



Republic of the Philippines
Department of the Interior and Local Government
Region 13 (Caraga)

**INVITATION TO BID FOR THE
Procurement of Supplies as
Support to the Operations of the 813 Contact Tracers and
8 Admin Staff in Caraga Region for 4.5 Months**

1. The Department of the Interior and Local Government (DILG) Region XIII - Caraga, through the following Sub-Allotment Release Order

SR2020-10-1926 dated October 5, 2020
SR2020-10-1971 dated October 12, 2020
SR2021-02-0256 dated February 23, 2021
SR2021-02-0255 dated February 23, 2021

intends to apply the sum of following:

Three Hundred Ninety Five Thousand Two Hundred Fifty Pesos (Php 395,250.00) for Lot 1;
Sixty Seven Thousand Five Hundred Pesos (PhP 67,500.00) for Lot 2;
Nineteen Thousand Pesos (PhP 19,000.00) for Lot 3;
One Hundred Thirty Nine Thousand Nine Hundred Pesos (PhP139,900.00) for Lot 4;
One Hundred Twenty Thousand Pesos (PhP 120,000.00) for Lot 5;
Nine Hundred Nineteen Thousand Three Hundred Ninety Pesos (PhP919,390.00) for Lot 6;
One Hundred Eleven Thousand Eight Hundred Pesos (PhP 111,800.00) for Lot 7; and,
One Million Nine Hundred Fifty Three Thousand Three Hundred Thirty Six Pesos and 86/100 (PhP 1,953,336.86) for Lot 8

with a total amount of Three Million Seven Thousand Twenty Six Thousand One Hundred Seventy Six Pesos and 86/100 (PhP 3,726,176.86) being the Approved Budget Contract (ABC) to payments under the contract for the Procurement of Supplies as Support to the Operations of the 813 Contact Tracers and 8 Admin Staff in Caraga Region for 4.5 Months. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	Unit	Item Description	Quantity	Unit Cost	Total Cost	Bidding Document Fee
1	Unit	3 in 1 Printer with continuous tank (Print, Scan, Copy) with additional 3 sets of compatible ink <i>Specification: Wireless Connectivity, Borderless Printing, Can Scan Legal Size Docx</i>	15	14,950.00	224,250.00	500.00
	Unit	Paper Shredder <i>Specification: Max 16 sheets feed, Can Shred Paper, Cards, CD/DVD Cut Size: 4mm x 20mm (Cross-Cut) Waste Bin Volume: 30 Liters</i>	10	14,500.00	145,000.00	
	pc	Desktop Speaker (High Quality)	12	500.00	6,000.00	
	pc	WebCamera High Definition <i>Specification: 1080P Full HD USB camera 4k WebCam with Microphone for PC computer</i>	10	2,000.00	20,000.00	
	Total				395,250.00	
2	pc	Gooseneck Microphone w/ switch, XLR to XLR connector (15m cable)	3	5,000.00	15,000.00	500.00
	Unit	Dynamic Microphone <i>Specification: Dynamic Capsul, Aluminum Coil, Neodymium Magnet, Supercardioid Directional Pattern, 40 Hz-19KHz Frequency Range, 300 Ohms Impedance, 3-pin male XLR Connectivity, 2.0 mV/Pa (-55dB) Sensitivity</i>	5	8,000.00	40,000.00	
	pc	3-Pin XLR Microphone Cable <i>Specifications: 15 meters, 3-pin XLR to XLR Connector</i>	5	2,500.00	12,500.00	
	Total				67,500.00	
3	pc	Hand Push Cart Trolley 8" Rubber wheels	2	2,000.00	4,000.00	500.00
	pc	Foldable Platform Truck <i>Specifications: Loading Capacity: 300kg Wheel Size: 5" Open Dimension: 91 x 61x89cm Box Weight: 10.8 kg Box Dimension: 92x62x14cm</i>	2	2,500.00	5,000.00	
	pc	Foot Bath with Mat and Frame	20	500.00	10,000.00	
	Total				19,000.00	
4	Unit	Laminating Machine A3/A4 (Hot/Cold/Reverse) 320 Laminator Machine Heavy Duty 220V	6	5,000.00	30,000.00	500.00
	pc	HP 680 ink Cartridge (Black)	30	550.00	16,500.00	
	pc	HP 680 ink Cartridge (Tri-Color)	30	550.00	16,500.00	

