



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**Bids and Awards Committee**

**INVITATION TO BID**

**SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND EQUIPMENTS AT DEPED  
 DIVISION OF QUEZON- UNDER DepEd DIVISION MOOE**

1. The DepED - Division of Quezon, through the Funding Source, Government of the Philippines (GOP) intends to apply the sum of TWO MILLION NINE HUNDRED FORTY SIX THOUSAND AND EIGHT PESOS & 02/100 (PhP2,946,008.02) being the Approved Budget for the Contract (ABC) to eligible payments under the contract for the **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND EQUIPMENTS AT DEPED DIVISION OF QUEZON- UNDER DepEd DIVISION MOOE**. Bids received that exceed the ABC shall be rejected at bid opening.

PROJECT DESCRIPTION/ INTENDED COMPLETION DATE	LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PhP)		COST OF BIDDING DOCUMENTS (PhP)	CONTRACT DURATION
SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AT DEPED DIVISION OF QUEZON	1	OFFICE SUPPLIES	PhP1, 277,802.12	PhP1,376,376.62	PhP5,000.00	15 Calendar Days
		OTHER SUPPLIES AND MATERIALS	PhP98,574.50			
	2	MEDICAL, DENTAL SUPPLIES	PhP423, 340.00	PhP441,840.00	PhP500.00	15 Calendar Days
		OTHER SUPPLIES RELATED TO COVID	PhP18,500.00			
	3	SEMI-EXPENDABLE-ICT EQUIPMENT	PhP515,591.40	PhP590,041.40	PhP1,000.00	15 Calendar Days
		SEMI-EXP-PRINTING EQUIPMENT	PhP74,450.00			
	4	DRRM SUPPLIES	PhP537, 750.00	PhP537, 750.00	PhP1,000.00	15 Calendar Days
	<b>Grand- Total</b>			<b>2,946,008.02</b>		

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0392  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph

DEPED - QUEZON ICT UNIT	Registration Number: QAC/R63/0216
<b>U P L O A D E D</b>	
Date/Time: <b>SEPT 24, 2020</b>	
By: <b>CRISTELL</b>	
Ref. No.: <b>IB 008, S. 2020</b>	



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2. The DepED-Division of Quezon of Region IV-A, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works. 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. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction 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.

4. Interested bidders may obtain further information from DepED – Division of Quezon and inspect the Bidding Documents at the address given below. A complete set of Bidding Documents may be purchased by interested Bidders and upon payment of a non-refundable fee for the Bidding Documents in the amount of stated above. Only bidders who purchased the Bidding Documents will be allowed to submit bids (ITB 6.8).

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), [www.philgeps.gov.ph](http://www.philgeps.gov.ph), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

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Activity	Date & Time	Venue
Issuance of Bidding Documents	October 2-October 14, 2020 (8:00 a.m. to 5:00 p.m.)	DepED- Division of Quezon, Talipan, Pagbilao, Quezon
Pre-Bid Conference	October 2, 2020 (10:00am)	DepED- Division of Quezon, Talipan, Pagbilao, Quezon
Final Submission and Opening of Bids	October 14, 2020 (10:00am)	DepED- Division of Quezon, Talipan, Pagbilao, Quezon

5. Bids must be delivered to the address and on the date and time stated herein. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of the bid security.

Bids will be opened in the presence of the bidders' representatives who choose to attend the opening of bids at the address stated herein. Late bids shall not be accepted.

6. The DepEd – Division of Quezon of Region IV-A reserves the right to accept or reject any and all bids, declare a failure of bidding, not award the contract(s), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**GREGORIO A. CO, JR**  
DepEd – Division of Quezon  
Talipan, Pagbilao, Quezon  
Contact No. 042-784-0366

