



Republic of the Philippines
Department of Education
Region III, Zamboanga Peninsula
Division of Pagadian City

INVITATION TO BID

THE PROCUREMENT OF SCHOOLS DIVISION OFFICE COMMON USE SUPPLIES AND EQUIPMENT FOR THE CY 2025

1. The DepEd Pagadian City Division, through the Sub-Aro funds 2025 intends to apply the sum of **EIGHT HUNDRED TWENTY-NINE THOUSAND ONE HUNDRED FIFTY-SEVEN AND 25/100 (Php829,157.25) PESOS ONLY** being the Approved Budget for the Contract (ABC) with Purchase Request number **25-028-OSDS**.
2. Bids received more than the ABC shall be automatically rejected at the final meeting. Please refer below for the Technical Specifications details and other details:

No.	ITEM DESCRIPTION	QTY	UNIT	ABC
1	"Sign Here" Sticky Notes - Film Index Size: 1.2x4.5cm; 5 pads x 25 sheets	18	PAD/S	829,157.25
2	30CM Candy Color Ruler Flexible Soft Unbreakable	5	PIECE/S	
3	Fastener Plastic Long 70mm 8.5 inches, 50 SETS	1	BOX	
4	Adhesive Tape Double Sided 1/4"	6	ROLL/S	
5	Adhesive Tape Double Sided 3/4"	6	ROLL/S	
6	Ballpen, Black	47	PIECE/S	
7	Ballpen, Blue	10	PIECE/S	
8	Ballpen, Red	10	PIECE/S	
9	Binder Clip (25mm) 1 inch	6	BOXES	
10	Binder Clip (32mm) 1 1/4 inch	5	BOXES	
11	Binder clip (41mm) 1 5/8 inches	3	BOXES	
12	Bondpaper, A4, 70gsm	273	REAM/S	
13	Bondpaper, Legal, 70gsm	43	REAM/S	
14	CLIP, backfold, 32mm	6	BOXES	
15	Colored Construction Paper A4 SIZE	1	REAM	
16	Construction Papers (8.5 x 13), Yellow	1	REAM	
17	Continuous Form, 4 ply, carbonless w/ tint	8	BOX/ES	
18	Correction Pen Metal Tip 5ml	10	PIECE/S	
19	Data Box Filer, Blue	40	PIECE/S	
20	Data Storage 1tb	1	UNIT	
21	Disbursement Voucher Folder	62	PIECE/S	
22	Fastener (Plastic)	10	BOXES	
23	Fastener (Plastic)	3	BOXES	
24	Fastener, plastic-coated, 50 sets per box	14	BOXES	
25	Flat Rubber Bands 75 mm	2	BOXES	
26	Folder Long	1	BOXES	

