

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines

MUNICIPALITY OF PASUQUIN

Province of Ilocos Norte

INVITATION TO BID FOR

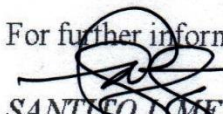
PURCHASE OF OFFICE SUPPLY


(1st and 2nd Quarter CY 2021)

1. The *LGU-Pasuquin* through the *General Fund CY 2021 1st and 2nd Quarter* intends to apply the sum of *Php 2,017,313.69* being the ABC to payments under the contract for *MGPIN-2021-03-50- Purchase of Office Supply (1st and 2nd Quarter)* located at *Municipal Hall , Pasuquin, Ilocos Norte*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *LGU-Pasuquin* now invites bids for the above Procurement Project. Delivery of the Goods is required by *thirty (30) calendar days*. Bidders should have completed, within *one (1) year* 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 *LGU-Pasuquin* and inspect the Bidding Documents at the address given below during *8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *May 03 - 24, 2021* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of (Php 5,000.00)*.
6. The *LGU-Pasuquin* will hold a Pre-Bid Conference on *May 12, 2021 at 9:00 A.M.* at *BAC Office, 2nd Floor, Municipal Sports Complex, Pasuquin, Ilocos Norte* and/or through video conferencing or webcasting via ,which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the office address below on or before **May 24, 2021 at 1:30 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on **May 24, 2021 at 2:00 P.M.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. *Municipality of Pasuquin with the address Maharlika Highway, Barangay 01 Poblacion, Pasuquin, Ilocos Norte, with contact number (077) 670-189 and (077) 775-0128.*
10. The *LGU-Pasuquin* 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:


SANTIFO L. MENOR
Head BAC Secretariat
Maharlika Highway
Barangay 01 Poblacion
Pasuquin, Ilocos Norte
(077) 670-5439
pasuquin_bac.secretariat@yahoo.com


ENGR. CONRADO C. DE VERA
BAC Chairman
112 P/N - 2021 - 03 - 50

12. You may visit the following websites:

For downloading of Bidding Documents: lgupasquin.com


ENGR. CONRADO C. DE VERA
BAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *LGU-Pasuquin* wishes to receive Bids for the *Purchase of Office Supply (1st and 2nd Quarter)* with identification number *MGPIN-2021-03-050*.

The Procurement Project (referred to herein as “Project”) is composed of

1	64	can	INSECTICIDE, aerosol type, net content: 600ml min
2	490	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)
3	16	bottle	STAMP PAD INK, purple or violet
4	11	box	CARBON FILM, PE, black, size 210mm x 297mm
5	2	box	CARBON FILM, PE, black, size 216mm x 330mm
6	25	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min
7	1	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min
8	1	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min
9	212	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves
10	577	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm
11	546	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm
12	262	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm
13	507	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm
14	20	pad	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)
15	12	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose
16	72	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
17	40	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
18	248	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls,12's/pack
19	94	pack	BATTERY, dry cell, AA, 2 pieces per blister pack
20	50	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack
21	9	pack	BATTERY, dry cell, D, 1.5 volts, alkaline
22	24	jar	GLUE, all purpose, gross weight: 200 grams min
23	110	box	STAPLE WIRE, STANDARD, (26/6)
24	29	roll	TAPE, MASKING, width: 24mm (±1mm)
25	58	roll	TAPE, MASKING, width: 48mm (±1mm)
26	16	roll	TAPE, PACKAGING, width: 48mm (±1mm)
27	70	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)
28	55	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)
29	1	roll	TWINE, plastic, one (1) kilo per roll
30	1	unit	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade
31	5	unit	ELECTRIC FAN, STAND type, plastic blade
32	4	unit	ELECTRIC FAN, WALL type, plastic blade
33	10	piece	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)
34	35	piece	Light Bulb, LED, 7 watts 1 pc in individual box
35	3	piece	RULER, plastic, 450mm (18"), width: 38mm min
36	210	can	AIR FRESHENER, aerosol, 280ml/150g min
37	55	piece	BROOM, soft (tambo)
38	51	piece	BROOM, STICK (TING-TING), usable length: 760mm min
39	178	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap
40	113	can	CLEANSER, SCOURING POWDER, 350g min./can

41	6	bar	DETERGENT BAR, 140 grams as packed
42	77	pack	DETERGENT POWDER, all purpose, 1kg
43	258	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams
44	17	piece	DUST PAN, non-rigid plastic, w/ detachable handle
45	9	can	FURNITURE CLEANER, aerosol type, 300ml min per can
46	2	piece	MOPHANDLE, heavy duty, aluminum, screw type
47	17	piece	MOPHEAD, made of rayon, weight: 400 grams min
48	20	bundle	RAGS, all cotton, 32 pieces per kilogram min
49	6	roll	SCOURING PAD, made of synthetic nylon, 140 x 220mm
50	233	piece	TRASHBAG, plastic, transparent
51	29	piece	WASTEBASKET, non-rigid plastic
52	11	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0
53	28	piece	FLASH DRIVE, 16 GB capacity
54	24	unit	MOUSE, optical, USB connection type
55	57	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)
56	77	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)
57	82	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)
58	80	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)
59	272	piece	CORRECTION TAPE, film base type, UL 6m min
60	4	piece	DATA FILE BOX, made of chipboard, with closed ends
61	34	piece	DATA FOLDER, made of chipboard, taglia lock
62	9	box	ENVELOPE, DOCUMENTARY, for legal size document
63	7	box	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc
64	90	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min
65	10	box	ENVELOPE, MAILING, white, 80gsm (-5%)
66	75	box	FASTENER, METAL, 70mm between prongs
67	10	piece	FILE ORGANIZER, expanding, plastic, 12 pockets
68	2	set	FILE TAB DIVIDER, bristol board, for A4
69	2	set	FILE TAB DIVIDER, bristol board, for legal
70	7	bundle	FOLDER, FANCY, for A4 size documents
71	27	bundle	FOLDER, FANCY, for legal size documents
72	2	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents
73	9	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents
74	29	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)
75	11	pack	FOLDER, TAGBOARD, for A4 size documents
76	32	pack	FOLDER, TAGBOARD, for legal size documents
77	8	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard
78	14	piece	MARKER, FLUORESCENT, 3 assorted colors per set
79	29	piece	MARKER, whiteboard, black, felt tip, bullet type
80	5	piece	MARKER, whiteboard, blue, felt tip, bullet type
81	12	piece	MARKER, whiteboard, red, felt tip, bullet type
82	52	piece	MARKER, PERMANENT, bullet type, black
83	16	piece	MARKER, PERMANENT, bullet type, blue
84	13	piece	MARKER, PERMANENT, bullet type, red

