

PHILIPPINE BIDDING DOCUMENTS

Procurement of Office Supplies and Materials of the Office of the Chief Minister

**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



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
BIDS AND AWARDS COMMITTEE
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

INVITATION TO BID
Procurement of Office Supplies and Materials of the
Office of the Chief Minister.

IB No. OCM-2021-011

1. The Office of the Chief Minister, Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM), through the General Appropriations Act for the Bangsamoro 2021 intends to apply the sum of **Six Million Three Hundred Seventy Thousand Five Hundred Seventy-Seven Pesos and Ninety-Seven Centavos (PHP 6,370,577.97)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Office Supplies and Materials of the Office of the Chief Minister.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The OCM-BARMM now invites bids for the **Procurement of Office Supplies and Materials of the Office of the Chief Minister**. Delivery of the Services is specified in Section VI. Schedule of Requirements. Bidders should have completed, within three years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from OCM-BARMM and inspect the Bidding Documents at the address given below during 8:00 a.m.-5:00 p.m. during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 21-July 12, 2021, 8:30 a.m.** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents in the amount of

Ten Thousand Pesos (PHP 10,000.00), pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The OCM-BARMM will hold a **Pre-Bid Conference¹ on June 28, 2021, 9:00 a.m. at Bajau Hall, 2F OCM Building, Bangsamoro Government Center, Cotabato City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **on or before July 12, 2021, 8:30 a.m.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. **Bid opening shall be on July 12, 2021, 9:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The OCM-BARMM 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:

*Bids and Awards Committee Secretariat
Office of the Chief Minister
2F Office of the Chief Minister, Bangsamoro Government Center,
Bangsamoro Government Center, Gov. Gutierrez Ave.,
Rosary Heights VII, Cotabato City
Tel. No. (064) 552-1053
0917-831-7214*

Sgd.
SHA ELIJAH B. DUMAMA-ALBA
Chairperson, Bids and Awards Committee

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, OCM-BARMM, wishes to receive Bids for the Procurement of Office Supplies and Materials of the Office of the Chief Minister, with identification number

The Procurement Project (referred to herein as “Project”) is composed of one lot, 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 GAAB 2021 in the amount of PHP 6,370,577.97.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 *three years* 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.

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 e.
- 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 **Section VII (Technical Specifications)**.

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 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 from submission*. 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.

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.

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.

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 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 15 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:
- One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}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**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

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	
3	<p>Bidders should comply with the prescribed Bidding forms specified in GPPB Circular 04-2020, GPPB Resolution 16-2020, and the Bidding Documents.</p> <p>Bids not addressing or providing all the required items in the above documents shall be considered non-responsive and, thus, automatically disqualified.</p>
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Contract for the delivery of office supplies and Materials; and b. completed within three years prior to the deadline for the submission and receipt of bids.
7.1	<i>Not applicable.</i>
10.1	The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section IX. Checklist of Technical and Financial Documents arranged and tabbed. Failure of the bidder to do so shall be a ground for the rejection of its bid.
11.1	The second bid envelope shall contain the financial documents for the Bid as specified in Section IX. Checklist of Technical and Financial Documents arranged and tabbed. Failure of the bidder to do so shall be a ground for the rejection of its bid.
12	The price of the Goods shall be quoted in Philippine Peso.
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> <ol style="list-style-type: none"> a. The amount of not less than _____ <i>[Indicate the amount equivalent to two percent (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>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
15	Each Bidder may submit six (6) certified true copies of its Technical and Financial documents certified by the owner or duly authorized representative whose full name and designation should be indicated below the signature.

	<p>With respect to the documents that are required by the PBD 6th edition to be original should be originally signed by the bidder or its duly authorized representative.</p> <p>Each bidder shall submit its bid proposal to a one mother envelope that shall contained 6 more envelopes containing six copies of its technical and financial documents. Each of the six envelopes shall contained two more envelopes labeled as technical and financial component. The envelopes must be properly and separately marked and sealed.</p>
19.3	<i>Not applicable.</i>
20.2	<i>Not applicable.</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**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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 prior to 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. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a*

Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}

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 *{[Include if Framework Agreement will be used:]* 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 IV (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	
1	<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><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered in Cotabato City. 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 <i>[indicate name(s)]</i>.</p> <p>Incidental Services -</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts -

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging -

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

	<p>destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation -</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

