

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 SUPPLIES 1ST AND 2ND
QUARTER CY 2022

1. The *LGU-Pasuquin* through the *General Fund CY 2022* intends to apply the sum of *Php 1,785,838.61* being the ABC to payments under the contract for *MGPIN-2022-32-051- Purchase of Office Supplies 1st and 2nd Quarter CY 2022* 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 for *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 *March 07 - 28, 2022* 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 Conference¹ on **March 16, 2022 at 1:00 PM** at *BAC Office, 2nd Floor, Municipal Sports Complex, Pasuquin, Ilocos Norte* 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 **March 28, 2022 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 **March 28, 2022 at 2:00 P.M.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. *Municipality of Pasuquin with the address Maharlika Highway, Barangay 01 Poblacion, Pasuquin, Ilocos Norte, with contact number (077) 677-1128.*
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:


SANTICOY MENOR
Head BAC Secretariat
Maharlika Highway
Barangay 01 Poblacion
Pasuquin, Ilocos Norte
(077) 677-1128
pasuquin bac.secretariat@yahoo.com


ENGR. CONRADO C. DE VERA
BAC Chairman
MGPIN-2022-03-051

12. You may visit the following websites:

For downloading of Bidding Documents: *lgupasuquin.com*


ENGR. CONRADO C. DE VERA
BAC Chairman

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

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *LGU-Pasuquin* wishes to receive Bids for the *Purchase of Office Supplies 1st and Quarter CY 2022* under with identification number *MGPIN-2022-03-051*.

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

Item No.	Quantity	Unit	Description
1.	66.00	can	INSECTICIDE, aerosol type
2.	82.00	bottle	LIQUID HAND SANITIZER, 500mL
3.	479.00	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml
4.	15.00	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon
5.	59.00	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)
6.	54.00	gal	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters
7.	3.00	gal	POVIDONE IODINE, 10 % solution, 120 ml
8.	25.00	bottle	INK, for stamp pad
9.	1.00	roll	ACETATE
10.	2.00	box	CARBON FILM, A4
11.	43.00	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min
12.	8.00	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min
13.	12.00	pad	NOTE PAD, stick on, 3" x 3"
14.	594.00	ream	PAPER, MULTICOPY, A4, 80 gsm
15.	1235.00	ream	PAPER, MULTICOPY, Legal, 80gsm
16.	465.00	ream	PAPER, multi-purpose, legal, 70gsm
17.	33.00	pad	PAD PAPER, ruled
18.	55.00	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
19.	68.00	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
20.	43.00	pack	TISSUE, interfolded paper towel
21.	75.00	pack	TOILET TISSUE PAPER, Interfolded Paper Towel
22.	62.00	pack	BATTERY, dry Cell, size AA
23.	56.00	pack	BATTERY, dry Cell, size AAA
24.	9.00	pack	BATTERY, dry Cell, size D
25.	22.00	jar	GLUE, all purpose
26.	103.00	box	STAPLE WIRE, standard
27.	5.00	roll	TAPE, electrical
28.	59.00	roll	TAPE, masking, 24mm
29.	68.00	roll	TAPE, MASKING, 48mm
30.	46.00	roll	TAPE, packaging, 48mm
31.	166.00	roll	TAPE, transparent, 24mm
32.	146.00	roll	TAPE, transparent, 48mm
33.	1.00	unit	ELECTRIC FAN, industrial, ground type
34.	15.00	unit	ELECTRIC FAN, stand type
35.	2.00	unit	ELECTRIC FAN, wall mount, plastic blade

36	1.00	piece	THERMOGUN
37	46.00	piece	RULER, plastic, 450mm
38	30.00	can	AIR FRESHENER, aerosol type
39	55.00	piece	BROOM, soft, tambo
40	108.00	piece	BROOM, stick, ting-ting
41	96.00	bottle	CLEANER, toilet and urinal
42	43.00	can	CLEANSER, scouring powder
43	15.00	piece	DETERGENT BAR, 140g
44	101.00	pack	DETERGENT POWDER, all-purpose, 1kg
45	253.00	can	DISINFECTANT SPRAY, aerosol type
46	1.00	gal	SODIUM HYPOCHLORITE, 3.785 liters
47	65.00	bottle	LIQUID HAND SOAP, 500mL
48	1.00	can	FLOOR WAX, paste type, red
49	1.00	unit	MOP BUCKET, heavy duty, hard plastic
50	15.00	piece	MOPHANDLE, heavy duty, screw type
51	24.00	piece	MOPHEAD, made of rayon
52	68.00	bundle	RAGS, all cotton
53	139.00	pack	Trashbag, GPP specs, black, 940mmx1016mm
54	13.00	piece	EXTERNAL HARD DRIVE, 1 TB
55	21.00	unit	MOUSE, OPTICAL, USB connection type
56	6.00	unit	MOUSE, WIRELESS, USB
57	32.00	piece	DATA FILE BOX
58	28.00	piece	DATA FOLDER
59	4.00	box	ENVELOPE, documentary, A4
60	11.00	box	ENVELOPE, DOCUMENTARY, for legal size document
61	63.00	piece	ENVELOPE, expanding, plastic
62.	10.00	box	ENVELOPE, mailing
63.	112.00	box	FASTENER, metal, non-sharp edges
64.	14.00	piece	FILE ORGANIZER, expanding, plastic, legal
65.	2.00	set	FILE TAB DIVIDER, bristol board, for A4
66.	6.00	set	FILE TAB DIVIDER, legal
67.	4.00	bundle	FOLDER, fancy, with slide, A4
68.	33.00	bundle	FOLDER, fancy, with slide, legal
69.	6.00	pack	FOLDER, L-type, A4
70.	9.00	pack	FOLDER, L-type, legal
71.	16.00	box	FOLDER, pressboard
72.	3.00	pack	FOLDER, with tab, A4
73.	4.00	pack	FOLDER, with tab, legal
74.	25.00	piece	MAGAZINE FILE BOX, large
75.	29.00	set	MARKER, fluorescent
76.	39.00	piece	MARKER, whiteboard, black
77.	10.00	piece	MARKER, whiteboard, blue

