



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

**INVITATION TO BID FOR PROCUREMENT OF
HIGH QUALITY PRINTING SUPPLIES FOR THE
PROVISION OF LEARNING RESOURCES TO
KINDER TO GRADE 12 LEARNERS**

1. The *Department of Education Division of Surigao City*, through the GAA intends to apply the sum of *FOUR MILLION THREE HUNDRED NINETY FOUR THOUSAND FOUR HUNDRED THIRTY FIVE PESOS (PHP 4,394,435.00)* being the ABC to payments under the contract for *FY-2022-GOODS-065*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Education Division of Surigao City* now invites bids for the Procurement of the following items, to wit;

LOT 1 (PHP 4,252,135.00)

- 50 sets "DIGITAL COPIER, High quality, Branded
 - Digital color copier with network printing, color scanning and network fax
 - Copy and print speed of 21 copies per minute, A4
 - Copy and print resolution of 1,200x 1,200 dpi, 9,600x600 multi-bit technology, 600x600 dpi
 - Warm-up time 32 seconds or less
 - Original size and copy size is from A6 up to legal
 - Standard memory capacity is 512 MB and upgradeable to a maximum of 1,536 MB
 - Maximum Duty cycle of 65,000 pages per month
 - Input paper capacity of 250-sheets universal paper cassette and 50 sheets multi-purpose tray
 - Built in document processor with capacity of 50 sheets
 - Printer processor Cortex-A9 800MHz
 - Compatible with Windows, Macintosh, Linux, Unix
 - Built in Gigabit Network, USB 2.0, USB Host connection, wireless LAN and slot for optional SD/SDHC card
 - PCL6,KPDL3 (Post Script 3 compatible) PDF Direct Print, and XPS Direct print emulations
 - Power consumption copying/printing 345W, Stand-by 41W"
- 110 cartridges DIGITAL COPIER TONER, compatible with the Digital Copier, Black
- 103 cartridges DIGITAL COPIER TONER, compatible with the Digital Copier, Magenta

- 103 cartridges DIGITAL COPIER TONER, compatible with the Digital Copier, Cyan
- 103 cartridges DIGITAL COPIER TONER, compatible with the Digital Copier, Yellow
- 3 sets COLOR DUPLEX DOCUMENT SCANNER, High quality, Branded
 - Scan to editable Word and Excel files or searchable PDF files; OCR software included
 - Scan up to 45 ppm/90 ipm; 1-pass duplex scanning
 - Daily duty cycle up to 5,000 sheets
 - 100 sheets capacity"

LOT 2 (PHP 142,300.00)

- 20 boxes BOND PAPER, A4 size, 70gsm, 5 reams per box
- 20 boxes BOND PAPER, Long size, 70gsm, 5 reams per box
- 905 packs COATED GLOSSY PAPER, A4 size, 148 GSM, 25 sheets per pack, magazine paper
- 1 set HEAVY DUTY COMB BINDING MACHINE, up to Legal size, 24 holes

Delivery of the Goods is required in *sixty (60) days after the issuance of the Notice to Proceed*. Bidders should have completed, within *twenty-four (24) months* 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 the *Department of Education Division of Surigao City* and inspect the Bidding Documents at the address given below during regular office hours, *8:00AM to 5:00PM, Mondays to Fridays*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *January 5, 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 thousand pesos (PHP 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic mail*.
6. The *Department of Education Division of Surigao City* will hold a Pre-Bid Conference on *January 13, 2023, 2:00PM* at the *Office of the Assistant Schools Division Superintendent, Schools Division Office of Surigao City*,

M. Ortiz St., Surigao City and/or through video conferencing via Google Meet with the link <https://meet.google.com/fgz-huve-rbr>, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before *January 26, 2023, 2:00 PM. **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.
9. Bid opening shall be on *January 26, 2023, 2:00 PM* at the Office of the Assistant Schools Division Superintendent, Schools Division Office of Surigao City, M. Ortiz St., Surigao City and/or through video conferencing *via Google Meet with the link <https://meet.google.com/fgz-huve-rbr>*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity provided they present a Special Power of Attorney (SPA).
10. The *Department of Education Division of Surigao 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.
11. For further information, please refer to:

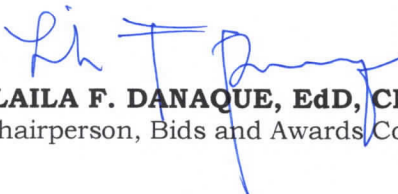
*Robert Sherwin S. Betita
Office of the Bids and Awards Committee,
Department of Education, Division of Surigao City
M. Ortiz St., Brgy. Washington,
CV Diez Central Elementary School Compound, Surigao City
robertsherwin.betita@deped.gov.ph
09655733992
www.depedsc.com*

12. You may visit the following websites:

For downloading of Bidding Documents:
<https://depedsc.com/procurement/bid-opportunities/>

For online bid submission:
Will be provided after payment of Bidding Documents

January 5, 2023


LAILA F. DANAQUE, EdD, CESO VI
Chairperson, Bids and Awards Committee