

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

1. The **LGU-Pasuquin** through the **General Fund CY 2021** intends to apply the sum of **Php 3,607,382.51** being the ABC to payments under the contract for **MGPIN-2021 – 03 - 050- Purchase of Office Supply** 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 **July 08- 28, 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 **July 16, 2021 at 1:00 P.M.** at **BAC Office, 2nd Floor, Municipal Sports Complex, Pasuquin, Ilocos Norte** and/or through video conferencing or via webcasting, 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 **July 28, 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 **July 28, 2021 at 2:00 P.M.** at *BAC Office, 2nd Floor, Municipal Sports Complex, Pasuquin, Ilocos Norte* 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:


SANTITO D. 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
MGPIN-2021 – 03 - 050*

12. You may visit the following websites:
For downloading of Bidding Documents: ***lgupasuin.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-Pasuguin* 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

Item No.	Item Description	Qty.	Unit of Issue
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	577	ream
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	Ligth 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	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	16	piece
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 length: 65mm min	32	pair
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 monoblock beige w/ backrest w/o armrest	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 scinetific	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	diswashing 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 musxle 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	rainboots, 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	rainboots,	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	mts
159	wallclock	1	piece
160	LED BULB 18 Watts	18	piece
161	hose 1/2 inch, 15mts	1	unit
162	chlorine	2	bottle
163	numberingmachine	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 0.8	5	piece
202	correction pen	101	piece
203	marker permanent, broad, black	16	piece
204	elmers glue - medium	1	bottle
205	typewriter ribbon	12	piece
206	ruler 12" plastic transprent	4	piece
207	keyboard	9	piece
208	keyboard rubberized	2	piece
209	rubber bond, 10mm	7	box
210	mousepad	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 multi purpose 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	755	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 portablepp 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	Flourescent 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
252	EPSON 001 magenta	4	cart
253	EPSON 001 yellow	4	cart
254	EPSON T542 BLACK	6	cart
255	EPSON T542 CYAN	3	cart
256	EPSON T542 MAGENTA	3	cart
257	EPSON T542 YELLOW	3	cart
258	Toner MP2014HS	8	unit

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

2. Funding Information

The GOP through the source of funding as indicated below for *General Fund CY 2021 (1st and 2nd Quarter)* in the amount of *Php 400,000.00*.

2.1. 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 Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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 **July 08, 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 day** [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

- 20.2. 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> <p style="text-align: center;"><i>Purchase of Office Supplies.</i></p> <p style="padding-left: 40px;">a. <i>Completed within 1 year prior to the deadline for the submission and receipt of bids.</i></p>
7.1	<i>No 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> <p style="padding-left: 40px;">a. The amount of not less than <i>Php 72,147.65 (2% of ABC)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than <i>Php 180,369.12 (5% of ABC)</i> if bid security is in Surety Bond.</p>
19.3	<i>Purchase of Office Supply - Php 3,607,382.51.</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> <p style="padding-left: 40px;">a. <i>Contract Agreement</i></p> <p style="padding-left: 40px;">b. <i>Bidding Documents</i></p> <p style="padding-left: 40px;">c. <i>Winning bidders bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents/statement submitted;</i></p> <p style="padding-left: 40px;">d. <i>Performance Security</i></p> <p style="padding-left: 40px;">e. <i>Notice of Award of contract</i></p>

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 or Framework Agreement/ 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;"><i>Engr. Conrado C. De Vera</i> 0922 – 859 - 8759 <u>Pasuquin_bac.secretariat@yahoo.com</u></p> <p style="text-align: center;"><i>Medeline C. Guerrero</i> <i>GSO Designate</i></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</p>

	<p>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	<p><i>Partial payment is not allowed.</i></p>
4	<p>The inspections and tests that will be conducted: <i>upon delivery</i></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>1 year warranty</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>

