meals and Snacks (350.00/pax)  
 Tentative Date: July 2023 - December 2023  
 1 meal (Lunch Buffet), 2 snacks (AM, PM)  
 \* Suggested Menu for AM/PM Snacks  
 Set 1: AM: Meat Bread with 3 in 1 coffee  
 PM: Special Benignit with softdrinks  
 Set 2: AM: Siopao with softdrinks  
 PM: Special Biko with Coffee  
 Set 3: AM: Fresh Lumpia with bottle water  
 PM: Special Suman with Milo  
 \* Suggested Menu for Lunch:  
 Set A: Day 1: Plain Rice, Humba, Buttered Chicken, Pancit Guisado (Beef), banana, softdrinks  
 Set B: Day 2: Garlic Rice, Beef Onions, Chicken Afritada Pancit Guisado (Chicken), Banana, Bottled water  
 Set C: Day 3: Plain Rice, Fried Chicken, Pork Adobo, Fish Tinola, Banana, Bottled water  
 Qty Unit PROGRAMS AND PROJECTS  
 75 pax (SGOD) Data Management Workshop for School Heads  
 264 pax (SGOD) Orientation-workshop on DO 13, s. 2022 titled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations Cum Climate Resiliency and Youth Engagement  
 172 pax (SGOD) Training-Workshop on DO 47, s. 2014 titled Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools Cum Child Rights and Child Protection  
 80 pax (SGOD) Training on Standard Operating Procedures in Managing Suicidal Situations with Learners  
 56 pax (CID) Pagsasanay sa Makabagong Ortograpiyang Pambansa KWF Manwal sa Masinop na Pagsulat at Korespondensya Opisyal  
 62 pax (CID) One-Day Training-Workshop and Revisiting the R.A. No. 11476 or Known as GMRC Lawe and Values Education Law and R.A. No. 6713 Otherwise Konwn as Code of Conduct and Ethicsl Standards Checklist of Features  
 80 pax (SGOD) Division Training for School Administrators on Operation and Maintenance Planning  
 180 pax (CID) Capability Building for K to 3 Elementary Teachers on Integrating Mathematical and Science Concepts in Reading  
 75 pax (SGOD) Capacity Building of School Clinic Teacher  
 75 pax (SGOD) Orientation-Workshop on Adolescent Reproductive Program  
 120 pax (SGOD) Division Training of Trainers for all Subject Areas  
 122 pax (SGOD) Capacity building for School Guidance Advocate  
 84 pax (CID) Re-orientation on the Bridging the Tangub Stars to Read  
 80 pax (SGOD) Orientation and Workshop on crafting research and innovation proposals  
 165 pax (SGOD) Capability Building for Supervisors, Section Heads, School Heads, and Master Teachers  
 300 pax (SGOD) 2023 Recognition and Awarding of Exemplary Teaching/Non-Teaching Employees and Stakeholders  
 Total ABC Php 772,867.46

2. The DepEd, Division of Tangub City now invites bids for the PROCUREMENT OF OFFICE SUPPLIES & MEALS AND SNACKS FOR HRTD TRAININGS AND PROGRAMS IMPLEMENTATION OF CID AND SGOD. Bidders should have completed, within five (5) 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) No. 9184.

a. 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 No. 5183.

4. Prospective Bidders may obtain further information from DepEd, Division of Tangub City and inspect the Bidding Documents at the address given below during office hours (Monday-Friday from 8:00 AM-5:00 PM).

5. A complete set of Bidding Documents may be acquired by interested Bidders on August 23, 2023, from the given address and website(s) 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 Five Hundred Pesos (P 500.00) for Lot 1 and One Thousand Pesos (P 1,000.00) for Lot 2, DepEd, Division Cashier. Only bidders who purchased the Bidding Documents will be allowed to submit bids.

Three (3) sets (Original, copy 1, Copy 2) of the technical and financial documents shall be submitted, in hard copies, on or before the opening of bids schedule.

- 6. The DepEd, Division of Tangub City will hold a Pre-Bid Conference on August 31, 2023, 3:00 PM at Division Office Conference Hall which shall be open to prospective bidders.
- 7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before September 12, 2023, at 2:59 o' clock in the afternoon. Late bids shall not be accepted.
- 8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be on September 12, 2023, 3:00 PM at the Division Office Conference Hall, DepEd, Division of Tangub City, Anecito Siete St., Mantic, Tangub City.

**ACTIVITY DATE & TIME OF CONDUCT VENUE**

Pre-Bid Conference August 31, 2023 3:00 PM Division Office Conference Hall, DepEd, Division of Tangub City, Tangub City

Opening of Bids September 12, 2023 3:00 PM

9. The DepEd, Division of Tangub 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

Gina L. Mandawe  
 Head, BAC Secretariat  
 DepEd, Division of Tangub City,  
 Anecito Siete St., Mantic, Tangub City 7214  
 (088) 530-5988  
 depedtangub.bacsec@deped.gov.ph  
 www.depedtangub.net

LORENA P. SERRANO, CESO VI  
 Assistant Schools Division Superintendent  
 BAC Chair

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	See attached Files	1	Lot	76,367.46
2	Meals and Snacks	See attached Files	1	Lot	696,500.00

**Pre-bid Conference**

Date	Time	Venue
31/08/2023	3:00:00 PM	Tangub City Division Conference Hall

**Created by**                      Bride Joy Monera Candano  
**Date Created**                      22/08/2023

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