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

Section VI. Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Accession Book	10 pcs		Within 30 calendar days upon receipt of the NTP.
2	Arch file, Horizontal, Long	180 pcs		
3	Arch file, Side Clip/Portrait, Long	113 pcs		
4	Ballpen Ink, Black, Pilot PIL31020 0.7mm G2 Premium Retractable Rollerball Gel	2 boxes		
5	Ballpen Ink, Blue, Pilot PIL31020 0.7mm G2 Premium Retractable Rollerball Gel	2 boxes		
6	Ballpen Ink, Red, Pilot PIL31020 0.7mm G2 Premium Retractable Rollerball Gel	2 boxes		
7	Ballpen Organizer, Metal	4 pcs		
8	Ballpen, Ballpoint Fine, Black	312 pcs		
9	Ballpen, Ballpoint Fine, Blue	240 pcs		
10	Ballpen, Doodle Fine Point, 0.5mm, Black	1280 pcs		
11	Ballpen, Doodle Fine Point, 0.5mm, Blue	1064 pcs		
12	Ballpen, Doodle Fine Point, 0.5mm, Red	90 pcs		
13	Ballpen, Retractable Gel Ink, 0.5mm, Black	456 pcs		
14	Ballpen, Retractable Gel Ink, 0.5mm, Blue	456 pcs		
15	Ballpen, Super Fine Point, 0.5mm, Black	288 pcs		
16	Battery, dry cell, AA, 2 pieces per blister pack	89 packs		
17	Battery, dry cell, AAA, 2 pieces per blister pack	98 packs		
18	Battery, dry cell, D, 1.5 volts, alkaline	10 packs		
19	Bond Paper, Color Blue, Legal	10 reams		

20	Bond Paper, Color Pink, Legal	10 reams	
21	Bond Paper, Color Yellow, Legal	14 reams	
22	Bond Paper, Multicopy, 70gsm, A3	2 reams	
23	Bond Paper, Multicopy, 70gsm, A4	1688 reams	
24	Bond Paper, Multicopy, 70gsm, Long	1390 reams	
25	Bond Paper, Multicopy, 70gsm, Short	505 reams	
26	Bond Paper, Multicopy, 80gsm, A4	557 reams	
27	Bond Paper, Multicopy, 80gsm, Legal	522 reams	
28	Bullclip, 19mm	324 boxes	
29	Bullclip, 25mm	259 boxes	
30	Bullclip, 32mm	263 boxes	
31	Bullclip, 41mm	124 boxes	
32	Bullclip, 51mm	224 boxes	
33	Calculator	22 pcs	
34	Calculator, AS-120v pink 12 digits	2 pcs	
35	Calculator, Casio DX-120B	15 pcs	
36	Calculator, Casio, Desktop, GX16B 16D	3 pcs	
37	Calculator, Casio, Printing HR-100RC	2 pcs	
38	Carbon film, legal	40 boxes	
39	Certificate Holder, plastic, A4 size	100 pcs	
40	Certificate Holder, plastic, letter size	40 pcs	
41	Clearbook, A4	150 pcs	
42	Clearbook, legal	120 pcs	
43	Clip, Paper, Jumbo	40 boxes	
44	Clip, Paper, Small	40 boxes	
45	Columnar book 24col	1 pc	
46	Columnar Pad 8 Columns/book	20 book	
47	Cork Board 30x40	4 pcs	
48	Cork Board, 2 ft x 1.5 ft	1 pc	

49	Cork Board, Wall mount, 3x6	1 pc	
50	Correction Fluid Pen	8 pcs	
51	Correction Liquid, white out	26 pcs	
52	Correction Tape Refill	15 pcs	
53	Correction Tape, Refillable, film basetype, UL 6m min	602 pcs	
54	Cover, PVC	1 box	
55	Cutter Blade refill	50 pcs	
56	Cutter Knife	82 pcs	
57	Data file box, double	120 pcs	
58	Data file box, single	74 pcs	
59	Date Stamp	9 pcs	
60	Desk Organizer Document Paper Tray, 3 layer	37 pcs	
61	Desk Organizer Document Paper Tray, 4 layer	11 pcs	
62	Envelope, Coin, Kraft, size 10, 500pcs/box	5 boxes	
63	Envelope, Coin, Kraft, size 8, 500pcs/box	20 boxes	
64	Envelope, Expandable, Kraft, Legal	6750 pcs	
65	Envelope, Expandable, long, blue	106 pcs	
66	Envelope, Expandable, long, green	606 pcs	
67	Envelope, Expandable, long, orange	106 pcs	
68	Envelope, Expandable, long, violet	106 pcs	
69	Envelope, Expandable, long, yellow	506 pcs	
70	Envelope, Expandable, Plastic, Snap Button, A4	10 pcs	
71	Envelope, Expandable, Plastic, Snap Button, Long	95 pcs	
72	Envelope, Kraft, A4	23200 pcs	
73	Envelope, Kraft, Legal	28249 pcs	
74	Envelope, Kraft, Short	200 pcs	
75	Envelope, Mailing, with window, Long, 70gsm, 500pcs/pack	1 pack	