78		piece	MARKER, whiteboard, red
79	107.00	piece	MARKER, permanent, black, bullet type
80	29.00	piece	MARKER, permanent, blue, bullet type
81	37.00	piece	MARKER, permanent, red, bullet type
82	97.00	box	PAPER CLIP, vinyl/plastic coated, 33mm
83	120.00	box	PAPER CLIP, vinyl/plastic coated, 50mm
84	114.00	box	PENCIL, lead, with eraser
85	5.00	bundle	RING BINDER, plastic, 32mm
86	21.00	piece	STAMP PAD, felt
87	30.00	piece	BLADE, for general purpose cutter / utility knife
88	22.00	piece	CUTTER/UTILITY KNIFE, for general purpose
89	11.00	piece	DATING AND STAMPING MACHINE
90	6.00	piece	PENCIL SHARPENER, manual, single cutter head
91	15.00	piece	PUNCHER, paper, heavy duty
92	41.00	piece	STAPLER, standard type
93	3.00	unit	STAPLER, heavy duty, binder type
94	25.00	piece	STAPLE REMOVER, plier type
95	9.00	piece	TAPE DISPENSER, table top
96	1.00	unit	BINDING AND PUNCHING MACHINE, 50mm binding capacit
97	16.00	unit	CALCULATOR, compact
98	2.00	unit	PAPER TRIMMER / CUTTING MACHINE, table top
99	2.00	unit	PAPER SHREDDER
100	2.00	cart	INK CART, BROTHER LC67B, Black
101	28.00	cart	INK CART, CANON CL-811, Colored
102	48.00	cart	INK CART, CANON PG-810, Black
103	395.00	cart	INK CART, EPSON C13T664100 (T6641), Black
104	146.00	cart	INK CART, EPSON C13T664200 (T6642), Cyan
105	153.00	cart	INK CART, EPSON C13T664300 (T6643), Magenta
106	153.00	cart	INK CART, EPSON C13T664400 (T6644), Yellow
107	47.00	cart	INK CART, HP CN692AA, (HP704), Black
108	9.00	cart	INK CART, HP CN693AA, (HP704), Tri-color
109	6.00	cart	INK CART, HP CZ107AA, (HP678), Black
110	6.00	cart	INK CART, HP CZ108AA, (HP678), Tricolor
111	12.00	piece	PHILIPPINE NATIONAL FLAG
112	12.00	piece	MONOBLOC CHAIR, beige
113	23.00	piece	ERASER, plastic/rubber
114	399.00	piece	SIGN PEN, black
115	75.00	piece	SIGN PEN, blue
116	37.00	piece	SIGN PEN, red
117	1160.00	piece	SURGICAL MASK, 3 ply
118	24.00	piece	ballpen blue 0.5mm
119	4.00	box	ballpen, fabercastle black
120	3.00	box	ballpen, fabercastle blue

121	4.00	box	ballpen, panda, black
122	223.00	piece	ballpen black, panda
123	2.00	box	ballpen, ballpoint black
124	1.00	box	ballpen, ballpoint blue
125	1.00	box	ballpen, ballpoint red
126	30.00	piece	ballpen, fine black
127	100.00	piece	ballpen, unilocknack black
128	72.00	piece	ballpen, unilocknack blue
129	116.00	piece	ballpen bp1 rt black
130	60.00	piece	ballpen bp1 rt blue
131	10.00	piece	ballpen bp1 rt red
132	79.00	piece	correction pen
133	83.00	piece	signpen v10 grip
134	11.00	box	signpen, Gtech 0.4 black
135	30.00	piece	signpen, Gtech 0.4 black
136	1.00	box	signpen, gtech 0.4 blue
137	25.00	piece	signpen, gtech 0.4 blue
138	8.00	piece	signpen, Gtech 0.4 red
139	8.00	piece	sign pen, gel 0.8
140	100.00	piece	ballpen, classique, black
141	10.00	piece	sign pen, black, liquid/gel ink, 0.5mm needle tip
142	10.00	piece	sign pen, blue, liquid/gel ink, 0.5mm needle tip
143	10.00	piece	sign pen, red, liquid/gel ink, 0.5mm needle tip
144	19.00	piece	stabilo yellow
145	17.00	piece	stabilo pink
146	2.00	piece	stabilo green
147	50.00	ream	A3 hard copy 70gsm
148	10.00	ream	Bond paper, long sub 24
149	5.00	ream	Bond paper, A4 sub 24
150	11.00	ream	Bond paper, short sub 24
151	55.00	ream	Book paper, short 8.5x11 hard copy
152	36.00	ream	Book paper, legal hard copy
153	10.00	ream	Oslo drawing paper, 9x11, white or cream
154	70.00	pack	Paper board 8.5x11 soft green
155	74.00	pack	Paper board 8.5x11 cream
156	71.00	pack	Paper board 8.5x11 white
157	50.00	piece	morocco board long
158	3.00	pack	index card, 4x6
159	5.00	roll	double sided tape 1"
160	47.00	pack	folder tagboard, legal size
161	4.00	pack	folder tagboard, A4 size
162	10.00	piece	folder expanded, green
163	1.00	box	folder expanded, red

164	1.00	box	folder expanded, blue
165	4.00	pad	form 102 (COLB)
166	6.00	pad	form 103 (COD)
167	6.00	pad	form 97 (COM)
168	4.00	pad	form 90 (AFML)
169	5.00	pad	Columnar book 16 col
170	1000.00	piece	RPTAR card 500's
171	25.00	pad	building permit application form
172	1.00	box	brown envelop long
173	1.00	box	brown envelop short
174	10.00	piece	envelop expanding, long green
175	2.00	box	folder, expanded, legal size
176	3.00	piece	book end
177	2.00	bundle	specialty board, white legal worx
178	14.00	pack	specialty board, white short worx
179	10.00	pack	stick photo paper
180	12.00	pack	sticker paper, white, long 10's, heavy duty
181	30.00	pack	photo paper
182	15.00	pad	yellow paper, victory
183	25.00	box	Plastic, fastener apple
184	1.00	bottle	glue, elmers medium
185	6.00	bottle	elmer's glue, blue gel, 2006
186	10.00	cart	Ink, brother MFC -T910DW, black
187	5.00	cart	Ink, brother MFC -T910DW, magenta
188	5.00	cart	Ink, brother MFC -T910DW, cyan
189	5.00	cart	Ink, brother MFC -T910DW, yellow
190	5.00	cart	HP GT51 or GT51XL black
191	5.00	cart	HP GT52 magenta
192	5.00	cart	HP GT52 cyan
193	5.00	cart	HP GT52 yellow
194	117.00	cart	Ink cart Epson 003, black
195	54.00	cart	Ink cart Epson 003, magenta
196	54.00	cart	Ink cart Epson 003, cyan
197	59.00	cart	Ink cart Epson 003, yellow
198	19.00	cart	Ink, LC3617 black
199	8.00	cart	Ink, LC3617 magenta
200	8.00	cart	Ink, LC3617 cyan
201	8.00	cart	Ink, LC3617 yellow
202	48.00	cart	Ink BT D60 black
203	13.00	cart	Ink BT 5000 magenta
204	12.00	cart	Ink BT 5000 cyan
205	6.00	cart	Ink BT 5000 yellow
206	5.00	cart	Ink canon GL-490 PGBK, black