85	110	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min
86	91	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min
87	85	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB
88	1	bundle	RING BINDER, 80 rings, plastic, 32mm x 1.12m
89	12	box	RUBBER BAND, 70mm min lay flat length (#18)
90	7	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min
91	15	piece	CUTTER BLADE, for heavy duty cutter
92	19	piece	CUTTER KNIFE, for general purpose
93	5	piece	DATING AND STAMPING MACHINE, heavy duty
94	7	piece	PENCIL SHARPENER, manual, single cutter head
95	9	piece	PUNCHER, paper, heavy duty, with two hole guide
96	32	pair	SCISSORS, symmetrical, blade length: 65mm min
97	33	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min
98	3	unit	STAPLER, BINDER TYPE, heavy duty, desktop
99	8	piece	STAPLE REMOVER, PLIER-TYPE
100	9	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape
101	23	unit	CALCULATOR, compact, 12 digits
102	1	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)
103	55	cart	INK CART, CANON CL-811, Colored
104	79	cart	INK CART, CANON PG-810, Black
105	377	cart	INK CART, EPSON C13T664100 (T6641), Black
106	147	cart	INK CART, EPSON C13T664200 (T6642), Cyan
107	150	cart	INK CART, EPSON C13T664300 (T6643), Magenta
108	151	cart	INK CART, EPSON C13T664400 (T6644), Yellow
109	65	cart	INK CART, HP CC640WA, (HP60), Black
110	10	cart	INK CART, HP CC643WA, (HP60), Tri-color
111	59	cart	INK CART, HP CN692AA, (HP704), Black
112	38	cart	INK CART, HP CN693AA, (HP704), Tri-color
113	10	cart	INK CART, HP CZ107AA, (HP678), Black
114	8	cart	INK CART, HP CZ108AA, (HP678), Tricolor
115	25	cart	RIBBON CART, EPSON C13S015632, Black, forLX-310
116	12	piece	Chair monoblock beige w/ backrest w/o arm rest
117	2	piece	CLEARBOOK, 20 transparent pockets, for A4 size
118	6	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size
119	5	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing
120	254	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip
121	71	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip
122	41	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip
123	1	pack	WRAPPING PAPER, kraft, 65gsm (-5%)
124	2	piece	White Board 3" x 5"
125	4	unit	calculator JS 20B, 12 digits
126	5	unit	Casio HL-I22TV 12 digits
127	2	unit	calculator scientific
128	5	unit	scissors, heavy duty, 10"
129	12	liter	Muriatic Acid

130	8	gal	Muriatic Acid
131	34	bottle	Hand Liquid Soap
132	94	bottle	Dishwashing Liquid
133	2	piece	Dish washing sponge
134	12	piece	toilet bowl brush
135	32	bottle	Glass & multi surface spray
136	10	container	Disinfectant bleaching solution
137	3	can	lysol concentrate solution 550ml
138	17	bottle	glass cleaner, kiwi
139	6	bottle	glass cleaner mr muscle 500ml
140	18	piece	toilet cake
141	6	piece	toilet pump
142	12	piece	pail w/ dipper
143	12	pair	raincoat, heavy duty, reflectorize
144	12	pair	rain boots, steel toe
145	24	piece	face mask, cloth, heavy duty
146	24	pair	hand gloves, heavy duty
147	3	piece	garbage drum, big
148	10	liter	fabric conditioner, downy, passion,
149	95	piece	hand soap, big
150	15	liter	bleach
151	10	pair	rain boots,
152	10	pair	rain coats
153	15	piece	bath room soap, big
154	7	piece	faucet heavy duty, plain
155	14	gal	Alcohol ethyl 70% scented
156	2	piece	pedal trash bin
157	2	unit	spin mop w/ spin dry bucket 360 heavy duty
158	1	roll	heavy duty extension 15meters
159	1	piece	wallclock
160	18	piece	LED BULB 18 Watts
161	1	unit	hose 1/2 inch, 15mts
162	2	bottle	chlorine
163	1	unit	Numbering machine
164	7	piece	flash drive 32gb
165	55	box	Fastener, plastic
166	9	piece	Stapler with pincher
167	10	piece	Ballpen, ball point black
168	4	piece	Ballpen, ballpoint blue
169	2	piece	Ballpen, ballpoint red
170	49	piece	Ballpen fine, black
171	37	piece	Ballpen fine, blue
172	49	piece	Ballpen fine, red
173	10	piece	Ballpen fine, green
174	459	piece	Ballpen, panda, black