27	Glass Cleaner Anti-dust, anti-mist and streak free 500ml Blue w/ Spray	1	BOTTLE/S
28	GLUE, all purpose, 200 grams	14	BOTTLE/S
29	Glue-All (Multi-Purpose Glue) 130g	2	BOTTLE/S
30	Glue-All (Multi-Purpose Glue) 200g	8	BOTTLE/S
31	HBW Glue Stick (21g)	1	PIECE/S
32	Heavy Duty Extension Cord wire (4)Four Gang flat cord #16 black wire 10 meters	2	PIECE/S
33	Heavy Duty Stapler # 35 w/ remover No.1 111 White & black color combination	2	PIECE/S
34	Heavy Duty Storage Shelves with 5/6 Layer Metal Shelves, 600kg Load Bearing Storage Shelving Units Metal Rack Steel Shelf Steel Storage Oversized 120X40X200cm (White)	1	UNIT
35	Highlighter (green/ orange)	4	PIECE/S
36	Highlighter, Green	4	PIECE/S
37	HIGHLIGHTER, Green	1	PIECE/S
38	Ink 003 Cyan	14	BOTTLE/S
39	Ink 003 Cyan, Genuine	33	BOTTLE/S
40	Ink 003 Magenta	15	BOTTLE/S
41	Ink 003 Magenta, Genuine	33	BOTTLE/S
42	Ink 003 Yellow	15	BOTTLE/S
43	Ink 003 Yellow, Genuine	33	BOTTLE/S
44	Ink, 003 Black	37	BOTTLE/S
45	Ink, 003 Black, Genuine	84	BOTTLE/S
46	Interfolded Brown Paper Towel 60x175Sheets	9	PACK/S
47	Ledger Form (Elementary Teacher's Report Card)	400	PIECE/S
48	Ledger Form (Employees's Leave Card)	350	PIECE/S
49	Lever Arch File Folder, side Clip 3 inch, A4, Blue	20	PIECE/S
50	Lever Arch File Folder, side Clip 3 inch, A4, Orange	10	PIECE/S
51	Lever Arch File Folder, side Clip 3 inch, Legal, Green	20	PIECE/S
52	Lever Arch File Folder, side Clip 3 inch, Legal, Red	20	PIECE/S
53	Lumina Highlighter 5 color in 1 pack	5	PIECE/S
54	Marker, Permanent, Black	12	PIECE/S
55	Mechanical Pencil Ecolead .5mm	1	PIECE/S
56	Metal Ring Binder (Loose-leaf, 55mm)	100	PIECE/S
57	Mouse, Optical	2	PIECE/S
58	Glue. 240g, White, Multipurpose	4	BOTTLE/S
59	Notepad 2x3"	6	PAD/S
60	Notepad 3x3"	14	PAD/S
61	Paper Fastener, Extra Long, 8 1/2, 70mm	2	BOXES
62	Paper Multicopy, A4, 70gsm	41	REAM/S
63	Paper Multicopy, A4, 70gsm	62	REAM/S
64	Twine/Straw 1 kilo, Plastic	2	PIECE/S
65	PVC Cover Legal,100 pcs per ream, 100 microns	2	PIECE/S
66	PVC Cover, A4, 200 micron	2	PIECE/S
67	Sign Pen .4 Black	10	PIECE/S
68	Sign Pen .4 Blue	36	PIECE/S

69	Sign Pen .4 Blue	10	PIECE/S	
70	Sign Pen .4 Green	24	PIECE/S	
71	Sign Pen .4 Orange	16	PIECE/S	
72	Sign Pen .4 Purple	4	PIECE/S	
73	Sign Pen .4 Red	12	PIECE/S	
74	Sign Pen .7 Black	12	PIECE/S	
75	Sign Pen .7 Blue	32	PIECE/S	
76	Sign Pen 1.0 Blue, Hi-Techpoint V10Grip (branded)	4	PIECE/S	
77	Sign Pen 1.0 Blue, Hi-Techpoint V10Grip (branded)	30	PIECE/S	
78	Sign Pen 1.0 Blue, Hi-Techpoint V10Grip (branded)	40	PIECE/S	
79	SIGN PEN Blue my gel 0.7mm	5	BOXES	
80	Sign Pen .4 Black	12	PIECE/S	
81	SIGN PEN, Black my gel 0.7mm	2	BOX	
82	Small Office Sofa	1	UNIT	
83	Staple Wire, standard, Bronze	5	BOX/ES	
84	Staple Remover, Plier Type	7	PIECE/S	
85	Stapler #35 Heavy Duty w/ remover BIG	1	PIECE/S	
86	Stapler #35 Heavy Duty w/ remover BIG	4	PIECE/S	
87	Sticky Note (Sign Here)	19	PAD/S	
88	Tape, Packaging 3"	8	ROLL/S	
89	Tape, Packing, 3"	6	ROLL/S	
90	Tape, Transparent, 1"	10	PIECE/S	
91	Tape, Transparent, 3"	6	ROLL/S	
92	Tape, Masking 2"	4	ROLL/S	
93	Tape, Masking 4"	4	ROLL/S	
94	Tissue Roll 2Ply	24	ROLL/S	
95	Toilet Paper (2ply)	133	ROLL/S	
96	Uninterruptible Power Supply (UPS, Secure, 3000VA)	2	UNIT	
97	Wireless presenter with laser pointer	2	UNIT	
98	Absorbent Micro Fiber Mop Heads (for existing mop-round type)	4	PIECE	
99	Bleaching Solution, 1liter	12	BOTTLE/S	
100	Cleaner Toilet Bowl , 1000ml	6	BOTTLE/S	
101	Deodorizer, Comfort Room	6	PIECE/S	
102	Detergent Powder, 500g	20	POUCH	
103	Dishwashing Paste, 400g	6	CONT.	
104	Door Mat, Outdoor Entrance Large, Rubberized	3	PIECE/S	
105	Multi Insect Killer, Odorless, 600ml, Aerosol Type	9	CAN/S	
106	Floor Mat Rag, Cotton (Absorbent), 40x60cm	12	PIECE/S	
107	LED Light, T8 Tube, 18 watts, Daylight for indoor, High Quality Flourescent, Light Saving	10	TUBE/S	
108	Tissue Interfolded Paper Towel	20	PACK/S	
109	Tissue Wet, Antibacterial , 80 sheets	8	PACK/S	
110	TISSUE, Facial, scented, 2 ply 250 sheets per box	10	BOX/ES	