207	5.00	cart	Ink canon GL-490 PGM, magenta
208	5.00	cart	Ink canon GL-490 PGC, cyan
209	5.00	cart	Ink canon GL-490 PGY, yellow
210	8.00	cart	Ink epson 001 black
211	4.00	cart	Ink epson 001 magenta
212	4.00	cart	Ink epson 001 cyan
213	4.00	cart	Ink epson 001 yellow
214	3.00	cart	Toner cart BP-FT20BA black
215	2.00	cart	Toner cart BP-FT20CA cyan
216	2.00	cart	Toner cart BP-FT20MA magenta
217	2.00	cart	Toner cart BP-FT20YA yellow
218	3.00	cart	Toner, sharp BD 20-m24 bp-ft200
219	6.00	cart	Toner, sharp AR 7024 MX237FT
220	21.00	cart	Ink epson LX 310, ribbon cartridge
221	6.00	cart	Ribbon cart Epson (black) S0155841
222	12.00	piece	Toilet bowl brush, heavy duty
223	5.00	piece	Toilet pump, heavy duty
224	24.00	piece	Toilet cake, albatros
225	24.00	liter	Muriatic acid, liter
226	9.00	gal	Muriatic acid, gal
227	15.00	liter	Bleach
228	32.00	bottle	Dishwashing liquid, 495ml
229	2.00	bottle	dishwashing liquid, 1L
230	10.00	bottle	Fabric conditioner, sunrise fresh, 1L
231	66.00	piece	Hand soap, big, white
232	5.00	piece	Sponge
233	30.00	pair	Raincoat pajama
234	20.00	pair	Rainboots, steel toe, large
235	14.00	pair	Rainboots
236	2.00	kilo	chlorine
237	2.00	piece	faucet ordinary
238	30.00	piece	dust mask, washable
239	30.00	pair	gloves, heavy duty, rubberize
240	4.00	unit	mop tornado
241	6.00	box	surgical mask, disposable 3ply 50's
242	20.00	pack	face mask, KN94, 10pcs/pack, white & gray
243	10.00	box	facial tissue, interfold, box
244	8.00	pack	wet wipes, 90sheet/pack
245	5.00	set	ceramic pot with plater, white medium
246	5.00	set	ceramic pot with plater, white large
247	4.00	piece	white pots, medium size
248	4.00	piece	white pots, large size
249	10.00	piece	pranela, assorted colors

250	2.00	unit	mop bucket winger combination
251	11.00	piece	keyboard
252	3.00	piece	keyboard rubberized
253	1.00	unit	numbering machine
254	9.00	piece	mousepad with gel rest wrist support mat gaming for PC laptop
255	1.00	roll	celluloid thick
256	2.00	unit	calculatorJS 20 tv 2way power
257	7.00	unit	calculator HL- 122TV 12digits
258	1.00	unit	paper cutter B5 wood
259	6.00	box	rubber band round small
260	50.00	piece	pvc cover transparent long
261	1.00	dozen	typewriter ribbon
262	7.00	piece	usb 32gb
263	5.00	unit	external hard drive 2TB
264	2.00	piece	trashbin, white
265	11.00	bottle	disinfectant bleaching solution
267	3.00	unit	wall clock quarts
268	5.00	piece	picture frame, A4 size
269	1.00	unit	portable computer speakerw/ stereo bass
270	1.00	unit	120gb ssd for windows 10
271	1.00	unit	HP multi media speaker mini usb type
272	1.00	unit	logitceh headphone w/ microphone- wired
273	1.00	unit	A4 tech webcam w/ built in microphone
274	25.00	bottle	glass and multi surface spray
275	5.00	piece	battery, rechargeable, AA
276	8.00	piece	battery, rechargeable, AAA
277	1.00	unit	Electric drilling machine wear-resistant tag drill paper plastic dual use hollow drill needle punching drill bit bookbinding machine
278	2.00	roll	Cloth bookbinding repair tape, 15 yard roll, black
279	1.00	unit	glass top (table cover) 31" x 57"
280	3.00	liter	Humdifier scent/water base essential oil (1 wild lavender, 1 bubble gum, 1 peppermint, 1 citronella, 1 fresh bamboo)
281	2.00	pair	scissors, (6")
282	1.00	unit	paper cutter, metal frame, board bed, maunal, A4 size
283	1.00	bundle	RING BINDER, plastic, 32mm, red
284	10.00	piece	FLUORESCENT LAMP, 18W
285	20.00	piece	LIGHT BULB, 7W
286	1.00	unit	extension, heavy duty 15 meters

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

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for *General Fund CY 2022* in the amount of *Php 1,785,838.61*.

2.2. The source of funding is:

- a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:

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

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **March 16, 2022 at 1:00 P.M.** 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** 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

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days** [Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

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.

² 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.