175	12	piece	Ballpen, panda, blue
176	12	piece	Ballpen, panda, red
177	18	piece	Ballpen 0.5mm blue
178	100	piece	Ballpen, uni lacknock black
179	100	piece	Ballpen, uni lacknock blue
180	277	piece	Ballpen, pilot bp 1 rt/black
181	48	piece	Ballpen, pilot bp 1 rt/blue
182	75	piece	Ballpen, classique black
183	60	piece	ballpen fabercastle black
184	60	piece	ballpen fabercastle blue
185	50	piece	Stabilo, yellow
186	50	piece	Stabilo, blue
187	54	piece	Stabilo, pink
188	54	piece	Stabilo, green
189	16	box	Facial Tissue
190	2	box	ballpen retractable, 0.3, black
191	6	piece	Filling tray 3layers, heavy duty
192	4	roll	celluloid plastic, gauge 8
193	20	roll	double sided tape 1"
194	12	piece	sign pen red, 5mm
195	12	piece	sign pen black, 5mm
196	132	piece	sign pen hi tech V10 grip
197	108	piece	sign pen G tech c4 black
198	74	piece	sign pen G tech c4 blue
199	24	piece	sign pen G tech c4 red
200	6	piece	sign pen G tech c4 green
201	5	piece	sign pen, gel 0.8
202	101	piece	correction pen
203	16	piece	marker permanent, broad, black
204	1	bottle	elmers glue - medium
205	12	piece	typewriter ribbon
206	4	piece	ruler 12" plastic transprent
207	9	piece	keyboard
208	2	piece	keyboard rubberized
209	7	box	rubber bond, 10mm
210	2	piece	mousepad
211	15	piece	ring binder 1" diameter
212	1	bundle	ring binder plastic 32mm 10's/bundle
213	45	pack	Photo Paper kodak
214	150	ream	book paper , hard copy short 8.5" x 11" sub20
215	46	ream	book paper , hard copy legal sub20
216	40	ream	paper multi purpose medium size
217	29	pack	Specialty board 8.5 x 11
218	8	pack	Linen paper A4 white
219	20	pack	linen paper short,

220	28	pack	Linen paper Legal white
221	8	pack	STICKER PAPER, NEON GREEN, LONG, 10'S
222	8	pack	INDEX CARD 5 X 8, 100'S
223	30	pack	INDEX CARD 4"X6", 100'S
224	35	pad	Yellow paper (victory)
225	160	piece	folder merit long
226	1	box	Expanded folder, long, blue
227	75	pack	paper board, 8.5" x 11", soft green
228	75	pack	paper board, 8.5" x 11", cream
229	4	box	Envelop documentary, medium size
230	4	piece	engineer's field book
231	47	ream	Paper A3
232	3	pack	index card 6" x 4"
233	5	piece	RH portable pp book file box paper holder office
234	50	pack	morocco board, long
235	50	piece	PVC cover transparent, long
236	76	piece	BROWN ENVELOP, LONG
237	176	piece	BROWN ENVELOP, SHORT
238	2	pack	ENVELOP FOR INVITATION, 4.5 X 6.25
239	10	piece	Flourescent lamp 18watts
240	7	unit	Toner, HP MFP M227 Laser Jet Pro
241	4	unit	Toner, Canon NPG-32 black
242	15	cart	BT500 magenta
243	15	cart	BT500 cyan
244	15	cart	BT500 yellow
245	15	cart	BTD60
246	166	cart	EPSON 003 BLACK
247	52	cart	EPSON 003 CYAN
248	52	cart	EPSON 003 magenta
249	51	cart	EPSON 003 yellow
250	4	cart	EPSON 001 Black
251	4	cart	EPSON 001 CYAN
252	4	cart	EPSON 001 magenta
253	4	cart	EPSON 001 yellow
254	6	cart	EPSON T542 BLACK
255	3	cart	EPSON T542 CYAN
256	3	cart	EPSON T542 MAGENTA
257	3	cart	EPSON T542 YELLOW
258	8	unit	Toner MP2014HS

the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for *General Fund CY 2021 (1st and 2nd Quarter)* in the amount of *Php 2,017,313.69*.
- 2.2. The source of funding is:
 - a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **May 12, 2021 at 1:00 P.M. at BAC Office, 2nd Floor, Municipal Sports Complex, Pasuquin, Ilocos Norte** and/or through videoconferencing/webcasting } as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **one (1) year** from the date of submission and receipt of bids, a contract similar to the Project prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price,

the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days**. [Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid. The Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>All kind of Office Supplies.</i> b. <i>Completed within one (1) prior to the deadline for the submission and receipt of bids.</i>
7.1	<i>No other further instruction.</i>
12	The price of the Goods shall be quoted DDP <i>Municipal Hall, Pasuquin, Ilocos Norte</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>Php 40,346.27</i> (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Php 100,865.68</i> (5%) of ABC] if bid security is in Surety Bond.
19.3	<i>Purchase of Office Supply – Php 2,017,313.69.</i>
20.2	<i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and Certificate of Registration from BIR and all completed Government and private contract for the last two (2) years.</i>
21.2	<p><i>The following documents shall form part of the contract:</i></p> <ul style="list-style-type: none"> a. <i>Contract Agreement</i> b. <i>Bidding Documents</i> c. <i>Winning bidders bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents/statement submitted;</i> d. <i>Performance Security</i> e. <i>Notice of Award of contract</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered <i>Municipal Hall, Pasuquin, Ilocos Norte</i> in accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered <i>Municipal Hall, Pasuquin, Ilocos Norte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="text-align: center;"><i>Maharlika Highway, Brgy. #01 Pob., Pasuquin, Ilocos Norte</i></p> <p style="text-align: center;">Engr. Conrado C. De Vera 0922 – 859 - 8759 Pasuquin_bac.secretariat@yahoo.com</p> <p style="text-align: center;">Imelda O. Aguinaldo GSO Designate</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>one year warranty for semi expandable supplies</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>one (1) month</i> of placing the order.</p>