  
**GREGORIO A. CO, JR**  
OIC – Asst. Schools Division Superintendent  
BAC Chairperson

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LOT 1

Description	Technical Specifications	Quantity	Unit of Measures	Unit Price	Total Price
<b>OFFICE SUPPLIES</b>					
	A4 BOND PAPER SUB 20/70 GSM	1085	REAMS		
	ARCH FILE (BLUE) LONG	200	PCS		
	ARCH FILE (BLUE) A4	30	PCS		
	ARCH FILE (BLACK)	10	PCS		
	BALLPEN- BLACK	30	BOX		
	BALLPEN- GREEN	30	BOX		
	BATTEERY AA	150	PCS		
	BATTERY AAA	130	PCS		
	BINDER CLIP (MEDIUM)	50	BOX		
	BROTHER BT 6000INK BLACK	30	BTL		
	BROWN ENVELOPE SHORT	500	PCS		
	BROWN ENVELOPE LONG	1000	PCS		
	CALCULATOR 12 digits	20	PCS		
	CANON BOARD CREAM A4/SPECIAL	250	PACKS		
	CANON INK MX 397 BLACK	10	PCS		
	CANON INK MX 397 COLORED	10	PCS		
	CD-RW WITH CASE	150	PCS		
	COLORED FOLDER LONG (BLUE)	100	PCS		
	COLORED FOLDER LONG (ORANGE)	100	PCS		
	CUTTER	10	PCS		
	CUTTER BLADE	10	PCS		
	DATER	10	PCS		
	GEL PEN 0.5 (BLACK)	240	PCS		
	GEL PEN 0.5 (BLUE)	240	PCS		
	GEL PEN 0.5 (GREEN)	240	PCS		
	GEL PEN 0.5 (RED)	120	PCS		
	DOUBLE SIDED TAPE 12MM	20	ROLLS		
	ENERGEL 0.5MM BALL NEEDLE POINT	10	BOX		
	ENVELOPE (COLORED) A4	150	PCS		
	ENVELOPE (COLORED) LONG	150	PCS		
	ENVELOPE (COLORED) SHORT	150	PCS		
	ENVELOPE MAILING WHITE	8	BOX		
	EXPANDABLE ENVELOPE (PURPLE)LONG	500	PCS		
	EPSON INK 003 BLACK	300	BTL		

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EPSON INK 003 CYAN	150	BTL		
EPSON INK 003 MAGENTA	150	BTL		
EPSON INK 003 YELLOW	150	BTL		
EPSON T664 BLACK	300	BTL		
EPSON T664 CYAN	160	BTL		
EPSON T664 MAGENTA	160	BTL		
EPSON T664 YELLOW	160	BTL		
FOLDER LONG RED	100	PCS		
FOLDER LONG WHITE	200	PCS		
FOLDER WHITE A4	200	PCS		
FOLDER (FRONT PLASTIC) A4	500	PCS		
FOLDER (FRONT PLASTIC) LONG	100	PCS		
FOLDER (FRONT PLASTIC) SHORT	100	PCS		
HEAVY DUTY STAPLER (MAX)HS-324	1	PCS		
HI-LIGHTER ASSORTED COLOR	50	PCS		
HP 678 INK BLACK	30	PCS		
HP 678 INK COLORED	30	ROLLS		
INDEX CARD 3x5	10	PACKS		
INDEX DIVIDER LONG 5 COLORS	30	PCS		
LONG BOND PAPER SUBS 20/70 GSM	300	REAMS		
LONG EXPANDABLE FOLDER(GREEN)	200	PCS		
LONG EXPANDABLE FOLDER(ORANGE)	100	PCS		
LONG EXPANDABLE FOLDER(PINK)	150	PCS		
LONG EXPANDABLE FOLDER(RED)	100	PCS		
MARKER PERMANENT BLACK FINE	240	PCS		
MARKER PERMANENT BLACK BROAD	240	PCS		
MAX STAPLE 6MM	15	BOX		
MAX STAPLE 8MM	15	BOX		
MAX STAPLE 10MM	15	BOX		
MAX STAPLE 13MM	15	BOX		
MAX STAPLE 15MM	15	BOX		
MAX STAPLE 17MM	15	BOX		
MAX STAPLE 20MM	15	BOX		
MAX STAPLE 23MM	15	BOX		
NUMBERER	10	PCS		
PACKAGING TAPE 48MM	50	ROLLS		
PAPER CLIP COATED BIG 50MM	200	BOX		
PAPER CLIP 32mm	20	BOX		
PAPER FASTENER	50	BOX		
ROLLED PLASTIC COVER (BIG)	20	ROLLS		
PENCIL	30	BOX		
PHOTOPAPER A4 GLOSSY 235GSM	15	PACKS		
PUNCHER HEAVY DUTY	10	PCS		
RECEIVING STAMP	10	PCS		
RECORD BOOK 300 PAGES	10	BTL		