76	Envelope, Mailing, without window, Long, 70gsm, 500pcs/pack	19 boxes	
77	Eraser, felt, for blackboard/whiteboard	1 pc	
78	Eraser, plastic or rubber	94 pcs	
79	Fastener, 70mm long, between prongs	192 boxes	
80	Fastener, standard plastic paper	153 boxes	
81	File Organizer, expanding, legal, plastic, assorted color	45 pcs	
82	File Tab Divider, A4, five colors per set	45 sets	
83	File Tab Divider, legal, five colors per set	45 sets	
84	Flash Drive, 16 GB	132 pcs	
85	Flash Drive, 32 GB USB 2.0, plug and play	75 pcs	
86	Folder, kraft, A4	960 pcs	
87	Folder, kraft, Long	4880 pcs	
88	Folder, kraft, short	420 pcs	
89	Folder, Long, expandable, blue	200 pcs	
90	Folder, Long, expandable, green	4280 pcs	
91	Folder, Long, expandable, orange	210 pcs	
92	Folder, Long, expandable, pink	200 pcs	
93	Folder, Long, expandable, violet	200 pcs	
94	Folder, Long, expandable, yellow	210 pcs	
95	Folder, L-Type, plastic, A4	4200 pcs	
96	Folder, L-Type, plastic, Long	4200 pcs	
97	Folder, Short, expandable, green	200 pcs	
98	Folder, Tagboard/Cream, A4	3000 pcs	
99	Folder, Tagboard/Cream, Long	5200 pcs	
100	Folder, Transparent, A4	600 pcs	
101	Folder, Transparent, Legal	680 pcs	
102	Folder, white, long	1000 pcs	
103	Folder, white, short	1000 pcs	

104	Folder, with metal tab, green, long	158 pcs	
105	Folder, with plastic tab, A4	1100 pcs	
106	Folder, with plastic tab, Legal	500 pcs	
107	Glue, 130 g	91 pcs	
108	Glue, 240 ml	122 pcs	
109	HDMI Cable, 3m (Male to Male)	10 pcs	
110	HDMI to VGA Adapter	2 pcs	
111	ID Holder (B4)	150 pcs	
112	Index Card, 1/2 or 5x8, 100pcs/pack	41 packs	
113	Index Tab	153 bundle	
114	Ink Cartridge, Brother LC539XL-BK	5 cart	
115	Ink Cartridge, Brother LC539XL-C	5 cart	
116	Ink Cartridge, Brother LC539XL-M	5 cart	
117	Ink Cartridge, Brother LC539XL-Y	5 cart	
118	Ink Cartridge, HP678 Black	10 cart	
119	Ink Cartridge, HP678 Tricolor	10 cart	
120	Ink, Brother BT5000, Black	5 pcs	
121	Ink, Brother BT5000, Black	10 pcs	
122	Ink, Brother BT5000, Cyan	4 pcs	
123	Ink, Brother BT5000, Cyan	10 pcs	
124	Ink, Brother BT5000, Magenta	4 pcs	
125	Ink, Brother BT5000, Magenta	10 pcs	
126	Ink, Brother BT5000, Yellow	4 pcs	
127	Ink, Brother BT5000, Yellow	10 pcs	
128	Ink, Brother BT5000	4 pcs	
129	Ink, Brother LC3617-BK	40 pcs	
130	Ink, Brother LC3617-C	40 pcs	
131	Ink, Brother LC3617-M	40 pcs	
132	Ink, Brother LC3617-Y	40 pcs	
133	Ink, Epson 001, Black	10 pcs	
134	Ink, Epson 001, Cyan	10 pcs	
135	Ink, Epson 001, Magenta	10 pcs	
136	Ink, Epson 001, Yellow	10 pcs	
137	Ink, Epson 003 Black	389 pcs	

138	Ink, Epson 003 Cyan	321 pcs	
139	Ink, Epson 003 Magenta	321 pcs	
140	Ink, Epson 003 Yellow	321 pcs	
141	Ink, Epson 664, Black	185 pcs	
142	Ink, Epson 664, cyan	125 pcs	
143	Ink, Epson 664, magenta	125 pcs	
144	Ink, Epson 664, yellow	123 pcs	
145	Ink, Universal black, 1000ml	11 pcs	
146	Ink, universal colored (Magenta, yellow,cyan), 1000ml each	1 set	
147	Looseleaf Cover, made of chipboard for legal	2 bundle	
148	Magazine File box, large	50 pcs	
149	Magnetic T-29 Whiteboard eraser	3 pcs	
150	Marker refill ink, whiteboard, black	3 pcs	
151	Marker refill ink, whiteboard, blue	3 pcs	
152	Marker, Highlighter fluorescent, green	660 pcs	
153	Marker, Highlighter fluorescent, orange	660 pcs	
154	Marker, Highlighter fluorescent, yellow	706 pcs	
155	Marker, Super color, permanent, fine, Blue	35 boxes	
156	Marker, Super color, permanent, Broad, Black	20 boxes	
157	Marker, Super color, permanent, Broad, Blue	54 boxes	
158	Marker, Super color, permanent, fine, Black	39 boxes	
159	Marker, Super color, permanent, Fine, Red	13 boxes	
160	Marker, Super color, Whiteboard, Fine, Black	16 boxes	
161	Marker, Super color, Whiteboard, Fine, Blue	12 boxes	
162	Marker, Super color, Whiteboard, Fine, Red	10 boxes	
163	Micron Laminating Film 250 (10pcs/pack)	20 packs	
164	Mouse Pad	10 pcs	
165	Mouse, Optical, USB Connection	23 pcs	