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	The inspections and tests that will be conducted are: <i>upon delivery</i>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	INSECTICIDE, aerosol type, net content: 600ml min	64 can		
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	490 bottle		
3	STAMP PAD INK, purple or violet	16 bottle		
4	CARBON FILM, PE, black, size 210mm x 297mm	11 box		
5	CARBON FILM, PE, black, size 216mm x 330mm	2 box		
6	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	25 pad		
7	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	1 pad		
8	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	1 pad		
9	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	212 piece		
10	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	577ream		
11	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	546 ream		
12	PAPER, Multi-Purpose (COPY) A4, 70 gsm	262 ream		
13	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	507 ream		
14	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	20 pad		
15	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	12 ream		
16	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	72 book		
17	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	40 book		
18	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	248 pack		
19	BATTERY, dry cell, AA, 2 pieces per blister pack	94 pack		
20	BATTERY, dry cell, AAA, 2 pieces per blister pack	50 pack		
21	BATTERY, dry cell, D, 1.5 volts, alkaline	9 pack		

22	GLUE, all purpose, gross weight: 200 grams min	24 jar		
23	STAPLE WIRE, STANDARD, (26/6)	110 box		
24	TAPE, MASKING, width: 24mm (±1mm)	29 roll		
25	TAPE, MASKING, width: 48mm (±1mm)	58 roll		
26	TAPE, PACKAGING, width: 48mm (±1mm)	16 roll		
27	TAPE, TRANSPARENT, width: 24mm (±1mm)	70 roll		
28	TAPE, TRANSPARENT, width: 48mm (±1mm)	55 roll		
29	TWINE, plastic, one (1) kilo per roll	1 roll		
30	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	1 unit		
31	ELECTRIC FAN, STAND type, plastic blade	5 unit		
32	ELECTRIC FAN, WALL type, plastic blade	4 unit		
33	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	10 piece		
34	Light Bulb, LED, 7 watts 1 pc in individual box	35 piece		
35	RULER, plastic, 450mm (18"), width: 38mm min	3 piece		
36	AIR FRESHENER, aerosol, 280ml/150g min	210 can		
37	BROOM, soft (tambo)	55 piece		
38	BROOM, STICK (TING-TING), usable length: 760mm min	51 piece		
39	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	178 bottle		
40	CLEANSER, SCOURING POWDER, 350g min./can	113 can		
41	DETERGENT BAR, 140 grams as packed	6 bar		
42	DETERGENT POWDER, all purpose, 1kg	77 pack		
43	DISINFECTANT SPRAY, aerosol type, 400-550 grams	258 can		
44	DUST PAN, non-rigid plastic, w/ detachable handle	17 piece		
45	FURNITURE CLEANER, aerosol type, 300ml min per can	9 can		
46	MOPHANDLE, heavy duty, aluminum, screw type	2 piece		

47	MOPHEAD, made of rayon, weight: 400 grams min	17 piece		
48	RAGS, all cotton, 32 pieces per kilogram min	20 bundle		
49	SCOURING PAD, made of synthetic nylon, 140 x 220mm	6 roll		
50	TRASHBAG, plastic, black, large	233 roll		
51	WASTEBASKET, non-rigid plastic	29 piece		
52	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	11 piece		
53	FLASH DRIVE, 16 GB capacity	28 piece		
54	MOUSE, optical, USB connection type	24 unit		
55	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	57 box		
56	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	77 box		
57	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	82 box		
58	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	80 box		
59	CORRECTION TAPE, film base type, UL 6m min	272 piece		
60	DATA FILE BOX, made of chipboard, with closed ends	4 piece		
61	DATA FOLDER, made of chipboard, taglia lock	34 piece		
62	ENVELOPE, DOCUMENTARY, for legal size document	9 box		
63	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	7 box		
64	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	90 piece		
65	ENVELOPE, MAILING, white, 80gsm (-5%)	10 box		
66	FASTENER, METAL, 70mm between prongs	75 box		
67	FILE ORGANIZER, expanding, plastic, 12 pockets	10 piece		
68	FILE TAB DIVIDER, Bristol board, for A4	2 set		
69	FILE TAB DIVIDER, Bristol board, for legal	2 set		
70	FOLDER, FANCY, for A4 size documents	7 bundle		
71	FOLDER, FANCY, for legal size documents	27 bundle		