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RECORD BOOK 500 PAGES	10	BTL		
SCISSOR HEAVY DUTY	25	PAIR		
SHARPENER HD	5	PCS		
SHORT BOND PAPER SUBS 20/70 GSM	60	REAMS		
SIGN HERE STICK ON	100	PACKS		
COLORED FOLDER (BROWN)	100	PCS		
COLORED FOLDER (PINK)	100	PCS		
COLORED FOLDER (VIOLET)	100	PCS		
EXPANDABLE ENVELOPE (RED)LONG	100	PCS		
INK CART, Cannon (790) Cyan	20	BTL		
INK CART, Cannon (790) Magenta	20	BTL		
INK CART, Cannon (790) Yellow	20	BTL		
INK CART, Cannon (HP680) Black	20	BLT		
STAMP PAD INK, BLACK	30	BTL		
STAMP PAD INK, PURPLE	60	BTL		
STAPLER HEAVY DUTY STANDARD	30	PCS		
STICKER PAPER A4 WHITE	250	PACKS		
STORAGE BOX RED	10	PCS		
TAPE 24MM	50	PCS		
UNIBALL GEL IMPACT ROLLERBALL PEN (BLACK)	50	BOX		
UNIBALL GEL IMPACT ROLLERBALL PEN (BLUE)	50	BOX		
YARN (COLOR GREEN)	10	ROLLS		
YELLOW PAD	15	PACK		
HP 680 BLACK	100	PCS		
HP 680 COLORED	100	PCS		
CANON INK 810	30	PCS		
CANON INK 811	30	PCS		
DATA FILE FOLDER H=9.5in, L=15in, 4in	50	PCS		
COLOR: GREEN				
DATA FILE FOLDER H=9.5in, L=15in, 4in	50	PCS		
COLOR: RED				
STORAGE BOX (CLEAR) 112L	8	PCS		
COLORED PAPER A4 BLUE	5	REAMS		
<b>OTHER SUPPLIES AND MATERIALS</b>				
ALBATROSS ASSTD SCENT	30	PCS		
BROOM (TAMBO)	5	PCS		
BROOM (TINGTING)	5	PCS		
DOMEX	50	BTLS		
DISHWASHING LIQUID 375ML	50	BTL		
EXTENSION CORD 10METERS	10	PCS		
GLASS CLEANER 500ml	100	PCS		
RAGS	100	PCS		
GARBAGE BAG BLACK (M)	1500	PCS		
GARBAGE BAG BLACK (L)	500	PCS		
GARBAGE BAG BLACK (XL)	500	PCS		
GARBAGE BAG BLACK (XXL)	100	PCS		

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GARBAGE BAG YELLOW (M)	1500	PCS		
GARBAGE BAG YELLOW (L)	500	PCS		
GARBAGE BAG YELLOW (XL)	500	PCS		
GARBAGE BAG YELLOW (XXL)	100	PCS		
GARBAGE BAG GREEN(M)	1000	PCS		
GARBAGE BAG GREEN(L)	200	PCS		
GARBAGE BAG GREEN (XL)	100	PCS		
GARBAGE BAG GREEN (XXL)	50	PCS		
TISSUE PAPER 2-ply	100	ROLLS		
PLASTIC TWINE	30	ROLLS		
DETERGENT POWDER 1 KG	30	PACK		
YARN (GREEN)	10	ROLLS		
DOOR MAT	50	PCS		
WALL CLOCK	10	PCS		
OROCAN PAIL 100LTRS	5	PCS		
OROCAN PAIL 24LTRS	5	PCS		
MICRO FIBER DUSTER	5	PCS		
BRUSH WITH HANDLE	15	PCS		
MOP HEAD FOR LARGE TORNADO MOP	35	PCS		
OVER-ALL TOTAL				

