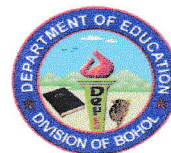




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran



## **Invitation to Bid**

for

### **Supply and Delivery of A4 Size, Substance 20 Bond Papers for the Development and Production of Self-Learning Modules for FY 2022**

1. The **Department of Education – Schools Division of Bohol**, through the *Government Appropriations Act CY 2022* intends to apply the sum of *Six Million Two Hundred Sixty-One Thousand Two Hundred Fifty Pesos (P6,261,250.00)*; ITB No G2022-03-01, being the total ABC to payments under the contract for the **Supply and Delivery of A4 Size, Substance 20 Bond Papers for the Development and Production of Self-Learning Modules for FY 2022**, detailed below.

Item	Specifications	Quantity	Place of Delivery/Distribution	Contract Duration	Approved Budget for the Contract
Bond Paper	<ul style="list-style-type: none"><li>• Size: A4 (8 ¼ x 11 ¼ inches)</li><li>• Thickness: substance 20 (70 gsm)</li><li>• Color: white</li></ul>	25,045 reams	To be delivered and distributed to the district offices or central schools. Please refer to the Distribution List provided by the end-user.	Twenty (20) Calendar Days	P6,261,250.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Department of Education – Schools Division of Bohol** now invites bids for the above Procurement Project. *Delivery of the Goods is required to be completed within **thirty (30) calendar days** from date receipt of Notice to Proceed.* Bidders should have completed, within *five 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.

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 **Department of Education – Schools Division of Bohol** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *March 3, 2022 to March 23, 2022* 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 **Ten Thousand Pesos (P10,000.00)** only.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means.*

Payment for the purchase of the bidding documents can be done at the Cashier's Office of DepEd – Schools Division of Bohol or by depositing the amount in the bank account detailed below:

Name of Bank: **Landbank of the Philippines (Tagbilaran Branch)**  
Account Name: **DEPED BOHOL TRUST FUND**  
Account Number: **0612102112**

If payment is done through the bank account detailed above, the prospective bidder is advised to send the e-copy or scanned copy of the deposit slip to [bacdepedbohol@gmail.com](mailto:bacdepedbohol@gmail.com) so that the BAC Secretariat can assist the bidder in providing for the Official Receipt of the amount paid.

6. The **Department of Education – Schools Division of Bohol** will hold a Pre-Bid Conference on *March 11, 2022 at nine o'clock in the morning* at *DepEd-Bohol Division Office Conference Room, New Capitol Site, Tagbilaran City, Bohol* and/or through videoconferencing/webcasting *via any available video conferencing app*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission or online or electronic submission on or before *March 23, 2022 at nine o'clock in the morning*. 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 *March 23, 2022 at nine o'clock in the morning* at the given address below and/or through *email at [depedbholbac@gmail.com](mailto:depedbholbac@gmail.com)*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders who cannot submit the hardcopies of their Technical and Financial Components during the scheduled Submission, Receipt and Opening of Bids have the option to submit softcopies of their documents provided that they must send the hardcopies to DepEd – Schools Division of Bohol before the deadline of Submission of Bids. Bidders should send



proof of mailing that the hardcopies of the aforementioned documents are already in transit prior to the deadline of submission of bids (i.e. scanned copy of the official receipt, acknowledgement receipt from the courier).

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, or **two (2) password-protected Bidding Documents in compressed archive folders, in case of electronic bid submission**, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid.

Unsealed or unmarked bid envelopes, or **in case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected**. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening.

For electronic bid submission, **the passwords for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening** which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

10. The ***Department of Education – Schools Division of Bohol*** 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:

*PABLITO D. VILLALON*  
*BAC Secretariat*  
*Department of Education - Division of Bohol*  
*New Capitol Site, Tagbilaran City*  
*Telefax No. (038) 501-7550*

12. You may visit the following websites:

For downloading of Bidding Documents: [www.depedbohol.org](http://www.depedbohol.org)

For online bid submission: [depedboholbac@gmail.com](mailto:depedboholbac@gmail.com)

[March 2, 2022]

  
**DANILO G. GUDELOSAO, Ed.D.**  
*BAC Chairperson*