



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**INVITATION TO BID FOR**  
**PROCUREMENT OF BOND PAPERS AND PLASTIC BINDING**  
**SPIRAL COIL FOR THE REPRODUCTION OF LEARNING**  
**MATERIALS (WORKBOOK) FOR INCOMING**  
**GRADE 7 AND GRADE 8**

*Bid Reference No. 007 s. 2023*  
*Approved Budget for the Contract - ₱ 1,760,940.00*

1. The *Department of Education, Schools Division of Baguio City* through the *Program Support Fund for the Implementation of National Learning Camp for FY 2023* intends to apply the sum of *One Million Seven Hundred Sixty Thousand Nine Hundred Forty Pesos Only (₱ 1,760,940.00)* being the ABC to payments under the contract for *Procurement of Bond Papers and Plastic Binding Spiral Coil for the Reproduction of Learning Materials (Workbook) for Incoming Grade 7 and Grade 8* as follows:

Lot	Description	Quantity
1	A4 bondpaper, multicopy, 80 gsm, size 210 mm x 297 mm, (500 sheets per ream)	6350 reams
	A4, PVC cover – 200 microns (transparent) – 100 sheets per box	111 boxes
	Spiral binder – 1 inch thick, black -cut into A4 length	4,320 meters

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

2. The *Department of Education, Schools Division of Baguio City* now invites bids for the above Procurement Project. Delivery of the Goods is required by **October 2, 2023**. Bidders should have completed, within *two 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 Baguio City, # 82 Military Cut-Off, Baguio City*** and inspect the Bidding Documents at the address given below during ***Monday to Friday from 8:00 AM - 5:00 PM.***
5. A complete set of Bidding Documents may be acquired by interested Bidders starting ***August 26, 2023*** from the given address and website(s) below, ***in the amount of Five Thousand Pesos Only (P 5,000.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***personally or by electronic means through the agency’s Landbank Account with account no.0222-0209-64 .***
6. The ***Department of Education, Schools Division of Baguio City*** will hold a Pre-Bid Conference on ***September 4, 2023, 10:00 am*** at ***Department of Education, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*** and via Zoom Video Conferencing through the link: <https://tinyurl.com/depedbagueiobac>, 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 ***September 18, 2023, 9:30 AM.*** 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 ***September 18, 2023, 9:45AM*** at ***DepEd, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*** and via Zoom Video Conferencing through the link : <https://tinyurl.com/depedbagueiobac>. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The ***DepEd, Schools Division of Baguio 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:

**CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI**  
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Department of Education, Schools Division of Baguio City  
Address: # 82 Military Cut-Off, Baguio City  
Email Add: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Telefax No.: (074) 442 – 7819  
Website: [www.depedpines.com](http://www.depedpines.com)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.depedpines.com](http://www.depedpines.com)

For online bid submission: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)

Cc: [depedbaguiobac@gmail.com](mailto:depedbaguiobac@gmail.com)

August 25, 2023

  
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**CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI**  
BAC Chairperson

  
**NIEVES D. EBANIO**  
Administrative Officer V