111	Trashbag Black Large 10 pcs per pack	1	PACK	
112	Trashbag Black Medium, 10 pcs per pack	25	PACK/S	
113	Trashbag Small, 10 pcs per pack	16	PACK/S	
114	Trashbag Black XL, 10 pcs per pack	20	PACK/S	
115	Trashbag Black XXL, 10 pcs per pack	10	PACK/S	
116	Steel Cabinet, 3 drawer, White (SDS Office)	1	UNIT	
117	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	4	PACK/S	
118	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	4	PACK/S	
119	PAPER, MULTIPURPOSE A4, 70gsm	12	BOX/ES	
120	Colored Construction Papers (8.5x13)	30	REAM/S	
121	Colored Construction Papers (8.5x11)	30	REAM/S	
122	CORRECTION Pen, liquid	90	PIECE/S	
123	FOLDER with tab, legal, 100 pieces per pack, White	2	PACK/S	
124	INK BOTTLE, EPSON 003, BYMC, GENUINE	40	SET/S	
125	MARKER, Flourescent, 3 colors per set (yellow,green,pink)	30	SET/S	
126	MARKER, Permanent, Black	4	PIECE/S	
127	MARKER, Whiteboard, Black	4	PIECE/S	
128	MARKER, Whiteboard, Red	4	PIECE/S	
129	SIGN PEN, Black, liquid or gel, pt 0.3	98	PIECE/S	
130	SIGN PEN, Blue, liquid or gel, pt 0.3	96	PIECE/S	
131	STAPLER, standard type,heavy duty	5	PIECE/S	
132	"Sign Here" Sticky Notes - Film Index Size: 1.2x4.5cm; 5 pads x 25 sheets	80	PAD/S	
133	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	8	PACK/S	
134	ENVELOPE, Expanding Kraft, Long, Blue (with garter)	60	PIECE/S	
135	ENVELOPE, Expanding Kraft, Long, Green(with garter)	60	PIECE/S	
136	ENVELOPE, Expanding Kraft, Long, Orange(with garter)	60	PIECE/S	
137	ENVELOPE, Expanding Kraft, Long, Red(with garter)	60	PIECE/S	
138	Paper Clip, 50mm	2	BOX/ES	
139	Watermarked Laid Paper, Concorde, Long Size, Cream Color	4	BOX/ES	
140	Baygon Multi Insect Killer Odorless	3	CAN/S	
141	Folder, Expandable, legal	52	PIECE/S	
142	Clear PVC Cover, A\$ size (100 pcs),210mm,300m	1	REAM	
143	Transparent Large Storage Box with wheels 70 liters	1	BOX	
144	Spinning Mop and bucket	1	UNIT	
145	Hard Drive SSD 1 TB	1	UNIT	
146	Printer 3 in 1 (Printer, Scanner & Copier) Epson Brand L3110	2	UNIT/S	
147	Heavy Duty Table Top Tape Dispenser 20.8cm x 8.2cm x 10.5cm	1	PIECE/S	