72	FOLDER, L-TYPE, PLASTIC, for A4 size documents	2 pack		
73	FOLDER, L-TYPE, PLASTIC, for legal size documents	9 pack		
74	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	29 box		
75	FOLDER, TAGBOARD, for A4 size documents	11 pack		
76	FOLDER, TAGBOARD, for legal size documents	32 pack		
77	MAGAZINE FILE BOX, LARGE size, made of chipboard	8 piece		
78	MARKER, FLUORESCENT, 3 assorted colors per set	14 piece		
79	MARKER, whiteboard, black, felt tip, bullet type	29 piece		
80	MARKER, whiteboard, blue, felt tip, bullet type	5 piece		
81	MARKER, whiteboard, red, felt tip, bullet type	12 piece		
82	MARKER, PERMANENT, bullet type, black	52 piece		
83	MARKER, PERMANENT, bullet type, blue	16piece		
84	MARKER, PERMANENT, bullet type, red	13 piece		
85	PAPER CLIP, vinyl/plastic coat, length: 32mm min	110 box		
86	PAPER CLIP, vinyl/plastic coat, length: 48mm min	91 box		
87	PENCIL, lead, w/ eraser, wood cased, hardness: HB	85 box		
88	RING BINDER, 80 rings, plastic, 32mm x 1.12m	1 bundle		
89	RUBBER BAND, 70mm min lay flat length (#18)	12 box		
90	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	7 piece		
91	CUTTER BLADE, for heavy duty cutter	15 piece		
92	CUTTER KNIFE, for general purpose	19 piece		
93	DATING AND STAMPING MACHINE, heavy duty	5 piece		
94	PENCIL SHARPENER, manual, single cutter head	7 piece		
95	PUNCHER, paper, heavy duty, with two hole guide	9 piece		
96	SCISSORS, symmetrical, blade	32 pair		

	length: 65mm min			
97	STAPLER, STANDARD TYPE, load cap: 200 staples min	33 piece		
98	STAPLER, BINDER TYPE, heavy duty, desktop	3 unit		
99	STAPLE REMOVER, PLIER-TYPE	8 piece		
100	TAPE DISPENSER, TABLE TOP, for 24mm width tape	9 piece		
101	CALCULATOR, compact, 12 digits	23 unit		
102	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	1 unit		
103	INK CART, CANON CL-811, Colored	55 cart		
104	INK CART, CANON PG-810, Black	79 cart		
105	INK CART, EPSON C13T664100 (T6641), Black	377 cart		
106	INK CART, EPSON C13T664200 (T6642), Cyan	147 cart		
107	INK CART, EPSON C13T664300 (T6643), Magenta	150 cart		
108	INK CART, EPSON C13T664400 (T6644), Yellow	151 cart		
109	INK CART, HP CC640WA, (HP60), Black	65 cart		
110	INK CART, HP CC643WA, (HP60), Tri-color	10 cart		
111	INK CART, HP CN692AA, (HP704), Black	59 cart		
112	INK CART, HP CN693AA, (HP704), Tri-color	38 cart		
113	INK CART, HP CZ107AA, (HP678), Black	10 cart		
114	INK CART, HP CZ108AA, (HP678), Tricolor	8 cart		
115	RIBBON CART, EPSON C13S015632, Black, forLX-310	25 cart		
116	Chair mono block beige w/ backrest w/o arm rest	12 piece		
117	CLEARBOOK, 20 transparent pockets, for A4 size	2 piece		
118	CLEARBOOK, 20 transparent pockets, for LEGAL size	6 piece		
119	ERASER, PLASTIC/RUBBER, for pencil draft/writing	5 piece		
120	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	254 piece		
121	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	71 piece		

122	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	41 piece		
123	WRAPPING PAPER, kraft, 65gsm (-5%)	1 pack		
124	White Board 3" x 5"	2 piece		
125	calculator JS 20B, 12 digits	4 unit		
126	Casio HL-I22TV 12 digits	5 unit		
127	calculator scientific	2 unit		
128	scissors, heavy duty, 10"	5 unit		
129	Muriatic Acid	12 liter		
130	Muriatic Acid	8 gal		
131	Hand Liquid Soap	34 bottle		
132	Dishwashing Liquid	94 bottle		
133	Dish washing sponge	2 piece		
134	toilet bowl brush	12 piece		
135	Glass & multi surface spray	32 bottle		
136	Disinfectant bleaching solution	10 container		
137	lysol concentrate solution 550ml	3		
138	glass cleaner, kiwi	17 bottle		
139	glass cleaner mr muscle 500ml	6 bottle		
140	toilet cake	18 piece		
141	toilet pump	6 piece		
142	pail w/ dipper	12 piece		
143	raincoat, heavy duty, reflectorize	12 pair		
144	rain boots, steel toe	12 pair		
145	face mask, cloth, heavy duty	24 piece		
146	hand gloves, heavy duty	24 pair		
147	garbage drum, big	3 piece		

148	fabric conditioner, downy, passion,	10 liter		
149	hand soap, big	95 piece		
150	bleach	15 liter		
151	rain boots,	10 pair		
152	rain coats	10 pair		
153	bath room soap, big	15 piece		
154	faucet heavy duty, plain	7 piece		
155	Alcohol ethyl 70% scented	14 gal		
156	pedal trash bin	2 piece		
157	spin mop w/ spin dry bucket 360 heavy duty	2 unit		
158	heavy duty extension 15meters	1 roll		
159	Wall clock	1 piece		
160	LED BULB 18 Watts	18 piece		
161	hose 1/2 inch, 15mts	1 unit		
162	chlorine	2 bottle		
163	Numbering machine	1 unit		
164	flash drive 32gb	7 piece		
165	Fastener, plastic	55 box		
166	Stapler with pincher	9 piece		
167	Ballpen, ball point black	10 piece		
168	Ballpen, ballpoint blue	4 piece		
169	Ballpen, ballpoint red	2 piece		
170	Ballpen fine, black	49 piece		
171	Ballpen fine, blue	37 piece		
172	Ballpen fine, red	49 piece		
173	Ballpen fine, green	10 piece		

