



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

**INVITATION TO BID FOR THE
Procurement of Supplies as Operational Support for the
Mobilization of 700 Contact Tracers and 8 Admin Staff in
Caraga Region for 3 Months**

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

SR2021-10-1996 dated October 4, 2021

SR2021-02-1993 dated October 4, 2021

intends to apply the sum of following:

Five Hundred Eighty Five Thousand Pesos (Php 585,000.00) for Lot 1;

Five Hundred Twenty Five Thousand Pesos (PhP 525,000.00) for Lot 2; and,

Four Hundred Sixty Five Thousand Pesos (PhP 465,000.00) for Lot 3

with a total amount of One Million Five Hundred Seventy Five Thousand Pesos (PhP1,575,000.00) being the Approved Budget Contract (ABC) to payments under the contract for the Procurement of Supplies as Operational Support for the Mobilization of 700 Contact Tracers and 8 Admin Staff in Caraga Region for 3 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	box	Face Mask (Surgical, Disposable, Ear Loop, 3 Ply, Wired)	2,625	60.00	157,500.00	
	pc	Face Shield	1,500	25.00	37,500.00	
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	2,100	100.00	210,000.00	
	Unit	Portable Fingertip Pulse Oximeter	80	500.00	40,000.00	
	Unit	Digital Sphygmanometer -Fully Automatic Arm Blood Pressure Monitor - Digital display -High Quality	80	1,000.00	80,000.00	
	Gallon	Ethyl Alcohol 70%, with scent & moisturizer	100	600.00	60,000.00	
	Total				585,000.00	

2	tablets	Phenylephrine HCL Chlorpheniramine Maleate Paracetamol, 500 mg, non-drowsy	6,500	8.00	52,000.00	
	capsule	Loperamide 2mg	6,500	6.00	39,000.00	
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	24,000	8.00	192,000.00	
	tablets	Paracetamol 500mg	5,502	5.00	27,510.00	
	tablets	Carbocisteine 500mg	5,500	8.00	44,000.00	
	capsule/ tablets	Immune Booster	11,366	15.00	170,490.00	
	Total					
3	pc	Wired Computer Mouse	10	300.00	3,000.00	
	pc	Certificate Glass Frame (A4)	100	100.00	10,000.00	
	pc	High Lighter, Assorted Color	300	30.00	9,000.00	
	can	Disinfectant Spray	200	130.00	26,000.00	
	set	HP Ink 680, Black and Tri-Color	30	1,100.00	33,000.00	
	unit	Heavy Duty Extension Wheel Cable Wire, 10meters	5	1,200.00	6,000.00	
	pc	Expanded Folder, Long	1,000	20.00	20,000.00	
	ream	A4 Bond Paper (80 gsm, High Quality)	400	220.00	88,000.00	
	ream	Legal Size Bond Paper (80 gsm, High Quality)	145	330.00	47,850.00	
	pc	Correction Tape, 8meters	250	20.00	5,000.00	
	set	Notebook with signpen, High Quality	700	100.00	70,000.00	
	box	fastener plastic coated	200	50.00	10,000.00	
	ream	Ordinary White Folder, legal	50	500.00	25,000.00	
	pc	Sign Pen, .5, Black High Quality	200	50.00	10,000.00	
	pc	Sign Pen, .5, Blue High Quality	100	50.00	5,000.00	
	pc	Sign Pen, .5, Red High Quality	100	50.00	5,000.00	
	box	Paper Clip, plastic coated, Big	150	30.00	4,500.00	
	set	Epson Ink 003 (Black, Cyan, Magenta, Yellow)	30	1,200.00	36,000.00	
	pc	A4 Certificate Holder	200	40.00	8,000.00	
	pc	Sticky note, 3x3	300	20.00	6,000.00	
	box	Permanent Pen, Broad Tip, Black, Refillable	15	450.00	6,750.00	
	pack	Photo Paper, Glossy, A4	129	100.00	12,900.00	
	box	Binder Clip 41mm, heavy duty	300	60.00	18,000.00	
	Total					
Grand Total					1,575,000.00	5,000.00

2. 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).

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 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 October 27, 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.

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 Nov. 4, 2021 at 1:00 PM via Video Teleconferencing (Zoom - Meeting ID: 847 9964 9850 and Passcode: 595 201), 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 Nov. 16, 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 Nov. 16, 2021 at 9:00 AM via Video Teleconferencing (Zoom - Meeting ID: 837 9477 4547 and Passcode: 457 231). Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity via Video Teleconferencing.

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.

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

October 27, 2021

RAY GREGORY F. JARANILLA
BAC Chairperson