



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
**BIDS AND AWARDS COMMITTEE (BAC)**  
Virac, Catanduanes

**INVITATION TO BID**

**PROCUREMENT OF LAPTOP, PRINTER AND SWIVEL CHAIR FOR ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER II**

1. The *Schools Division Office of Catanduanes* through the *General Appropriation Act (GAA) CY 2024* intends to apply the sum of **One Million Eight Hundred Thirty Thousand Pesos Only (Php1,830,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of **Procurement of Laptop, Printer and Swivel Chair**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Schools Division Office of Catanduanes* now invites bids for the above Procurement Project. *Delivery of the Goods is required thirty (30) calendar days*. Bidders should have completed, within three (3) 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 Instruction to Bidders.

**Name of Project: Procurement of Laptop, Printer and Swivel Chair for Admin. Officer II and Project Dev't Officer II**

**Approved Budget for the Contract: Php1,830,000.00**


**Specific Requirement:**

Item No.	Description	Quantity
1.	<b>Laptop Specifications: Thinkpad L14 GEN 3 CORE i5/8GB DDR4 3200/512GB SSD WIN 11 PRO-EDUC/14 FHD</b>	<b>30 units</b>
2.	<b>All in one ink tank printer print, scan, copy long or legal bond paper</b>	<b>30 units</b>
3.	<b>Swivel Chair</b>	<b>30 units</b>

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary *pass/fail* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 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 5183.
4. Prospective bidders may obtain further information from Schools Division Office of Catanduanes and inspect the Bidding Documents at the address given below during Monday to Friday from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 10 – 30, 2024** from the given address and website below 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 Only (Php5,000.00)**. The Procuring Entity shall allow the bidder to present proof of payment for the fees in person.

6. The Schools Division Office of Catanduanes will hold a **Pre-bid Conference** on **April 17, 2024 at 10:30 AM** at **SDO- SGOD Office** 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 **April 30, 2024 at 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 **April 30, 2024 at 2:30 PM at SDO-SGOD Office** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prior to Bid Opening, representative of bidders should present and submit to the BAC a **Special Power of Attorney** stating the detailed activities which he/she will perform relative to the bidding at hand.
11. The *Schools Division Office of Catanduanes* 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.
12. For further information, please refer to:

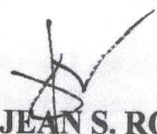
**MARY JEAN S. ROMERO**  
**Acting Chairman, Bids and Awards Committee**  
**DepEd, Division Office, Virac, Catanduanes**  
CP No. 0949 8872828  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)

  
**MARY JEAN S. ROMERO**  
**Acting BAC Chairman**

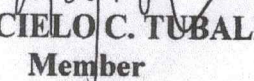
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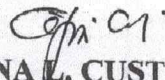
**PROJECT SCHEDULE**

NO.	ACTIVITY	DURATION (days)	START	END
1.	Pre-Procurement Conference	1 CD	April 8, 2024	
2.	Advertisement/ Posting of Invitation to Bid	7 CD	April 10, 2024	April 16, 2024
3.	Issuance of Bidding Documents		April 10, 2024	April 30, 2024
4.	Pre-Bid Conference	1 CD	April 17, 2024- 10:30 AM- SGOD Office	
5.	Deadline of Submission/Receipt of Bids	1 CD	April 30, 2024- 2:00 PM-SGOD Office	
	Bids Opening		April 30, 2024- 2:30 PM- SGOD Office	
6.	Bid Evaluation	1 CD	May 2, 2024	
7.	Post-Qualification	2 CD	May 3-6, 2024	
8.	Approval of Resolution/ Issuance of Notice of Award	1 CD	May 7, 2024	
9.	Contract Preparation and Signing	1 CD	May 8, 2024	
10.	Approval of contract by higher authority	1 CD	May 9, 2024	
11.	Issuance of Notice to Proceed	1 CD	May 10, 2024	

  
**MARY JEAN S. ROMERO**  
Acting BAC Chairman

*OB*  
**ROMEL G. PETAJEN**  
Member

  
**MA. CIELO C. TUBALE**  
Member

  
**GINA L. CUSTODIO**  
Member

*OB*  
**JESSLYN T. TAWAY**  
Member