174	Ballpen, panda, black	459 piece		
175	Ballpen, panda, blue	12 piece		
176	Ballpen, panda, red	12 piece		
177	Ballpen 0.5mm blue	18 piece		
178	Ballpen, uni lacknock black	100 piece		
179	Ballpen, uni lacknock blue	100 piece		
180	Ballpen, pilot bp 1 rt/black	277 piece		
181	Ballpen, pilot bp 1 rt/blue	48 piece		
182	Ballpen, classique black	75 piece		
183	ballpen fabercastle black	60 piece		
184	ballpen fabercastle blue	60 piece		
185	Stabilo, yellow	50 piece		
186	Stabilo, blue	50 piece		
187	Stabilo, pink	54 piece		
188	Stabilo, green	54 piece		
189	Facial Tissue	16 box		
190	ballpen retractable, 0.3, black	2 box		
191	Filling tray 3layers, heavy duty	6 piece		
192	celluloid plastic, gauge 8	4 roll		
193	double sided tape 1"	20 roll		
194	sign pen red, 5mm	12 piece		
195	sign pen black, 5mm	12 piece		
196	sign pen hi tech V10 grip	132 piece		
197	sign pen G tech c4 black	108 piece		
198	sign pen G tech c4 blue	74 piece		
199	sign pen G tech c4 red	24 piece		

200	sign pen G tech c4 green	6 piece		
201	sign pen, gel o.8	5 piece		
202	correction pen	101 piece		
203	marker permanent, broad, black	16 piece		
204	Elmer's glue - medium	1 bottle		
205	typewriter ribbon	12 piece		
206	ruler 12" plastic transparent	4 piece		
207	keyboard	9piece		
208	keyboard rubberized	2 piece		
209	rubber bond, 10mm	7 box		
210	mouse pad	2 piece		
211	ring binder 1" diameter	15 piece		
212	ring binder plastic 32mm 10's/bundle	1 bundle		
213	Photo Paper kodak	45 pack		
214	book paper , hard copy short 8.5" x 11" sub20	150 ream		
215	book paper , hard copy legal sub20	46 ream		
216	paper multipurpose medium size	40 ream		
217	Specialty board 8.5 x 11	29 pack		
218	Linen paper A4 white	8 pack		
219	linen paper short,	20 pack		
220	Linen paper Legal white	28 pack		
221	STICKER PAPER, NEON GREEN, LONG, 10'S	8 pack		
222	INDEX CARD 5 X 8, 100'S	8 pack		
223	INDEX CARD 4"X6", 100'S	30 pack		
224	Yellow paper (victory)	35 pad		
225	folder merit long	160 piece		

226	Expanded folder, long, blue	1 box		
227	paper board, 8.5" x 11", soft green	75 pack		
228	paper board, 8.5" x 11", cream	75 pack		
229	Envelop documentary, medium size	4 box		
230	engineer's field book	4 piece		
231	Paper A3	47 ream		
232	index card 6" x 4"	3 pack		
233	RH portable book file box paper holder office	5 piece		
234	morocco board, long	50 pack		
235	PVC cover transparent, long	50 piece		
236	BROWN ENVELOP, LONG	76 piece		
237	BROWN ENVELOP, SHORT	176 piece		
238	ENVELOP FOR INVITATION, 4.5 X 6.25	2 pack		
239	Fluorescent lamp 18watts	10 piece		
240	Toner, HP MFP M227 Laser Jet Pro	7 unit		
241	Toner, Canon NPG-32 black	4 unit		
242	BT500 magenta	15 cart		
243	BT500 cyan	15 cart		
244	BT500 yellow	15 cart		
245	BTD60	15 cart		
246	EPSON 003 BLACK	166 cart		
247	EPSON 003 CYAN	52 cart		
248	EPSON 003 magenta	52 cart		
249	EPSON 003 yellow	51 cart		
250	EPSON 001 Black	4 cart		
251	EPSON 001 CYAN	4 cart		

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	INSECTICIDE, aerosol type, net content: 600ml min	
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
3	STAMP PAD INK, purple or violet	
4	CARBON FILM, PE, black, size 210mm x 297mm	
5	CARBON FILM, PE, black, size 216mm x 330mm	

6	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
7	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
8	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	
9	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	
10	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	
11	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
12	PAPER, Multi-Purpose (COPY) A4, 70 gsm	
13	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	
14	PAPER, PAD, ruled, size: 216mm x 330mm (\pm 2mm)	
15	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	
16	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
17	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
18	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12's/pack	
19	BATTERY, dry cell, AA, 2 pieces per blister pack	
20	BATTERY, dry cell, AAA, 2 pieces per blister pack	
21	BATTERY, dry cell, D, 1.5 volts, alkaline	
22	GLUE, all purpose, gross weight: 200 grams min	
23	STAPLE WIRE, STANDARD, (26/6)	

24	TAPE, MASKING, width: 24mm (±1mm)	
25	TAPE, MASKING, width: 48mm (±1mm)	
26	TAPE, PACKAGING, width: 48mm (±1mm)	
27	TAPE, TRANSPARENT, width: 24mm (±1mm)	
28	TAPE, TRANSPARENT, width: 48mm (±1mm)	
29	TWINE, plastic, one (1) kilo per roll	
30	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	
31	ELECTRIC FAN, STAND type, plastic blade	
32	ELECTRIC FAN, WALL type, plastic blade	
33	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	
34	Light Bulb, LED, 7 watts 1 pc in individual box	
35	RULER, plastic, 450mm (18"), width: 38mm min	
36	AIR FRESHENER, aerosol, 280ml/150g min	
37	BROOM, soft (tambo)	
38	BROOM, STICK (TING-TING), usable length: 760mm min	
39	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
40	CLEANSER, SCOURING POWDER, 350g min./can	
41	DETERGENT BAR, 140 grams as packed	