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 may be. 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

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR

Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>All kinds of Office Supplies.</i> b. <i>Completed within 1 year prior to the deadline for the submission and receipt of bids.</i>
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> <ul style="list-style-type: none"> a. The amount of not less than <i>Php 35,716.77 (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Php 89,291.93 (5%) of ABC</i> if bid security is in Surety Bond.
19.3	<i>Purchase of Office Supplies 1st and 2nd Quarter CY 2022- Php 1,785,838.61.</i>
20.2	<i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and Certificate of Registration from BIR and all completed Government and private contract for the last two (2) years.</i>
21.2	<p><i>The following documents shall form part of the contract:</i></p> <ul style="list-style-type: none"> a. <i>Contract Agreement</i> b. <i>Bidding Documents</i> c. <i>Winning bidders bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents/statement submitted;</i> d. <i>Performance Security</i> e. <i>Notice of Award of contract</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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 Pasuquin_bac.secretariat@yahoo.com</p> <p style="text-align: center;"><i>Eddie T. Pascua</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>

	their receipt and final acceptance at the final destination.
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	The inspections and tests that will be conducted: <i>upon delivery</i>
	<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	Unit	Total	Delivered, Weeks/Months
1.	INSECTICIDE, aerosol type	66.00	can		
2.	LIQUID HAND SANITIZER, 500mL	82.00	bottle		
3.	ALCOHOL, Ethyl, 68%-72%, 500 ml	479.00	bottle		
4.	ALCOHOL, ethyl, 68%-72%, 1 Gallon	15.00	gal		
5.	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	59.00	bottle		
6.	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	54.00	gal		
7.	POVIDONE IODINE, 10 % solution, 120 ml	3.00	gal		
8.	INK, for stamp pad	25.00	bottle		
9.	ACETATE	1.00	roll		
10.	CARBON FILM, A4	2.00	box		
11.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	43.00	pad		
12.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	8.00	pad		
13.	NOTE PAD, stick on, 3" x 3"	12.00	pad		
14.	PAPER, MULTICOPY, A4, 80 gsm	594.00	ream		
15.	PAPER, MULTICOPY, Legal, 80gsm	1235.00	ream		
16.	PAPER, multi-purpose, legal, 70gsm	465.00	ream		
17.	PAD PAPER, ruled	33.00	pad		
18.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	55.00	book		
19.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	68.00	book		

20	TISSUE, interfolded paper towel	43.00	pack		
21	TOILET TISSUE PAPER, Interfolded Paper Towel	75.00	pack		
22	BATTERY, dry Cell, size AA	62.00	pack		
23	BATTERY, dry Cell, size AAA	56.00	pack		
24	BATTERY, dry Cell, size D	9.00	pack		
25	GLUE, all purpose	22.00	jar		
26	STAPLE WIRE, standard	103.00	box		
27	TAPE, electrical	5.00	roll		
28	TAPE, masking, 24mm	59.00	roll		
29	TAPE, MASKING, 48mm	68.00	roll		
30	TAPE, packaging, 48mm	46.00	roll		
31	TAPE, transparent, 24mm	166.00	roll		
32	TAPE, transparent, 48mm	146.00	roll		
33	ELECTRIC FAN, industrial, ground type	1.00	unit		
34	ELECTRIC FAN, stand type	15.00	unit		
35	ELECTRIC FAN, wall mount, plastic blade	2.00	unit		
36	THERMOGUN	1.00	piece		
37	RULER, plastic, 450mm	46.00	piece		
38	AIR FRESHENER, aerosol type	30.00	can		
39	BROOM, soft, tambo	55.00	piece		
40	BROOM, stick, ting-ting	108.00	piece		
41	CLEANER, toilet and urinal	96.00	bottle		
42	CLEANSER, scouring powder	43.00	can		
43	DETERGENT BAR, 140g	15.00	piece		
44	DETERGENT POWDER, all-purpose,	101.00	pack		

	1kg				
45	DISINFECTANT SPRAY, aerosol type	253.00	can		
46	SODIUM HYPOCHLORITE, 3.785 liters	1.00	gal		
47	LIQUID HAND SOAP, 500mL	65.00	bottle		
48	FLOOR WAX, paste type, red	1.00	can		
49	MOP BUCKET, heavy duty, hard plastic	1.00	unit		
50	MOPHANDLE, heavy duty, screw type	15.00	piece		
51	MOPHEAD, made of rayon	24.00	piece		
52	RAGS, all cotton	68.00	bundle		
53	Trashbag, GPP specs, black, 940mmx1016mm	139.00	pack		
54	EXTERNAL HARD DRIVE, 1 TB	13.00	piece		
55	MOUSE, OPTICAL, USB connection type	21.00	unit		
56	MOUSE, WIRELESS, USB	6.00	unit		
57	DATA FILE BOX	32.00	piece		
58	DATA FOLDER	28.00	piece		
59	ENVELOPE, documentary, A4	4.00	box		
60	ENVELOPE, DOCUMENTARY, for legal size document	11.00	box		
61	ENVELOPE, expanding, plastic	63.00	piece		
62.	ENVELOPE, mailing	10.00	box		
63.	FASTENER, metal, non-sharp edges	112.00	box		
64.	FILE ORGANIZER, expanding, plastic, legal	14.00	piece		
65.	FILE TAB DIVIDER, bristol board, for	2.00	set		

	A4				
66.	FILE TAB DIVIDER, legal	6.00	set		
67.	FOLDER, fancy, with slide, A4	4.00	bundle		
68.	FOLDER, fancy, with slide, legal	33.00	bundle		
69.	FOLDER, L-type, A4	6.00	pack		
70.	FOLDER, L-type, legal	9.00	pack		
71.	FOLDER, pressboard	16.00	box		
72.	FOLDER, with tab, A4	3.00	pack		
73.	FOLDER, with tab, legal	4.00	pack		
74.	MAGAZINE FILE BOX, large	25.00	piece		
75.	MARKER, fluorescent	29.00	set		
76.	MARKER, whiteboard, black	39.00	piece		
77.	MARKER, whiteboard, blue	10.00	piece		
78	MARKER, whiteboard, red		piece		
79	MARKER, permanent, black, bullet type	107.00	piece		
80	MARKER, permanent, blue, bullet type	29.00	piece		
81	MARKER, permanent, red, bullet type	37.00	piece		
82	PAPER CLIP, vinyl/plastic coated, 33mm	97.00	box		
83	PAPER CLIP, vinyl/plastic coated, 50mm	120.00	box		
84	PENCIL, lead, with eraser	114.00	box		
85	RING BINDER, plastic, 32mm	5.00	bundle		
86	STAMP PAD, felt	21.00	piece		