166	Mouse, Wireless	14 pcs	
167	Notebook, Spiral Premium, 80 leaves	80 pcs	
168	Notebook, Steno, Spiral, size 152x298mm, 40 leaves	124 pcs	
169	Notepad, Stick-on, 2x2	100 pads	
170	Notepad, Stick-on, 2x3	428 pads	
171	Notepad, Stick-on, 3x3	602 pads	
172	Notepad, Stick-on, 3x4	838 pads	
173	Numbering Ink	4 pcs	
174	Numerical Stamp, 10 Digit	10 pcs	
175	Oxford BR309 Cable Ties-100 pcs size 3.6mm x 300mm	2 packs	
176	Pad Paper, ruled, sized 216mm x 330mm	6 pads	
177	Paper Bag, Extra Large (8.5x16 inches)	15 pack	
178	Paper Bag, Large (7x13.5 inches)	20 pack	
179	Paper bag, Medium (6.5x11.5 inches)	20 pack	
180	Paper Bag, small, brown (4.5x8.5 inches)	20 pack	
181	Paper Clip, vinyl/plastic coat, length:32mm min	499 boxes	
182	Paper Clip, vinyl/plastic coat, length:50mm min	445 boxes	
183	Paper Cutter, Wooden, A3	5 units	
184	Paper Fastener	1 box	
185	Paper, Manila 36"x48", 48gsm, 50pcs/pack	1 pack	
186	Paper, Specialty, White, Long, 90gsm, 100s/pack	20 packs	
187	Paper, Specialty, White, Short, 90gsm, 100s/pack	20 packs	
188	Parchment Paper, (8.5x11 inch)	58 sheets	
189	Pen Holder, black	5 pcs	
190	Pencil Sharpener, manual, single cutter head	50 pcs	
191	Pencil, lead with eraser, wood cased	231 boxes	
192	Photo Paper A4 size, Glossy	156 packs	
193	Photo Paper, A4 size, satin	59 packs	
194	Puncher, paper, heavy duty, w/ two hole guide	34 units	

195	Puncher, paper, w/ two hole guide	33 units	
196	Push pin	224 packs	
197	Rechargeable Battery, 9v, w/ charger	2 set	
198	Record Book, 150leaves	30 pcs	
199	Record Book, 250leaves	6 pcs	
200	Record Book, 300leaves	108 pcs	
201	Record Book, 500leaves	596 pcs	
202	Ring, binding, 10mm, Long, 200pcs/box	20 boxes	
203	Ring, binding, 12mm, Long, 200pcs/box	20 boxes	
204	Ring, binding, 16mm, Long, 200pcs/box	20 boxes	
205	Ring, binding, 22mm, Long, 200pcs/box	20 boxes	
206	Ring, binding, 32mm, 84 rings	40 boxes	
207	Ring, binding, 6mm, Long, 200pcs/box	20 boxes	
208	Ring, binding, 8mm, Long, 200pcs/box	20 boxes	
209	Rubber band 70mm min lay flat length (#18)	70 boxes	
210	Ruler, 12 inch	40 pcs	
211	Ruler, 18 inch	75 pcs	
212	Scissors, symmetrical, blade length: 2.5inch	120 pairs	
213	Scissors, symmetrical, blade length: 5 inch	54 pairs	
214	Self Ink 3mm Mini Dater (2020-up)	1 pc	
215	Self ink Date Received 42x26mm (2020-up)	1 pc	
216	Signpen, 0.5mm BLACK, Liquid/Gel ink, needle tip	1692 pcs	
217	Signpen, 0.5mm BLUE, Liquid/Gel ink, needle tip	948 pcs	
218	Signpen, 0.5mm RED, Liquid/Gel ink, needle tip	264 pcs	
219	Signpen, 1.0mm, BLACK, Roller Ball Pen, Liquid Gel, Retractable	768 pcs	
220	Signpen, 1.0mm, BLUE, Roller Ball Pen, Liquid Gel, Retractable	684 pcs	

221	Signpen, Pure Liquid Ink, Roller Ball Pen, Fine, 0.7mm, BLUE, Retractable	192 pcs	
222	Signpen, Pure Liquid Ink, Roller Ball Pen, Fine, 0.8mm, BLACK, Retractable	180 pcs	
223	Special Paper, Long (10 Sheet)	6 packs	
224	Special Paper, short	90 packs	
225	Stamp Pad	5 pcs	
226	Stamp pad felt, bed dimension: 60mmx100mm	20 pcs	
227	Stamp Pad Ink, Black	14 pcs	
228	Stamp Pad Ink, Blue	21 pcs	
229	Stamp Pad Ink, Green	5 pcs	
230	Stamp Pad Ink, Red	15 pcs	
231	Stamp Pad Ink, Violet	31 pcs	
232	Staple remover, plier-type	85 pcs	
233	Staple Wire No. 35, size 26/6	677 boxes	
234	Staple Wire, size 23/13	45 boxes	
235	Staple Wire, size 23/17	15 boxes	
236	Staple Wire, size 23/20	15 boxes	
237	Staple Wire, size 23/24	15 boxes	
238	Staple Wire, size 6-15mm	4 boxes	
239	Stapler, long reach arm	16 pcs	
240	Stapler, Standard type with remover	133 pcs	
241	Sticker Paper, A4, Glossy (10 Sheet)	14 packs	
242	Sticker Paper, A4, Satin (10 Sheet)	93 packs	
243	Sticker Paper, short	70 packs	
244	Sticky Note, Sign Here, 3M, yellow, 25x43mm	716 packs	
245	Tape Dispenser, table top, for 24mm width tape	27 pcs	
246	Tape, Clear, 1 inch	159 pcs	
247	Tape, Clear, 1/2 inch	20 pcs	
248	Tape, Clear, 2 inch	155 pcs	
249	Tape, Double-sided	195 pcs	
250	Tape, Duct, width: 48mm	33 pcs	
251	Tape, Electrical, 18mm x 16m min	10 pcs	
252	Tape, masking, width : 24mm (A±1mm)	91 pcs	
253	Tape, masking, width : 48mm (A±1mm)	49 pcs	