42	DETERGENT POWDER, all purpose, 1kg	
43	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
44	DUST PAN, non-rigid plastic, w/ detachable handle	
45	FURNITURE CLEANER, aerosol type, 300ml min per can	
46	MOPHANDLE, heavy duty, aluminum, screw type	
47	MOPHEAD, made of rayon, weight: 400 grams min	
48	RAGS, all cotton, 32 pieces per kilogram min	
49	SCOURING PAD, made of synthetic nylon, 140 x 220mm	
50	TRASHBAG, plastic, black, large	
51	WASTEBASKET, non-rigid plastic	
52	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	
53	FLASH DRIVE, 16 GB capacity	
54	MOUSE, optical, USB connection type	
55	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	
56	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	
57	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
58	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
59	CORRECTION TAPE, film base type, UL 6m min	
60	DATA FILE BOX, made of chipboard, with closed ends	

61	DATA FOLDER, made of chipboard, taglia lock	
62	ENVELOPE, DOCUMENTARY, for legal size document	
63	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	
64	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	
65	ENVELOPE, MAILING, white, 80gsm (-5%)	
66	FASTENER, METAL, 70mm between prongs	
67	FILE ORGANIZER, expanding, plastic, 12 pockets	
68	FILE TAB DIVIDER, bristol board, for A4	
69	FILE TAB DIVIDER, bristol board, for legal	
70	FOLDER, FANCY, for A4 size documents	
71	FOLDER, FANCY, for legal size documents	
72	FOLDER, L-TYPE, PLASTIC, for A4 size documents	
73	FOLDER, L-TYPE, PLASTIC, for legal size documents	
74	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	
75	FOLDER, TAGBOARD, for A4 size documents	
76	FOLDER, TAGBOARD, for legal size documents	
77	MAGAZINE FILE BOX, LARGE size, made of chipboard	
78	MARKER, FLUORESCENT, 3 assorted colors per set	

79	MARKER, whiteboard, black, felt tip, bullet type	
80	MARKER, whiteboard, blue, felt tip, bullet type	
81	MARKER, whiteboard, red, felt tip, bullet type	
82	MARKER, PERMANENT, bullet type, black	
83	MARKER, PERMANENT, bullet type, blue	
84	MARKER, PERMANENT, bullet type, red	
85	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
86	PAPER CLIP, vinyl/plastic coat, length: 48mm min	
87	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
88	RING BINDER, 80 rings, plastic, 32mm x 1.12m	
89	RUBBER BAND, 70mm min lay flat length (#18)	
90	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	
91	CUTTER BLADE, for heavy duty cutter	
92	CUTTER KNIFE, for general purpose	
93	DATING AND STAMPING MACHINE, heavy duty	
94	PENCIL SHARPENER, manual, single cutter head	
95	PUNCHER, paper, heavy duty, with two hole guide	
96	SCISSORS, symmetrical, blade length: 65mm min	

97	STAPLER, STANDARD TYPE, load cap: 200 staples min	
98	STAPLER, BINDER TYPE, heavy duty, desktop	
99	STAPLE REMOVER, PLIER-TYPE	
100	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
101	CALCULATOR, compact, 12 digits	
102	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	
103	INK CART, CANON CL-811, Colored	
104	INK CART, CANON PG-810, Black	
105	INK CART, EPSON C13T664100 (T6641), Black	
106	INK CART, EPSON C13T664200 (T6642), Cyan	
107	INK CART, EPSON C13T664300 (T6643), Magenta	
108	INK CART, EPSON C13T664400 (T6644), Yellow	
109	INK CART, HP CC640WA, (HP60), Black	
110	INK CART, HP CC643WA, (HP60), Tri-color	
111	INK CART, HP CN692AA, (HP704), Black	
112	INK CART, HP CN693AA, (HP704), Tri-color	
113	INK CART, HP CZ107AA, (HP678), Black	
114	INK CART, HP CZ108AA, (HP678), Tricolor	
115	RIBBON CART, EPSON C13S015632, Black, forLX-310	
116	Chair mono block beige w/ backrest	

	w/o armrest	
117	CLEARBOOK, 20 transparent pockets, for A4 size	
118	CLEARBOOK, 20 transparent pockets, for LEGAL size	
119	ERASER, PLASTIC/RUBBER, for pencil draft/writing	
120	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
121	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
122	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
123	WRAPPING PAPER, kraft, 65gsm (-5%)	
124	White Board 3" x 5"	
125	calculator JS 20B, 12 digits	
126	Casio HL-I22TV 12 digits	
127	calculator scientific	
128	scissors, heavy duty, 10"	
129	Muriatic Acid	
130	Muriatic Acid	
131	Hand Liquid Soap	
132	Dishwashing Liquid	
133	dishwashing sponge	
134	toilet bowl brush	
135	Glass & multi surface spray	
136	Disinfectant bleaching solution	
137	lysol concentrate solution 550ml	
138	glass cleaner, kiwi	

139	glass cleaner mr muscle 500ml	
140	toilet cake	
141	toilet pump	
142	pail w/ dipper	
143	raincoat, heavy duty, reflectorize	
144	Rain boots, steel toe	
145	face mask, cloth, heavy duty	
146	hand gloves, heavy duty	
147	garbage drum, big	
148	fabric conditioner, downy, passion,	
149	hand soap, big	
150	bleach	
151	Rain boots,	
152	rain coats	
153	bath room soap, big	
154	faucet heavy duty, plain	
155	Alcohol ethyl 70% scented	
156	pedal trash bin	
157	spin mop w/ spin dry bucket 360 heavy duty	
158	heavy duty extension 15meters	
159	Wall clock	
160	LED BULB 18 Watts	
161	hose 1/2 inch, 15mts	
162	chlorine	
163	Numbering machine	
164	flash drive 32gb	