87	BLADE, for general purpose cutter / utility knife	30.00	piece		
88	CUTTER/UTILITY KNIFE, for general purpose	22.00	piece		
89	DATING AND STAMPING MACHINE	11.00	piece		
90	PENCIL SHARPENER, manual, single cutter head	6.00	piece		
91	PUNCHER, paper, heavy duty	15.00	piece		
92	STAPLER, standard type	41.00	piece		
93	STAPLER, heavy duty, binder type	3.00	unit		
94	STAPLE REMOVER, plier type	25.00	piece		
95	TAPE DISPENSER, table top	9.00	piece		
96	BINDING AND PUNCHING MACHINE, 50mm binding capacit	1.00	unit		
97	CALCULATOR, compact	16.00	unit		
98	PAPER TRIMMER / CUTTING MACHINE, table top	2.00	unit		
99	PAPER SHREDDER	2.00	unit		
100	INK CART, BROTHER LC67B, Black	2.00	cart		
101	INK CART, CANON CL-811, Colored	28.00	cart		
102	INK CART, CANON PG-810, Black	48.00	cart		
103	INK CART, EPSON C13T664100 (T6641), Black	395.00	cart		
104	INK CART, EPSON C13T664200 (T6642), Cyan	146.00	cart		
105	INK CART, EPSON C13T664300 (T6643), Magenta	153.00	cart		
106	INK CART, EPSON C13T664400 (T6644), Yellow	153.00	cart		
107	INK CART, HP CN692AA, (HP704), Black	47.00	cart		
108	INK CART, HP CN693AA, (HP704), Tri-color	9.00	cart		

109	INK CART, HP CZ107AA, (HP678), Black	6.00	cart		
110	INK CART, HP CZ108AA, (HP678), Tricolor	6.00	cart		
111	PHILIPPINE NATIONAL FLAG	12.00	piece		
112	MONOBLOC CHAIR, beige	12.00	piece		
113	ERASER, plastic/rubber	23.00	piece		
114	SIGN PEN, black	399.00	piece		
115	SIGN PEN, blue	75.00	piece		
116	SIGN PEN, red	37.00	piece		
117	SURGICAL MASK, 3 ply	1160.00	piece		
118	ballpen blue 0.5mm	24.00	piece		
119	ballpen, fabercastle black	4.00	box		
120	ballpen, fabercastle blue	3.00	box		
121	ballpen, panda, black	4.00	box		
122	ballpen black, panda	223.00	piece		
123	ballpen, ballpoint black	2.00	box		
124	ballpen, ballpoint blue	1.00	box		
125	ballpen, ballpoint red	1.00	box		
126	ballpen, fine black	30.00	piece		
127	ballpen, unilocknack black	100.00	piece		
128	ballpen, unilocknack blue	72.00	piece		
129	ballpen bp1 rt black	116.00	piece		
130	ballpen bp1 rt blue	60.00	piece		
131	ballpen bp1 rt red	10.00	piece		
132	correction pen	79.00	piece		
133	signpen v10 grip	83.00	piece		

134	signpen, Gtech 0.4 black	11.00	box		
135	signpen, Gtech 0.4 black	30.00	piece		
136	signpen, gtech 0.4 blue	1.00	box		
137	signpen, gtech 0.4 blue	25.00	piece		
138	signpen, Gtech 0.4 red	8.00	piece		
139	sign pen, gel 0.8	8.00	piece		
140	ballpen, classique, black	100.00	piece		
141	sign pen, black, liquid/gel ink, 0.5mm needle tip	10.00	piece		
142	sign pen, blue, liquid/gel ink, 0.5mm needle tip	10.00	piece		
143	sign pen, red, liquid/gel ink, 0.5mm needle tip	10.00	piece		
144	stabilo yellow	19.00	piece		
145	stabilo pink	17.00	piece		
146	stabilo green	2.00	piece		
147	A3 hard copy 70gsm	50.00	ream		
148	Bond paper, long sub 24	10.00	ream		
149	Bond paper, A4 sub 24	5.00	ream		
150	Bond paper, short sub 24	11.00	ream		
151	Book paper, short 8.5x11 hard copy	55.00	ream		
152	Book paper, legal hard copy	36.00	ream		
153	Oslo drawing paper, 9x11, white or cream	10.00	ream		
154	Paper board 8.5x11 soft green	70.00	pack		
155	Paper board 8.5x11 cream	74.00	pack		
156	Paper board 8.5x11 white	71.00	pack		
157	morocco board long	50.00	piece		

158	index card, 4x6	3.00	pack		
159	double sided tape 1"	5.00	roll		
160	folder tagboard, legal size	47.00	pack		
161	folder tagboard, A4 size	4.00	pack		
162	folder expanded, green	10.00	piece		
163	folder expanded, red	1.00	box		
164	folder expanded, blue	1.00	box		
165	form 102 (COLB)	4.00	pad		
166	form 103 (COD)	6.00	pad		
167	form 97 (COM)	6.00	pad		
168	form 90 (AFML)	4.00	pad		
169	Columnar book 16 col	5.00	pad		
170	RPTAR card 500's	1000.00	piece		
171	building permit application form	25.00	pad		
172	brown envelop long	1.00	box		
173	brown envelop short	1.00	box		
174	envelop expanding, long green	10.00	piece		
175	folder, expanded, legal size	2.00	box		
176	book end	3.00	piece		
177	specialty board, white legal worx	2.00	bundl e		
178	specialty board, white short worx	14.00	pack		
179	stick photo paper	10.00	pack		
180	sticker paper, white, long 10's, heavy duty	12.00	pack		
181	photo paper	30.00	pack		
182	yellow paper, victory	15.00	pad		

183	Plastic, fastener apple	25.00	box		
184	glue, elmers medium	1.00	bottle		
185	elmer's glue, blue gel, 2006	6.00	bottle		
186	Ink, brother MFC -T910DW, black	10.00	cart		
187	Ink, brother MFC -T910DW, magenta	5.00	cart		
188	Ink, brother MFC -T910DW, cyan	5.00	cart		
189	Ink, brother MFC -T910DW, yellow	5.00	cart		
190	HP GT51 or GT51XL black	5.00	cart		
191	HP GT52 magenta	5.00	cart		
192	HP GT52 cyan	5.00	cart		
193	HP GT52 yellow	5.00	cart		
194	Ink cart Epson 003, black	117.00	cart		
195	Ink cart Epson 003, magenta	54.00	cart		
196	Ink cart Epson 003, cyan	54.00	cart		
197	Ink cart Epson 003, yellow	59.00	cart		
198	Ink, LC3617 black	19.00	cart		
199	Ink, LC3617 magenta	8.00	cart		
200	Ink, LC3617 cyan	8.00	cart		
201	Ink, LC3617 yellow	8.00	cart		
202	Ink BT D60 black	48.00	cart		
203	Ink BT 5000 magenta	13.00	cart		
204	Ink BT 5000 cyan	12.00	cart		
205	Ink BT 5000 yellow	6.00	cart		
206	Ink canon GL-490 PGBK, black	5.00	cart		
207	Ink canon GL-490 PGM, magenta	5.00	cart		
208	Ink canon GL-490 PGC, cyan	5.00	cart		

