



DILG - REGION XIII  
**RELEASED**  
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 BY: BT

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

## INVITATION TO BID FOR THE Reproduction and Distribution of COVID-19 Vaccination Toolkit

- The Department of the Interior and Local Government (DILG) Region XIII - Caraga, through RA 11518 Regular 2021 Current as its legal basis, with Sub-Allotment No. SR2021-04-0712 dated April 23, 2021, intends to apply the sum of One Million One Hundred Ninety One Thousand Nine Hundred Pesos (PhP 1,191,900.) being the Approved Budget Contract (ABC) to payments under the contract for the Reproduction and Distribution of COVID-19 Vaccination Toolkit. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Cover Notes (A5) (5" x 7" C2S Hard Matte) 2 pages, back to back	1,644	20.00	32,880.00
2	pc	Message for Vaccine Champions (A4, portrait, saddle stitched, C2S 100 gsm glossy full color, cover: Kromekote 189# 40"x26", 9 pages)	1,644	66.00	108,504.00
3	pc	Leaders' Message Poster (A3 size; Paper: Kromekote 189 lbs; 230 gsm 26"x40", full color) 2 different posters	1,644	28.00	46,032.00
4	pc	Community leaders' message poster (A3 size; Paper: Kromekote 189 lbs; 230 gsm 26"x40", full color) 1 poster	1,644	28.00	46,032.00
5	pc	Champion's kit access (7"x7" C2S hard matte) 2 pages, back to back	1,644	25.00	41,100.00
6	pc	10 must-knows on COVID-19 Vaccines Pamphlet (A4, back to back C2S 120 gsm glossy paper full color) Pamphlet	1,644	10.00	16,440.00
7	pc	Printing Instructions for Resbakuna Materials (13 pages, 720x720 resolution, C2S 100 gsm glossy full color cover: Cover: Kromekote 189# 40"x26") Back to back, saddle stitched; File size: 10"x10"	1,644	73.00	120,012.00
8	pc	Resbakuna brand guidelines and prototypes (38 pages, 10"x5.63"/720x405 resolution, C2S 100 gsm glossy full color, cover: Kromekote #189, full color, back to back, saddle stitched)	1,644	90.00	147,960.00

9	pc	Local Health system health promotion playbook for COVID-19 Vaccine Demand Generation and communications (50 pages; A4, Ring-bind, C2S 100 gsm glossy full color cover: Kromekote 189# 40"x26")	1,644	140.00	230,160.00
10	pc	Vaccine roadmap brochure(Legal page back to back three-fold; C2S 120 gsm glossy full color) 2 different pamphlets	1,644	20.00	32,880.00
11	pc	The Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines(137 pages, 8.27"x11.69" Inside: Book 70, Cover: Kromekote 189# 40"x26") <ul style="list-style-type: none"> <li>• Cover: Colored</li> <li>• 62 pages with B&amp;W texts only</li> <li>• 74 pages with colored texts, tables, infographics</li> </ul>	1,644	160.00	263,040.00
12	pc	Glossary of terms (30 pages A5, landscape, saddle stitched, glossy C2S 100 gsm, full color, Cover: Kormekote 189# 40"x26")	1,644	65.00	106,860.00

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 Thirty (30) 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 9:00 AM to 4:00 PM from Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders on May 14, 2021 to June 3, 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, in the amount of Five Thousand Pesos (PhP5,000.00) only.

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 Conference<sup>1</sup> on May 24, 2021 at 1:00 PM via Video Teleconferencing (Zoom - Meeting ID: 973 6834 8375 and Passcode: DILGBIDS), 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 June 7, 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 June 7, 2021 at 9:00 AM via Video Teleconferencing (Zoom - Meeting ID: 950 6668 1299 and Passcode: DILGBIDS). 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*
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*

May 14, 2021

  
**RAY GREGORY F. JARANILLA**  
*BAC Chairperson*

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<sup>1</sup> 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.