	set	Brother BT5000 refill ink (Byan, Yellow, Magenta, Black)	3	1,800.00	5,400.00	
	set	Brother MFCJ200 refill ink (Byan, Yellow, Magenta, Black)	4	1,800.00	7,200.00	
	set	Brother BT D60 refill ink (Byan, Yellow, Magenta, Black)	15	1,800.00	27,000.00	
	pc	Wireless Mouse with free Batteries	5	400.00	2,000.00	
	pc	Flash Drive (64GB, Heavy Duty)	50	400.00	20,000.00	
	pc	USB Extender (2meter)	30	250.00	7,500.00	
	pc	USB Hub (4 Ports)	30	200.00	6,000.00	
	pc	3.5mm Mic Audio Jack to Headphone Microphone Y Splitter Cable Converter Adapter	15	120.00	1,800.00	
		Total			139,900.00	
5	pc	Vertical 4 Layer Filing Steel Cabinet (Off-white Color)	15	8,000.00	120,000.00	500.00
		Total			120,000.00	
6	pc	Correction Tape (10 meters)	200	30.00	6,000.00	
	ream	A4 Bond Paper (80 gsm, High Quality)	1,317	220.00	289,740.00	
	ream	Legal Size Bond Paper (80 gsm, High Quality)	390	330.00	128,700.00	
	ream	Long Folder (White, Ordinary)	35	500.00	17,500.00	
	pc	Stapler with remover Heavy duty	30	500.00	15,000.00	
	box	Staple Wire No. 35	50	50.00	2,500.00	
	pc	Heavy Duty Scissors (Pastel Colors)	50	150.00	7,500.00	
	box	Fastener (Plastic Coated) 70mm	50	100.00	5,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Black, Liquid Gel	300	60.00	18,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Blue, Liquid Gel	100	60.00	6,000.00	
	pack	Sign here Tab (Assorted Color)	100	45.00	4,500.00	
	pc	Sticky Note Pad 3x3	100	35.00	3,500.00	
		Ruler (Metal 12 inches)	5	50.00	250.00	
	pc	Ruler (Clear Plastic 12 inches)	25	30.00	750.00	
	roll	Clear Tape 1"	30	60.00	1,800.00	
	roll	Clear Tape 3"	30	80.00	2,400.00	
	roll	Masking Tape 1"	30	50.00	1,500.00	
	roll	Masking Tape 3"	30	80.00	2,400.00	
	roll	Duct Tape 3"	30	100.00	3,000.00	
	box	Index Tab with Letters	30	100.00	3,000.00	
	pc	Data Folder, Taglia Lock, Legal Size	10	500.00	5,000.00	
	pc	Metal Filing Tray (3 layer)	3	250.00	750.00	
	pc	Ballpen (High Quality, Blue)	500	8.00	4,000.00	
	pc	Ballpen (High Quality, Black)	1000	8.00	8,000.00	
	pc	Certificate Glass Frame (A4)	100	100.00	10,000.00	
	pc	Mega Box Filer with Cover for Legal Size	50	500.00	25,000.00	
	pc	Mega Box (120L, White)	10	1,000.00	10,000.00	
	pc	Binder Notebook with Pen (Minimum 150 sheets)	1,000	300.00	300,000.00	
	box	Battery AA	1	600.00	600.00	
	box	Battery AAA	1	600.00	600.00	
	pc	Expanded Folder Long	390	15.00	5,850.00	
	box	Coin Envelope	2	500.00	1,000.00	

	Unit	Calculator	20	800.00	16,000.00	
		Specifications: 14 Digits, Extra Large Display, Durable Anti-Fade Keys, Solar and Battery, Non-Slip Structure				
	box	Push Pin	50	35.00	1,750.00	
	box	Paper Clip Plastic Coated	50	30.00	1,500.00	
	pc	Highlighter (Assorted Color)	200	20.00	4,000.00	
	ream	Laminating Film (A4)	7	900.00	6,300.00	
		Total			919,390.00	
7	Gallon	Liquid scented Hand Soap	30	900.00	27,000.00	500.00
	can	DISINFECTANT SPRAY	195	300.00	58,500.00	
	bot	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	263	100.00	26,300.00	
		Total			111,800.00	
8	box	Face Mask	3,284	150.00	492,600.00	5,000.00
	pc	Face Shield	1,642	25.00	41,050.00	
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	3,119	100.00	311,900.00	
	pc	Facial Tissue	1,642	20.00	32,840.00	
	Gallon	Ethyl Alcohol 70% with scent & moisturizer	2	894.43	1,788.86	
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	101,804	8.00	814,432.00	
	tablets	Paracetamol 500mg	32,840	5.00	164,200.00	
	pc	Phenylephrine HCl Chlorphenamine Maleate Paracetamol, 500mg, non- drowse	9,852	8.00	78,816.00	
	tablets	Loperamide 2mg	821	6.00	4,926.00	
	tablets	Carbocisteine 500mg	1,348	8.00	10,784.00	
		Total			1,953,336.86	

- The Department of the Interior and Local Government (DILG) Region XIII – Caraga now invites bids for the above Procurement Project. Delivery of the Goods is required to be delivered to DILG Regional Office XIII – Caraga, Purok 1-A, Brgy. Doongan, Butuan City within seven (7) calendar days after receipt of Notice to Proceed. Bidders should have completed, within 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).
- 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.

- Prospective Bidders may obtain further information from the Department of the Interior and Local Government (DILG) Region XIII – Caraga and inspect the Bidding

Documents at the address given below during 8:00 AM to 5:00 PM from Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 23, 2021 from the given address and website below:

*Department of the Interior and Local Government (DILG)
Regional Office XIII – Caraga
Purok 1-A, Brgy. Doongan, Butuan City*

Website: <https://caraga.dilg.gov.ph>

and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. If the Bidder will participate in the procurement of all the Lots,

The Procuring Entity shall allow the bidder to present its proof of payment for the fees of the Bidding Documents to the DILG Region XIII – Caraga Cashier and will be issued with Official Receipt.


6. The Department of the Interior and Local Government (DILG) Region XIII – Caraga will hold a Pre-Bid Conference¹ on March 26, 2021 at 1:00 PM via Video Teleconferencing (Zoom - Meeting ID: 958 4094 2163 and Passcode: 508069), 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 5, 2021 at 9:00 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 April 5, 2021 at 9:00 AM via Video Teleconferencing (Zoom - Meeting ID: 912 9355 9939 and Passcode: 533652). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via Video Teleconferencing.
10. The Department of the Interior and Local Government (DILG) Region XIII – Caraga 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:
*Department of the Interior and Local Government (DILG)
Regional Office XIII – Caraga
Email Address: official@caraga.dilg.gov.ph
Contact Numbers: (085) 975 9830*

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. You may visit the website for downloading of Bidding Documents:
<https://www.caraga.dilg.gov.ph>

For online bid submission: *official@caraga.dilg.gov.ph*

March 22, 2021


RAY GREGORY F. JARANILLA
BAC Chairperson