209	Ink canon GL-490 PGY, yellow	5.00	cart		
210	Ink epson 001 black	8.00	cart		
211	Ink epson 001 magenta	4.00	cart		
212	Ink epson 001 cyan	4.00	cart		
213	Ink epson 001 yellow	4.00	cart		
214	Toner cart BP-FT20BA black	3.00	cart		
215	Toner cart BP-FT20CA cyan	2.00	cart		
216	Toner cart BP-FT20MA magenta	2.00	cart		
217	Toner cart BP-FT20YA yellow	2.00	cart		
218	Toner, sharp BD 20-m24 bp-ft200	3.00	cart		
219	Toner, sharp AR 7024 MX237FT	6.00	cart		
220	Ink epson LX 310, ribbon cartridge	21.00	cart		
221	Ribbon cart Epson (black) S0155841	6.00	cart		
222	Toilet bowl brush, heavy duty	12.00	piece		
223	Toilet pump, heavy duty	5.00	piece		
224	Toilet cake, albatros	24.00	piece		
225	Muriatic acid, liter	24.00	liter		
226	Muriatic acid, gal	9.00	gal		
227	Bleach	15.00	liter		
228	Dishwashing liquid, 495ml	32.00	bottle		
229	dishwashing liquid, 1L	2.00	bottle		
230	Fabric conditioner, sunrise fresh, 1L	10.00	bottle		
231	Hand soap, big, white	66.00	piece		
232	Sponge	5.00	piece		
233	Raincoat pajama	30.00	pair		
234	Rainboots, steel toe, large	20.00	pair		

235	Rainboots	14.00	pair		
236	chlorine	2.00	kilo		
237	faucet ordinary	2.00	piece		
238	dust mask, washable	30.00	piece		
239	gloves, heavy duty, rubberize	30.00	pair		
240	mop tornado	4.00	unit		
241	surgical mask, disposable 3ply 50's	6.00	box		
242	face mask, KN94, 10pcs/pack, white & gray	20.00	pack		
243	facial tissue, interfold, box	10.00	box		
244	wet wipes, 90sheet/pack	8.00	pack		
245	ceramic pot with plater, white medium	5.00	set		
246	ceramic pot with plater, white large	5.00	set		
247	white pots, medium size	4.00	piece		
248	white pots, large size	4.00	piece		
249	pranela, assorted colors	10.00	piece		
250	mop bucket winger combination	2.00	unit		
251	keyboard	11.00	piece		
252	keyboard rubberized	3.00	piece		
253	numbering machine	1.00	unit		
254	mousepad with gel rest wrist support mat gaming for PC laptop	9.00	piece		
255	celluloid thick	1.00	roll		
256	calculatorJS 20 tv 2way power	2.00	unit		
257	calculator HL- 122TV 12digits	7.00	unit		
258	paper cutter B5 wood	1.00	unit		
259	rubber band round small	6.00	box		

260	pvc cover transparent long	50.00	piece		
261	typewriter ribbon	1.00	dozen		
262	usb 32gb	7.00	piece		
263	external hard drive 2TB	5.00	unit		
264	trashbin, white	2.00	piece		
265	disinfectant bleaching solution	11.00	bottle		
267	wall clock quarts	3.00	unit		
268	picture frame, A4 size	5.00	piece		
269	portable computer speakerw/ stereo bass	1.00	unit		
270	120gb ssd for windows 10	1.00	unit		
271	HP multi media speaker mini usb type	1.00	unit		
272	logitech headphone w/ microphone-wired	1.00	unit		
273	A4 tech webcam w/ built in microphone	1.00	unit		
274	glass and multi surface spray	25.00	bottle		
275	battery, rechargeable, AA	5.00	piece		
276	battery, rechargeable, AAA	8.00	piece		
277	Electric drilling machine wear-resistant tag drill paper plastic dual use hollow drill needle punching drill bit bookbinding machine	1.00	unit		
278	Cloth bookbinding repair tape, 15 yard roll, black	2.00	roll		
279	glass top (table cover) 31" x 57"	1.00	unit		
280	Humdifier scent/water base essential oil (1 wild lavender, 1 bubble gum, 1 peppermint, 1 citronella, 1 fresh bamboo)	3.00	liter		
281	scissors, (6")	2.00	pair		

282	paper cutter, metal frame, board bed, maunal, A4 size	1.00	unit		
283	RING BINDER, plastic, 32mm, red	1.00	bundl e		
284	FLUORESCENT LAMP, 18W	10.00	piece		
285	LIGHT BULB, 7W	20.00	piece		
286	extension, heavy duty 15 meters	1.00	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	
2.	LIQUID HAND SANITIZER, 500mL	
3.	ALCOHOL, Ethyl, 68%-72%, 500 ml	
4.	ALCOHOL, ethyl, 68%-72%, 1 Gallon	
5.	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	
6.	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	
7.	POVIDONE IODINE, 10 % solution, 120 ml	
8.	INK, for stamp pad	
9.	ACETATE	
10.	CARBON FILM, A4	
11.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
12.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
13.	NOTE PAD, stick on, 3" x 3"	
14.	PAPER, MULTICOPY, A4, 80 gsm	
15.	PAPER, MULTICOPY, Legal, 80gsm	
16.	PAPER, multi-purpose, legal, 70gsm	