254	Tape, Packing, width: 48mm	126 pcs	
255	Tape, Transparent, 4"	30 pcs	
256	Thermal Paper for Fax Telephone	4 pcs	
257	Toner Cartridge, HP 85A	46 cart	
258	Toner Cartridge, Kyocera TK-1147	20 cart	
259	Toner Cartridge, Kyocera TK-1175	10 cart	
260	Toner Cartridge, Kyocera TK-4109	7 cart	
261	Toner Cartridge, Kyocera TK-4109	27 cart	
262	Toner Cartridge, Kyocera TK-479	5 cart	
263	Toner Cartridge, Kyocera TK-6113	2 cart	
264	Toner, HP2676	1 pc	
265	Toner, TN-2280 Brother MFC7470D	10 pcs	
266	Top-clip file Folder, 2 ring metal finger, long	10 pcs	
267	Twine, Plastic, one (1) kilo per roll	2 rolls	
268	Universal Socket Adapter 10A 250V	10 pcs	
269	UTP Cable Cat6 (indoor)	915 pcs	
270	UTP Cable Cat6 (outdoor)	610 pcs	
271	VGA Cable 3M, (male to male)	10 pcs	
272	White Board Eraser	5 pcs	
273	White Board, magnetic, 70x50cm	10 pcs	
274	Yellow Pad	50 pads	
275	Air Freshener Spray, 320ml, 275g	519 cans	
276	Alcohol, Ethyl, 68%-70%, scented, 500ml	212 btl	
277	Alcohol, Isopropyl, 68%-70%, scented, 3.785 liters	105 gallon	
278	Alcohol, Isopropyl, 68%-70%, scented, 500ml	268 btl	
279	Bleach, all-purpose disinfectant	93 pcs	

280	Broom, Soft, Tambo, weight: 350g min tiger grass	19 pcs	
281	Broom, Stick, Ting-ting, usable length: 760mm min	305 pcs	
282	Broom, Wall, Walis Abaka	10 pcs	
283	Brush, comfort grip household all-purpose cleaning scrub, flexible hard bristle, heavy duty for bathroom	10 pcs	
284	Brush, for Toilet bowl with holder	16 pcs	
285	Cleaner, Toilet bowl and Urinal, 900ml-1000ml cap	98 btl	
286	Cleanser, Scouring Powder, 350g min./can	13 pcs	
287	Conditioner, Fabric, Antibac 800ml	330 pcs	
288	Cultivating/garden tool set, Anti-slip handle	13 sets	
289	Deodorizer bathroom/toilet cake, 100g,	100 pcs	
290	Detergent bar, 140g	20 bars	
291	Detergent Powder, all purpose, 1kg per plastic pouch	194 pouches	
292	Dipper, thick plastic water ladle container with handle	10 pcs	
293	Dishwashing Liquid, 790 ml	55 btl	
294	Disinfectant Spray, aerosol type, 510g/17.98 oz	165 cans	
295	Door Mat, cotton, basahan, 5pcs	34 pcs	
296	Dust Pan, Heavy Duty, Length-30.5 x Width-25 x Height-59	20 pcs	
297	Face Mask, Indoplas Disposable, 3-ply w/ ear loop 50's	204 boxes	
298	Face Mask, KF94 non-woven Protection filter 3D anti-viral Mask per piece	430 boxes	
299	Face Mask, KN95	198 pcs	
300	Face Shield, Transparent Thick per piece	100 pcs	

301	Feather Duster, Microfiber adjustable dusting brush	8 pcs	
302	Floor Wax, 450g	30 pcs	
303	Fluorescent Starter FSU - 65watts 220-220V	30 pcs	
304	Furniture cleaner/polish, aerosol type, 400-500 grams (pledge)	16 pcs	
305	Garbage Bag, Large, 26x32 inches	12 packs	
306	Garbage Bag, Medium, 22x24 Inches	30 packs	
307	Garbage Bag, X-Large, 30x37 inches	8 packs	
308	Garbage Bag, XX-Large, 37x40 inches	80 packs	
309	Garbage Can, 80 Liters	10 pcs	
310	Garbage Can, Medium, 8 liters	41 pcs	
311	Garbage Can, pressed type w/ handle, New durable simple kitchen and Office	4 pcs	
312	Glass Cleaner spray, Multi-Surface cleaner, 500ml	90 bottles	
313	Glass Cleaner wiper, Adjustable Aluminum Handle with Sponge	26 pcs	
314	Gloves, rubber latex Laundry cleaning	39 pairs	
315	Gloves, Rubber Nitrile Elasticity Disposable cleaning work finger, 50pcs	10 pairs	
316	Insecticide Spray, aerosol type, 500ml	45 cans	
317	Led Bulb, 9watts, High Lumen Output at 94 Lumens/Watt	50 pcs	
318	Led Downlight, 6 watts, Integrated led ceiling light	40 pcs	
319	Liquid Hand Sanitizer, 69.9% solution, 500ml	64 bottles	
320	Machete, Bolo, 16-inch steel, wood/plastic handle grip	15 pcs	
321	Mop Bucket Squeezer, 36Liters, Heavy Duty with wheels	5 units	