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	577	ream		
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	Ligth 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	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	16	piece		
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 length: 65mm min	32	pair		
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 monoblock beige w/ backrest w/o armrest	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 scinetific	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	diswashing sponge	2	piece		
134	toilet bowl brush	12	piece		
135	Glass & multi surface spray	32	bottle		
136	Disinfectant bleaching solution	10	contai ner		
137	lysol concentrate solution 550ml	3			
138	glass cleaner, kiwi	17	bottle		
139	glass cleaner mr musxle 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	rainboots, 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	rainboots,	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	mts		
159	wallclock	1	piece		
160	LED BULB 18 Watts	18	piece		
161	hose 1/2 inch, 15mts	1	unit		
162	chlorine	2	bottle		
163	numberingmachine	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	Fillling 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 0.8	5	piece		
202	correction pen	101	piece		
203	marker permanent, broad, black	16	piece		
204	elmers glue - medium	1	bottle		
205	typewriter ribbon	12	piece		
206	ruler 12" plastic transprent	4	piece		
207	keyboard	9	piece		
208	keyboard rubberized	2	piece		
209	rubber bond, 10mm	7	box		
210	mousepad	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 multi purpose 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	755	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 portablepp 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	Flourescent 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		
252	EPSON 001 magenta	4	cart		
253	EPSON 001 yellow	4	cart		
254	EPSON T542 BLACK	6	cart		
255	EPSON T542 CYAN	3	cart		
256	EPSON T542 MAGENTA	3	cart		

257	EPSON T542 YELLOW	3	cart		
258	Toner MP2014HS	8	unit		

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	
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 (\pm 1mm)	

25	TAPE, MASKING, width: 48mm (± 1 mm)	
26	TAPE, PACKAGING, width: 48mm (± 1 mm)	
27	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	
28	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	
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	Ligth 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	
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 monoblock 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	diswashing 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 musxle 500ml	
140	toilet cake	

141	toilet pump	
142	pail w/ dipper	
143	raincoat, heavy duty, reflectorize	
144	rainboots, 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	rainboots,	
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	wallclock	
160	LED BULB 18 Watts	
161	hose 1/2 inch, 15mts	
162	chlorine	
163	numberingmachine	
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 transporent	
207	keyboard	
208	keyboard rubberized	
209	rubber bond, 10mm	
210	mousepad	
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 portablepp 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	Flourescent 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.

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: _____

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]

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

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.

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. MGPIN-2021-03 – 050


Page 01 of 09

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 8+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
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		577 ream						
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						

214	book paper , hard copy short 8.5" x 11" sub20	15	ream							
215	book paper , hard copy legal sub20	46	ream							
216	paper multi purpose 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	16								
226	Expanded folder, long, blue	0	piece							
227	paper board, 8.5" x 11", soft green	1	box							
228	paper board, 8.5" x 11", cream	75	pack							
229	Envelop documentary, medium size	5	pack							
230	engineer's field book	4	box							
231	Paper A3	4	piece							
232	index card 6" x 4"	47	ream							
233	RH portlepp book file box paper holder office	3	pack							
234	morocco board, long	5	piece							
235	PVC cover transparent, long	50	pack							
236	BROWN ENVELOP, LONG	50	piece							
237	BROWN ENVELOP, SHORT	76	piece							
238	ENVELOP FOR INVITATION, 4.5 X 6.25	17								
239	Flourescent lamp 18watts	6	piece							
240	Toner, HP MFP M227 Laser Jet Pro	2	pack							
241	Toner, Canon NPG-32 black	10	piece							
242	BT500 magenta	7	unit							
		4	unit							
		15	cart							

Reference No.: *MGPIN – 2021 – 03 – 050*
Project Title: *Purchase of Office Supply*
Location: *Municipal Hall, Pasuquin, ilcoos Norte*
Source of Fund: *General Fund CY 2021*
Approved Budget for the Contract (ABC): *Php 3,607,382.51*


Prepared by:



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MGPIN-2021 – 03 – 050