17	PAD PAPER, ruled	
18	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
19	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
20	TISSUE, interfolded paper towel	
21	TOILET TISSUE PAPER, Interfolded Paper Towel	
22	BATTERY, dry Cell, size AA	
23	BATTERY, dry Cell, size AAA	
24	BATTERY, dry Cell, size D	
25	GLUE, all purpose	
26	STAPLE WIRE, standard	
27	TAPE, electrical	
28	TAPE, masking, 24mm	
29	TAPE, MASKING, 48mm	
30	TAPE, packaging, 48mm	
31	TAPE, transparent, 24mm	
32	TAPE, transparent, 48mm	
33	ELECTRIC FAN, industrial, ground type	
34	ELECTRIC FAN, stand type	
35	ELECTRIC FAN, wall mount, plastic blade	
36	THERMOGUN	
37	RULER, plastic, 450mm	
38	AIR FRESHENER, aerosol type	
39	BROOM, soft, tambo	
40	BROOM, stick, ting-ting	
41	CLEANER, toilet and urinal	
42	CLEANSER, scouring powder	
43	DETERGENT BAR, 140g	
44	DETERGENT POWDER, all-purpose, 1kg	
45	DISINFECTANT SPRAY, aerosol type	
46	SODIUM HYPOCHLORITE, 3.785 liters	
47	LIQUID HAND SOAP, 500mL	

48	FLOOR WAX, paste type, red	
49	MOP BUCKET, heavy duty, hard plastic	
50	MOPHANDLE, heavy duty, screw type	
51	MOPHEAD, made of rayon	
52	RAGS, all cotton	
53	Trashbag, GPP specs, black, 940mmx1016mm	
54	EXTERNAL HARD DRIVE, 1 TB	
55	MOUSE, OPTICAL, USB connection type	
56	MOUSE, WIRELESS, USB	
57	DATA FILE BOX	
58	DATA FOLDER	
59	ENVELOPE, documentary, A4	
60	ENVELOPE, DOCUMENTARY, for legal size document	
61	ENVELOPE, expanding, plastic	
62.	ENVELOPE, mailing	
63.	FASTENER, metal, non-sharp edges	
64.	FILE ORGANIZER, expanding, plastic, legal	
65.	FILE TAB DIVIDER, bristol board, for A4	
66.	FILE TAB DIVIDER, legal	
67.	FOLDER, fancy, with slide, A4	
68.	FOLDER, fancy, with slide, legal	
69.	FOLDER, L-type, A4	
70.	FOLDER, L-type, legal	
71.	FOLDER, pressboard	
72.	FOLDER, with tab, A4	
73.	FOLDER, with tab, legal	
74.	MAGAZINE FILE BOX, large	
75.	MARKER, fluorescent	
76.	MARKER, whiteboard, black	
77.	MARKER, whiteboard, blue	

78	MARKER, whiteboard, red	
79	MARKER, permanent, black, bullet type	
80	MARKER, permanent, blue, bullet type	
81	MARKER, permanent, red, bullet type	
82	PAPER CLIP, vinyl/plastic coated, 33mm	
83	PAPER CLIP, vinyl/plastic coated, 50mm	
84	PENCIL, lead, with eraser	
85	RING BINDER, plastic, 32mm	
86	STAMP PAD, felt	
87	BLADE, for general purpose cutter / utility knife	
88	CUTTER/UTILITY KNIFE, for general purpose	
89	DATING AND STAMPING MACHINE	
90	PENCIL SHARPENER, manual, single cutter head	
91	PUNCHER, paper, heavy duty	
92	STAPLER, standard type	
93	STAPLER, heavy duty, binder type	
94	STAPLE REMOVER, plier type	
95	TAPE DISPENSER, table top	
96	BINDING AND PUNCHING MACHINE, 50mm binding capacity	
97	CALCULATOR, compact	
98	PAPER TRIMMER / CUTTING MACHINE, table top	
99	PAPER SHREDDER	
100	INK CART, BROTHER LC67B, Black	
101	INK CART, CANON CL-811, Colored	
102	INK CART, CANON PG-810, Black	
103	INK CART, EPSON C13T664100 (T6641), Black	
104	INK CART, EPSON C13T664200 (T6642), Cyan	
105	INK CART, EPSON C13T664300 (T6643), Magenta	

106	INK CART, EPSON C13T664400 (T6644), Yellow	
107	INK CART, HP CN692AA, (HP704), Black	
108	INK CART, HP CN693AA, (HP704), Tri-color	
109	INK CART, HP CZ107AA, (HP678), Black	
110	INK CART, HP CZ108AA, (HP678), Tricolor	
111	PHILIPPINE NATIONAL FLAG	
112	MONOBLOC CHAIR, beige	
113	ERASER, plastic/rubber	
114	SIGN PEN, black	
115	SIGN PEN, blue	
116	SIGN PEN, red	
117	SURGICAL MASK, 3 ply	
118	ballpen blue 0.5mm	
119	ballpen, fabercastle black	
120	ballpen, fabercastle blue	
121	ballpen, panda, black	
122	ballpen black, panda	
123	ballpen, ballpoint black	
124	ballpen, ballpoint blue	
125	ballpen, ballpoint red	
126	ballpen, fine black	
127	ballpen, unilocknack black	
128	ballpen, unilocknack blue	
129	ballpen bp1 rt black	
130	ballpen bp1 rt blue	
131	ballpen bp1 rt red	
132	correction pen	
133	signpen v10 grip	
134	signpen, Gtech 0.4 black	
135	signpen, Gtech 0.4 black	
136	signpen, gtech 0.4 blue	
137	signpen, gtech 0.4 blue	

138	signpen, Gtech 0.4 red	
139	sign pen, gel 0.8	
140	ballpen, classique, black	
141	sign pen, black, liquid/gel ink, 0.5mm needle tip	
142	sign pen, blue, liquid/gel ink, 0.5mm needle tip	
143	sign pen, red, liquid/gel ink, 0.5mm needle tip	
144	stabilo yellow	
145	stabilo pink	
146	stabilo green	
147	A3 hard copy 70gsm	
148	Bond paper, long sub 24	
149	Bond paper, A4 sub 24	
150	Bond paper, short sub 24	
151	Book paper, short 8.5x11 hard copy	
152	Book paper, legal hard copy	
153	Oslo drawing paper, 9x11, white or cream	
154	Paper board 8.5x11 soft green	
155	Paper board 8.5x11 cream	
156	Paper board 8.5x11 white	
157	morocco board long	
158	index card, 4x6	
159	double sided tape 1"	
160	folder tagboard, legal size	
161	folder tagboard, A4 size	
162	folder expanded, green	
163	folder expanded, red	
164	folder expanded, blue	
165	form 102 (COLB)	
166	form 103 (COD)	
167	form 97 (COM)	
168	form 90 (AFML)	
169	Columnar book 16 col	