148	Multipurpose White Glue 200g	2	BOTTLE/S	
149	MS23K3515AS/TC SAMSUNG 23L MICROWAVE OVEN 489 x 275 x 374 mm	1	UNIT	
150	BT-027 ASAHI BLK BREAD TOASTER 26mm x 16mm x 18.3mm	1	UNIT	
151	Ceramic Dinner Plate 9 inches Round Plain White/Past Plate Set of (6pcs)	4	SET/S	
152	Clear Glass Plain Transparent Drinking Glasses on Hand 6 cm set of (6 pcs)	4	SET/S	
153	1 dozen thick Quality Stainless Steel Spoon Dining Utensil	2	DOZEN	
154	1 dozen Stainless Steel Fork Dining Utensil	2	DOZEN	
155	Cup and Saucer Ceramic Set of (12 pieces)	2	SET/S	
156	Battery - Double A, 4 cells per pack, heavy duty	4	PACK/S	
157	Battery dry cell - AAA, 2 pcs per pack	4	PACK/S	
158	Binder Clip 1"	2	BOX/ES	
159	Binder Clip 1-1/4" 32mm, black	8	BOX/ES	
160	Binder Clip 1/5" 12mm, black	8	BOX/ES	
161	Binder Clip 3", black	2	BOX/ES	
162	Bond Paper, A4, 70 gsm	70	REAM/S	
163	Correction Pen	15	PIECE/S	
164	Highlighter pen 0.50mm (light green)	3	PIECE/S	
165	Highlighter pen 0.50mm (light orange)	3	PIECE/S	
166	Ink EPSON L3110 (B, M, C, Y) - Genuine	6	SET/S	
167	Ink EPSON, 003, Black	5	BOTTLE/S	
168	Laid Paper, 8.5x13", GSM-85 (500sheets/box) ivory	1	BOX	
169	Marker Flourescent 3 colors per set	7	TUBE/S	
170	Permanent Marker - black	25	PIECE/S	
171	Permanent Marker - blue	5	PIECE/S	
172	Photopaper, A4, Glossy (No watermark back)	15	PACK/S	
173	Photopaper, A4, (Double sided glossy)	15	DOZEN/S	
174	Plastic Envelope with Snap Closure, long	120	PIECE/S	
175	Scissor, length: 8 inches, stainless steel	13	PIECE/S	
176	Sign Pen - 1.0mm; black	45	PIECE/S	
177	Sign Pen - 1.0mm; blue	32	PIECE/S	
178	Special Paper, A4, 100's	50	PACK/S	
179	Stapler No. 35 Heavy Duty w/ remover	11	PIECE/S	
180	Sticky Notes for Signature	4	PAD/S	
181	Sticky or post it note 3inches x 4inches	2	PAD/S	
182	Storage and organizing box 120L	2	PIECE/S	
183	White Board Eraser	2	PIECE/S	
184	Binding Machine - Heavy Duty	1	PIECE/S	
185	Digital Caliper 150mm pure stainless	1	UNIT	
186	Disinfectant spray 400g	2	CAN/S	
187	Dishwashing Paste	4	PIECE/S	