322	Mop Tornado, spin-dry bucket set with 1 microfiber mop head	2 units	
323	Mop, with aluminum handle	17 units	
324	Mophead, 100% rayon, 400g	4 pcs	
325	Muriatic Acid, 1 liter	2 bottles	
326	Nylon String Grass Cutter, 3mmx15M	6 units	
327	Pail, round plastic with cover and handle, 50 ml	10 pcs	
328	Pranella, Multi-purpose Microfiber, cotton	12 pcs	
329	Rake, Heavy Duty, 14 teeth, wooden Handle	4 units	
330	Soap, Anti-Bacterial Liquid Hand Wash	73 bottles	
331	Tissue, Facial, 2-ply, 190 pulls, unscented	262 boxes	
332	Tissue, Interfolded Paper towel	72 packs	
333	Toilet Tissue Paper, 2-ply sheets, 150 pulls	519 packs	
334	Wet Wipes, 40 sheets minimum	60 packs	

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>

Item Number	Description	Quantity and Unit	Statement of Compliance
1	Accession Book	10 pcs	
2	Arch file, Horizontal, Long	180 pcs	
3	Arch file, Side Clip/Portrait, Long	113 pcs	
4	Ballpen Ink, Black, Pilot PIL31020 0.7mm G2 Premium Retractable Rollerball Gel	2 boxes	
5	Ballpen Ink, Blue, Pilot PIL31020 0.7mm G2	2 boxes	

	Premium Retractable Rollerball Gel		
6	Ballpen Ink, Red, Pilot PIL31020 0.7mm G2 Premium Retractable Rollerball Gel	2 boxes	
7	Ballpen Organizer, Metal	4 pcs	
8	Ballpen, Ballpoint Fine, Black	312 pcs	
9	Ballpen, Ballpoint Fine, Blue	240 pcs	
10	Ballpen, Doodle Fine Point, 0.5mm, Black	1280 pcs	
11	Ballpen, Doodle Fine Point, 0.5mm, Blue	1064 pcs	
12	Ballpen, Doodle Fine Point, 0.5mm, Red	90 pcs	
13	Ballpen, Retractable Gel Ink, 0.5mm, Black	456 pcs	
14	Ballpen, Retractable Gel Ink, 0.5mm, Blue	456 pcs	
15	Ballpen, Super Fine Point, 0.5mm, Black	288 pcs	
16	Battery, dry cell, AA, 2 pieces per blister pack	89 packs	
17	Battery, dry cell, AAA, 2 pieces per blister pack	98 packs	
18	Battery, dry cell, D, 1.5 volts, alkaline	10 pcs	
19	Bond Paper, Color Blue, Legal	10 reams	
20	Bond Paper, Color Pink, Legal	10 reams	
21	Bond Paper, Color Yellow, Legal	14 reams	
22	Bond Paper, Multicopy, 70gsm, A3	2 reams	
23	Bond Paper, Multicopy, 70gsm, A4	1688 reams	
24	Bond Paper, Multicopy, 70gsm, Long	1390 reams	
25	Bond Paper, Multicopy, 70gsm, Short	505 reams	
26	Bond Paper, Multicopy, 80gsm, A4	557 reams	
27	Bond Paper, Multicopy, 80gsm, Legal	522 reams	

28	Bullclip, 19mm	324 boxes	
29	Bullclip, 25mm	259 boxes	
30	Bullclip, 32mm	263 boxes	
31	Bullclip, 41mm	124 boxes	
32	Bullclip, 51mm	224 boxes	
33	Calculator	22 pcs	
34	Calculator, AS-120v pink 12 digits	2 pcs	
35	Calculator, Casio DX-120B	15 pcs	
36	Calculator, Casio, Desktop, GX16B 16D	3 pcs	
37	Calculator, Casio, Printing HR-100RC	2 pcs	
38	Carbon film, legal	40 boxes	
39	Certificate Holder, plastic, A4 size	100 pcs	
40	Certificate Holder, plastic, letter size	40 pcs	
41	Clearbook, A4	150 pcs	
42	Clearbook, legal	120 pcs	
43	Clip, Paper, Jumbo	40 boxes	
44	Clip, Paper, Small	40 boxes	
45	Columnar book 24col	1 pc	
46	Columnar Pad 8 Columns/book	20 pcs	
47	Cork Board 30x40	4 pcs	
48	Cork Board, 2 ft x 1.5 ft	1 pc	
49	Cork Board, Wall mount, 3x6	1 pc	
50	Correction Fluid Pen	8 pcs	
51	Correction Liquid, white out	26 pcs	
52	Correction Tape Refill	15 pcs	
53	Correction Tape, Refillable, film basetype, UL 6m min	602 pcs	
54	Cover, PVC	1	
55	Cutter Blade refill	50 pcs	
56	Cutter Knife	82 pcs	
57	Data file box, double	120 pcs	
58	Data file box, single	74 pcs	
59	Date Stamp	9 pcs	
60	Desk Organizer Document Paper Tray, 3 layer	37 pcs	