170	RPTAR card 500's	
171	building permit application form	
172	brown envelop long	
173	brown envelop short	
174	envelop expanding, long green	
175	folder, expanded, legal size	
176	book end	
177	specialty board, white legal worx	
178	specialty board, white short worx	
179	stick photo paper	
180	sticker paper, white, long 10's, heavy duty	
181	photo paper	
182	yellow paper, victory	
183	Plastic, fastener apple	
184	glue, elmers medium	
185	elmer's glue, blue gel, 2006	
186	Ink, brother MFC -T910DW, black	
187	Ink, brother MFC -T910DW, magenta	
188	Ink, brother MFC -T910DW, cyan	
189	Ink, brother MFC -T910DW, yellow	
190	HP GT51 or GT51XL black	
191	HP GT52 magenta	
192	HP GT52 cyan	
193	HP GT52 yellow	
194	Ink cart Epson 003, black	
195	Ink cart Epson 003, magenta	
196	Ink cart Epson 003, cyan	
197	Ink cart Epson 003, yellow	
198	Ink, LC3617 black	
199	Ink, LC3617 magenta	
200	Ink, LC3617 cyan	
201	Ink, LC3617 yellow	
202	Ink BT D60 black	

203	Ink BT 5000 magenta	
204	Ink BT 5000 cyan	
205	Ink BT 5000 yellow	
206	Ink canon GL-490 PGBK, black	
207	Ink canon GL-490 PGM, magenta	
208	Ink canon GL-490 PGC, cyan	
209	Ink canon GL-490 PGY, yellow	
210	Ink epson 001 black	
211	Ink epson 001 magenta	
212	Ink epson 001 cyan	
213	Ink epson 001 yellow	
214	Toner cart BP-FT20BA black	
215	Toner cart BP-FT20CA cyan	
216	Toner cart BP-FT20MA magenta	
217	Toner cart BP-FT20YA yellow	
218	Toner, sharp BD 20-m24 bp-ft200	
219	Toner, sharp AR 7024 MX237FT	
220	Ink epson LX 310, ribbon cartridge	
221	Ribbon cart Epson (black) S0155841	
222	Toilet bowl brush, heavy duty	
223	Toilet pump, heavy duty	
224	Toilet cake, albatros	
225	Muriatic acid, liter	
226	Muriatic acid, gal	
227	Bleach	
228	Dishwashing liquid, 495ml	
229	dishwashing liquid, 1L	
230	Fabric conditioner, sunrise fresh, 1L	
231	Hand soap, big, white	
232	Sponge	
233	Raincoat pajama	
234	Rainboots, steel toe, large	
235	Rainboots	
236	chlorine	

237	faucet ordinary	
238	dust mask, washable	
239	gloves, heavy duty, rubberize	
240	mop tornado	
241	surgical mask, disposable 3ply 50's	
242	face mask, KN94, 10pcs/pack, white & gray	
243	facial tissue, interfold, box	
244	wet wipes, 90sheet/pack	
245	ceramic pot with plater, white medium	
246	ceramic pot with plater, white large	
247	white pots, medium size	
248	white pots, large size	
249	pranela, assorted colors	
250	mop bucket winger combination	
251	keyboard	
252	keyboard rubberized	
253	numbering machine	
254	mousepad with gel rest wrist support mat gaming for PC laptop	
255	celluloid thick	
256	calculatorJS 20 tv 2way power	
257	calculator HL- 122TV 12digits	
258	paper cutter B5 wood	
259	rubber band round small	
260	pvc cover transparent long	
261	typewriter ribbon	
262	usb 32gb	
263	external hard drive 2TB	
264	trashbin, white	
265	disinfectant bleaching solution	
267	wall clock quarts	
268	picture frame, A4 size	
269	portable computer speakerw/ stereo bass	

270	120gb ssd for windows 10	
271	HP multi media speaker mini usb type	
272	logitech headphone w/ microphone-wired	
273	A4 tech webcam w/ built in microphone	
274	glass and multi surface spray	
275	battery, rechargeable, AA	
276	battery, rechargeable, AAA	
277	Electric drilling machine wear-resistant tag drill paper plastic dual use hollow drill needle punching drill bit bookbinding machine	
278	Cloth bookbinding repair tape, 15 yard roll, black	
279	glass top (table cover) 31" x 57"	
280	Humidifier scent/water base essential oil (1 wild lavender, 1 bubble gum, 1 peppermint, 1 citronella, 1 fresh bamboo)	
281	scissors, (6")	
282	paper cutter, metal frame, board bed, manual, A4 size	
283	RING BINDER, plastic, 32mm, red	
284	FLUORESCENT LAMP, 18W	
285	LIGHT BULB, 7W	
286	extension, heavy duty 15 meters	

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.

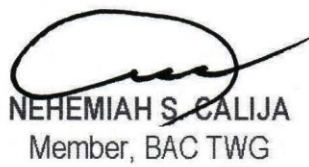
Reference No.: MGPIN – 2022 – 03 – 051
Project Title: Purchase of Office Supplies 1st and 2nd Quarter CY 2022
Location: Municipal Hall, Pasuquin, Ilcos Norte
Source of Fund: General Fund CY 2022
Approved Budget for the Contract (ABC): Php 1,785,838.61

Prepared by:


JOAN L. LUMANTA
BAC Secretariat

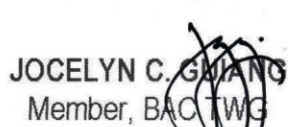
Reviewed by:

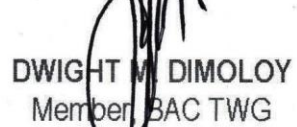

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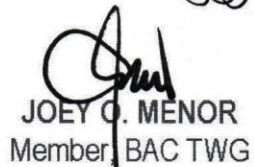

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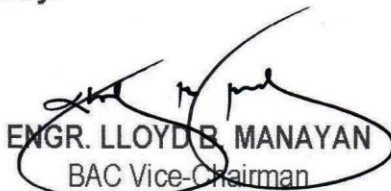

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ENGR. CONRADO C. DE VERA
BAC Chairman

MGPIN-2022 – 03 – 051

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.