165	Fastener, plastic	
166	Stapler with pincher	
167	Ballpen, ball point black	
168	Ballpen, ballpoint blue	
169	Ballpen, ballpoint red	
170	Ballpen fine, black	
171	Ballpen fine, blue	
172	Ballpen fine, red	
173	Ballpen fine, green	
174	Ballpen, panda, black	
175	Ballpen, panda, blue	
176	Ballpen, panda, red	
177	Ballpen 0.5mm blue	
178	Ballpen, uni lacknock black	
179	Ballpen, uni lacknock blue	
180	Ballpen, pilot bp 1 rt/black	
181	Ballpen, pilot bp 1 rt/blue	
182	Ballpen, classique black	
183	ballpen fabercastle black	
184	ballpen fabercastle blue	
185	Stabilo, yellow	
186	Stabilo, blue	
187	Stabilo, pink	
188	Stabilo, green	
189	Facial Tissue	
190	ballpen retractable, 0.3, black	

191	Fillling tray 3layers, heavy duty	
192	celluloid plastic, gauge 8	
193	double sided tape 1"	
194	sign pen red, 5mm	
195	sign pen black, 5mm	
196	sign pen hi tech V10 grip	
197	sign pen G tech c4 black	
198	sign pen G tech c4 blue	
199	sign pen G tech c4 red	
200	sign pen G tech c4 green	
201	sign pen, gel 0.8	
202	correction pen	
203	marker permanent, broad, black	
204	elmers glue - medium	
205	typewriter ribbon	
206	ruler 12" plastic transparent	
207	keyboard	
208	keyboard rubberized	
209	rubber bond, 10mm	
210	mouse pad	
211	ring binder 1" diameter	
212	ring binder plastic 32mm 10's/bundle	
213	Photo Paper kodak	
214	book paper , hard copy short 8.5" x 11" sub20	
215	book paper , hard copy legal sub20	
216	paper multi purpose medium size	

217	Specialty board 8.5 x 11	
218	Linen paper A4 white	
219	linen paper short,	
220	Linen paper Legal white	
221	STICKER PAPER, NEON GREEN, LONG, 10'S	
222	INDEX CARD 5 X 8, 100'S	
223	INDEX CARD 4"X6", 100'S	
224	Yellow paper (victory)	
225	folder merit long	
226	Expanded folder, long, blue	
227	paper board, 8.5" x 11", soft green	
228	paper board, 8.5" x 11", cream	
229	Envelop documentary, medium size	
230	engineer's field book	
231	Paper A3	
232	index card 6" x 4"	
233	RH portable book file box paper holder office	
234	morocco board, long	
235	PVC cover transparent, long	
236	BROWN ENVELOP, LONG	
237	BROWN ENVELOP, SHORT	
238	ENVELOP FOR INVITATION, 4.5 X 6.25	
239	Fluorescent lamp 18watts	
240	Toner, HP MFP M227 Laser Jet Pro	
241	Toner, Canon NPG-32 black	

242	BT500 magenta	
243	BT500 cyan	
244	BT500 yellow	
245	BTD60	
246	EPSON 003 BLACK	
247	EPSON 003 CYAN	
248	EPSON 003 magenta	
249	EPSON 003 yellow	
250	EPSON 001 Black	
251	EPSON 001 CYAN	
252	EPSON 001 magenta	
253	EPSON 001 yellow	
254	EPSON T542 BLACK	
255	EPSON T542 CYAN	
256	EPSON T542 MAGENTA	
257	EPSON T542 YELLOW	
258	Toner MP2014HS	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder’s computation of Net Financial Contracting

Capacity (NFCC);

OR

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

OR

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; **and**

- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

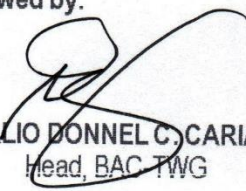
Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

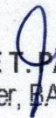
Prepared by:


JOAN L. LUMANTA
BAC Secretariat


Reviewed by:


EULALIO DONNEL C. CARIAGA
Head, BAC TWG

NEHEMIAH S. CALIJA
Member, BAC TWG

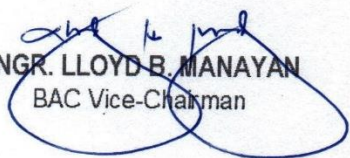

EDDIE T. PASCUA
Member, BAC TWG

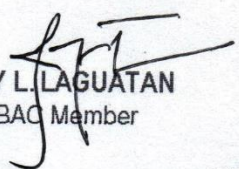
STEPHEN A. RIVERA
Member, BAC TWG


JOCELYN C. GUIANG
Member, BAC TWG

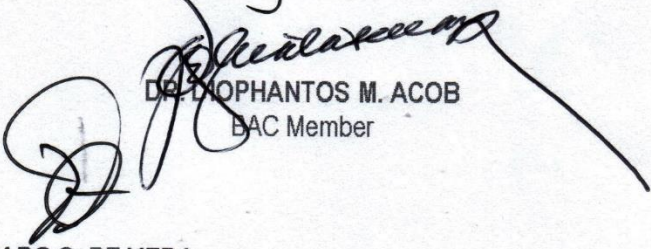
DWIGHT M. DIMOLOY
Member, BAC TWG

Approved by:


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BAC Vice-Chairman


ELY L. LAGUATAN
BAC Member

ENRICO S. NATOZA, JR
BAC Member


DIONOPHANTOS M. ACOB
BAC Member

ENGR. CONRADO C. DE VERA
BAC Chairman
MRPIN - 2021 - 03 - 50