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**LOT 2**

Description	Technical Specifications	Quantity	Unit of Measures	Unit Price	Total Price
MEDICAL, DENTAL AND LAB SUPPLIES	<b>SENSOR AUTOMATIC THERMAL SCANNER with BUILT-IN AUTOMATIC ALCOHOL DISPENSER</b> <u>Automatic Thermal scanner specs:</u> USB cable slot available for charging. powered by lithium battery(rechargeable) <u>Alcohol automatic dispenser specs:</u> Infrared sensor helps to automatic eject Alcohol Capacity of the dispenser is 1 Liter <u>1 Stand ( 4.2ft-5.3ft) specs:</u> Heavy duty Material Stand Retractable Stand	9	UNIT		
	<b>ZONROX BLEACH</b> 6 IN 1 TOTAL CLEAN 99.99% Antibacterial	50	GALLON		
	<b>LYSOL DISINFECTANT CONCENTRATED</b> 1 GALLON	50	GALLON		
	<b>ANTIBACTERIAL HAND SOAP 450 ML</b>	51	BTL		
	<b>ISOPROPHYL 70% ALCOHOL GALLON</b>	200	GAL		
	<b>LYSOL DISINFECTANT SPRAY</b> 170G	300	CAN		
	<b>KN95 MASK</b>	60	PIECES		
<u>OTHER SUPPLIES AND MATERIALS RELATED TO SAFETY HEALTH PROTOCOLS</u>	<b>RETRACTABLE TENT</b>  2MX2M Foldable Outdoor Gazebo Canopy Shade Pop Up Retractable Tent	2	PCS		
	<b>INFECTIOUS WASTE GARBAGE BIN</b> 22 LITERS PEDAL BIN	30	PCS		
<b>OVER-ALL TOTAL</b>					

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**LOT 3**

Description	Technical Specifications	Quantity	Unit of Measures	Unit Price	Total Price
SEMI-EXPENDABLE ICT EQUIPMENT	EXTERNAL HARD DISK 1TB	3	PCS		
	HP LAPTOP BATTERY 245 G5	4	PCS		
	WIRED MOUSE	20	PCS		
	OTG 1TB	2	PCS		
	SPEAKER	17	PCS		
	WEB CAM 1080P HD	24	PCS		
	RECORDING STUDIO KIT SET	15	SET		
	LED LIGHT LAMP	15	SET		
	HEADSET	15	PCS		
	SCANNER UP TO LEGAL SIZE PAPER	2	PCS		
	UNINTERRUPTIBLE POWER SUPPLY (UPS)	10	PCS		
	USB TO RJ45 LAN CABLE EXTENSION ADAPTER	5	PCS		
	USB WIRELESS PRESENTER REMOTE CONTROL	5	PCS		
	FLASHDRIVE 32GB	20	PCS		
	WIRED KEYBOARD	10	PCS		
SEMI-EXP.-PRINTING EQUIPMENT	PRINTER3IN1 (CAN SCAN,COPY,PRINT LEGAL SIZE)	1	PCS		
	EPSON L3110 (CONTINUOUS INK PRINTER)	7	PCS		
<b>OVER-ALL TOTAL</b>					

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**LOT 4**

Description	Technical Specifications	Quantity	Unit of Measures	Unit Price	Total Price
VARIOUS DRRM SUPPLIES AND MATERIALS	WIRELESS PHOTO ELECTIC SMOKE DETECTOR W/ 80DB ALARM PRESSURE	73	SET		
	WALL MOUNTED HALON TYPE 10 LBS FIRE EXTINGUISHER	16	SET		
	WHEELED ABC TYPE 50 LBS FIRE EXTINGUISHER	2	SET		
	WALL MOUNTED LED EMERGENCY LIGHT W/ REPLACEABLE BATTERY	20	SET		
	LED EXIT DOOR LIGHT 360X200 MM SIZE	18	SET		
	25 WATTS MEGAPHONE W/ RECHARGEABLE BATTERY	1	SET		
	SANITIZING MACHINE HAND-HELD ATOMIZATION DISINFECTION FACE MACHINE W/ ULTRA VIOLET LIGHT w/ SOLUTION	8	SET		
	18 WATTS LED FLOOD LIGHT W/ INSTALLATION	5	SET		
	10 WATTS SEARCH LIGHT RAINPROOF DUST PROOF	2	PCS		
	SMART CALL CARD100	10	PCS		
OVER-ALL TOTAL					

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