188	Keyboard, Branded	1	PIECE	
189	Ergonomic Chair	1	UNIT	
190	Extension wire - reeled, 10m, 4 outlet (multipurpose)	1	PIECE	
191	Extension Wire, 15 outlets, 10m length	1	PIECE	
192	External Hard Drive 1TB	2	UNIT/S	
193	Executive Office Chair, black	1	UNIT	
194	Executive Office Chair, brown	1	UNIT	
195	Executive Office Chair, brown	1	UNIT	
196	Laptop Camera with microphone 60fps-(compatible to ASUS ROG Laptop	1	pc	
197	Microphone wired (long wire	1	pc	
198	Mouse, wired, long	2	pc	
199	Printer, 3 in 1 (Print, Copy and Scan)	2	unit	
200	Tissue Interfold paper towel	12	packs	
201	UPS	1	unit	
202	2D Vertical Filing Cabinet JF-V002	2	pcs	
203	Cetirizine 10 mg tablet (100's)	2	Boxes	
204	Paracetamol Phenylpropranolamine HCl Chlorophenamine Maleate 325mg/25mg (SYMDEX) 100's	5	Boxes	
205	Lidocaine w/ 2% HCl (Dental)	4	Boxes	
206	Hyoscine-N-Butylbromide 100's	1	BOX	
207	Paracetamol tablet 100's	2	BOX/ES	
208	Elastic Bandage 2"x 5 yards x 1 roll	5	PIECE/S	
209	Glucose Strips One Touch Select (25's)	25	BOX/ES	
210	Carbocisteine capsule 100's	1	BOX	
211	Ethyl Alcohol	5	GALLON/S	
212	Tissue (inter-folded pop-up 150 pulls)	20	PACK/S	
213	Elastic Bandage 4" x 5 yard x 1 roll	5	PIECE/S	
214	Toilet Tissue	20	ROLL/S	
215	Butamirate tablet 50mg (100's)	1	BOX/ES	
216	Clonidine 75microgram tablet (100's)	1	BOX/ES	
217	Lysol disinfectant concentrate 4L	1	GALLON/S	
218	Glucometer One Touch	1	UNIT/S	
219	Medical Kit/Box	1	PIECE/S	
220	Digital BP Apparatus	1	UNIT/S	

3. The **DepEd Pagadian City Division** now invites bids for the above Procurement Project. Delivery of the Goods is required **Fifteen (15) days from the issuance of Notice to Proceed**. Bidders should have completed, within *the last two (2) 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).

4. Bidding will be conducted through competitive/public 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.
5. Prospective Bidders may obtain further information from *DepEd Pagadian City Division Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during **weekdays from 8:00 am to 5:00 pm**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, March 25, 2025** from the given address and upon submission of a Document Request List (DRL) printed from the Philippine Government Electronic Procurement System (PhilGEPS) website from the address below and upon payment of the Bid Documents amounted to **ONE THOUSAND PESOS (Php 1,000.00)**, the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. It may also be downloaded free of charge from the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The following are the requirements for purchase of Bidding Documents;
 1. PhilGEPS Registration Certificate Platinum – (3 pages)
 2. Documents Request List (DRL)
 3. Authorization to Purchase Bidding Documents
 - 3.1 Special Power of Attorney (for single proprietorship)
 4. Notarized Joint Venture Agreement (as applicable)

It must be duly received by the BAC Secretariat, Records Office at DepEd Pagadian City Division **on or before 9:00 am of Monday, April 7, 2025**.

8. The *DepEd Pagadian City Division* will hold a **Pre-Bid Conference on 9:00 am of Friday, March 24, 2025 at DepEd, ASDS Office**, which shall be opened to prospective bidders.
9. Bids must be duly received by the BAC Secretariat at the address below **on or before 9:00am of Thursday, April 7, 2025**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. **Bid opening** shall be on **1:00 pm of Monday, April 7, 2025** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.

11. Below is the detailed schedule of procurement activities:

Activities	Date and Time	Venue
Issuance of Bidding documents	From 3/25/2025 to (8:00 am – 5:00 pm) 4/7/2025 before 9:00 am	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City
Advertisement	3/14/2025-3/21/2025	PhilGeps, PE-Website, 3 conspicuous places
Pre-Bid Conference	March 24, 2025 9:00 am	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City
Opening of Bids	April 7, 2025 1:00 pm	ASDS Office, DepEd Bldg, San Jose Heights, Pagadian City

12. The *DepEd Pagadian City Division* 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.

13. For further information, please refer to:

JEZREEL M. LOPEZ

Chairperson, BAC Secretariat

DepEd Pagadian City Division

Email Add: pagadianbacsec@gmail.com

Mobile Phone Number: 09300224048

Date of Issue:

March 14, 2025

fr:
JUDITH V. ROMAGUERA, EdD, CESO VI
ASDS/Chairperson, BAC