61	Desk Organizer Document Paper Tray, 4 layer	11 pcs	
62	Envelope, Coin, Kraft, size 10, 500pcs/box	5 boxes	
63	Envelope, Coin, Kraft, size 8, 500pcs/box	20 boxes	
64	Envelope, Expandable, Kraft, Legal	6750 pcs	
65	Envelope, Expandable, long, blue	106 pcs	
66	Envelope, Expandable, long, green	606 pcs	
67	Envelope, Expandable, long, orange	106 pcs	
68	Envelope, Expandable, long, violet	106 pcs	
69	Envelope, Expandable, long, yellow	506 pcs	
70	Envelope, Expandable, Plastic, Snap Button, A4	10 pcs	
71	Envelope, Expandable, Plastic, Snap Button, Long	95 pcs	
72	Envelope, Kraft, A4	23200 pcs	
73	Envelope, Kraft, Legal	28249 pcs	
74	Envelope, Kraft, Short	200 pcs	
75	Envelope, Mailing, with window, Long, 70gsm, 500pcs/pack	1 pack	
76	Envelope, Mailing, without window, Long, 70gsm, 500pcs/pack	19 packs	
77	Eraser, felt, for blackboard/whiteboard	1 pc	
78	Eraser, plastic or rubber	94 pcs	
79	Fastener, 70mm long, between prongs	192 boxes	
80	Fastener, standard plastic paper	153 boxes	
81	File Organizer, expanding, legal, plastic, assorted color	45 pcs	
82	File Tab Divider, A4, five colors per set	45 sets	
83	File Tab Divider, legal, five colors per set	45 packs	
84	Flash Drive, 16 GB	132 pcs	

85	Flash Drive, 32 GB USB 2.0, plug and play	75 pcs	
86	Folder, kraft, A4	960 pcs	
87	Folder, kraft, Long	4880 pcs	
88	Folder, kraft, short	420 pcs	
89	Folder, Long, expandable, blue	200 pcs	
90	Folder, Long, expandable, green	4280 pcs	
91	Folder, Long, expandable, orange	210 pcs	
92	Folder, Long, expandable, pink	200 pcs	
93	Folder, Long, expandable, violet	200 pcs	
94	Folder, Long, expandable, yellow	210 pcs	
95	Folder, L-Type, plastic, A4	4200 pcs	
96	Folder, L-Type, plastic, Long	4200 pcs	
97	Folder, Short, expandable, green	200 pcs	
98	Folder, Tagboard/Cream, A4	3000 pcs	
99	Folder, Tagboard/Cream, Long	5200 pcs	
100	Folder, Transparent, A4	600 pcs	
101	Folder, Transparent, Legal	680 pcs	
102	Folder, white, long	1000 pcs	
103	Folder, white, short	1000 pcs	
104	Folder, with metal tab, green, long	158 pcs	
105	Folder, with plastic tab, A4	1100 pcs	
106	Folder, with plastic tab, Legal	500 pcs	
107	Glue, 130 g	91 pcs	
108	Glue, 240 ml	122 pcs	
109	HDMI Cable, 3m (Male to Male)	10 pcs	
110	HDMI to VGA Adapter	2 pcs	
111	ID Holder (B4)	150 pcs	
112	Index Card, 1/2 or 5x8, 100pcs/pack	41 packs	
113	Index Tab	153 boxes	
114	Ink Cartridge, Brother LC539XL-BK	5 cart	

115	Ink Cartridge, Brother LC539XL-C	5 cart	
116	Ink Cartridge, Brother LC539XL-M	5 cart	
117	Ink Cartridge, Brother LC539XL-Y	5 cart	
118	Ink Cartridge, HP678 Black	10 cart	
119	Ink Cartridge, HP678 Tricolor	10 cart	
120	Ink, Brother BT5000, Black	5 pcs	
121	Ink, Brother BT5000, Black	10 pcs	
122	Ink, Brother BT5000, Cyan	4 pcs	
123	Ink, Brother BT5000, Cyan	10 pcs	
124	Ink, Brother BT5000, Magenta	4 pcs	
125	Ink, Brother BT5000, Magenta	10 pcs	
126	Ink, Brother BT5000, Yellow	4 pcs	
127	Ink, Brother BT5000, Yellow	10 pcs	
128	Ink, Brother BTD60	4 pcs	
129	Ink, Brother LC3617-BK	40 pcs	
130	Ink, Brother LC3617-C	40 pcs	
131	Ink, Brother LC3617-M	40 pcs	
132	Ink, Brother LC3617-Y	40 pcs	
133	Ink, Epson 001, Black	10 pcs	
134	Ink, Epson 001, Cyan	10 pcs	
135	Ink, Epson 001, Magenta	10 pcs	
136	Ink, Epson 001, Yellow	10 pcs	
137	Ink, Epson 003 Black	389 pcs	
138	Ink, Epson 003 Cyan	321 pcs	
139	Ink, Epson 003 Magenta	321 pcs	
140	Ink, Epson 003 Yellow	321 pcs	
141	Ink, Epson 664, Black	185 pcs	
142	Ink, Epson 664, cyan	125 pcs	
143	Ink, Epson 664, magenta	125 pcs	
144	Ink, Epson 664, yellow	123 pcs	
145	Ink, Universal black, 1000ml	11 pcs	
146	Ink, universal colored (Magenta, yellow,cyan), 1000ml each	1 pc	
147	Looseleaf Cover, made of chipboard for legal	2	
148	Magazine File box, large	50 pcs	
149	Magnetic T-29 Whiteboard eraser	3 pcs	

150	Marker refill ink, whiteboard, black	3 pcs	
151	Marker refill ink, whiteboard, blue	3 pcs	
152	Marker, Highlighter fluorescent, green	660 pcs	
153	Marker, Highlighter fluorescent, orange	660 pcs	
154	Marker, Highlighter fluorescent, yellow	706 pcs	
155	Marker, Super color, permanent, fine, Blue	35 pcs	
156	Marker, Super color, permanent, Broad, Black	20 pcs	
157	Marker, Super color, permanent, Broad, Blue	54 pcs	
158	Marker, Super color, permanent, fine, Black	39 pcs	
159	Marker, Super color, permanent, Fine, Red	13 pcs	
160	Marker, Super color, Whiteboard, Fine, Black	16 pcs	
161	Marker, Super color, Whiteboard, Fine, Blue	12 pcs	
162	Marker, Super color, Whiteboard, Fine, Red	10 pcs	
163	Micron Laminating Film 250 (10pcs)	20 packs	
164	Mouse Pad	10 pcs	
165	Mouse, Optical, USB Connection	23 pcs	
166	Mouse, Wireless	14 pcs	
167	Notebook, Spiral Premium, 80 leaves	80 pcs	
168	Notebook, Steno, Spiral, size 152x298mm, 40 leaves	124 pcs	
169	Notepad, Stick-on, 2x2	100 pcs	
170	Notepad, Stick-on, 2x3	428 pcs	
171	Notepad, Stick-on, 3x3	602 pcs	
172	Notepad, Stick-on, 3x4	838 pcs	
173	Numbering Ink	4 pcs	
174	Numerical Stamp, 10 Digit	10 pcs	
175	Oxford BR309 Cable Ties- 100 pcs size 3.6mm x 300mm	2 packs	
176	Pad Paper, ruled, sized 216mm x 330mm	6 pcs	

177	Paper Bag, Extra Large (8.5x16 inches)	15 bundle	
178	Paper Bag, Large (7x13.5 inches)	20 bundle	
179	Paper bag, Medium (6.5x11.5 inches)	20 bundle	
180	Paper Bag, small, brown(4.5x8.5 inches)	20 bundle	
181	Paper Clip, vinyl/plastic coat, length:32mm min	499 boxes	
182	Paper Clip, vinyl/plastic coat, length:50mm min	445 boxes	
183	Paper Cutter, Wooden, A3	5 units	
184	Paper Fastener	1 box	
185	Paper, Manila 36"x48", 48gsm, 50pcs/pack	1 pack	
186	Paper, Specialty, White, Long, 90gsm, 100s/pack	20 packs	
187	Paper, Specialty, White, Short, 90gsm, 100s/pack	20 packs	
188	Parchment Paper, (8.5x11 inch)	58 sheets	
189	Pen Holder, black	5 pcs	
190	Pencil Sharpener, manual, single cutter head	50 pcs	
191	Pencil, lead with eraser, wood cased	231 pcs	
192	Photo Paper A4 size,Glossy	156 packs	
193	Photo Paper, A4 size, satin	59 packs	
194	Puncher, paper, heavy duty, w/ two hole guide	34 units	
195	Puncher, paper, w/ two hole guide	33 units	
196	Push pin	224 boxes	
197	Rechargeable Battery, 9v, w/ charger	2 pcs	
198	Record Book, 150leaves	30 pcs	
199	Record Book, 250leaves	6 pcs	
200	Record Book, 300leaves	108 pcs	
201	Record Book, 500leaves	596 pcs	
202	Ring, binding, 10mm, Long, 200pcs/box	20 boxes	
203	Ring, binding, 12mm, Long, 200pcs/box	20 boxes	
204	Ring, binding, 16mm, Long, 200pcs/box	20 boxes	

205	Ring, binding, 22mm, Long, 200pcs/box	20 boxes	
206	Ring, binding, 32mm, 84 rings	40 boxes	
207	Ring, binding, 6mm, Long, 200pcs/box	20 boxes	
208	Ring, binding, 8mm, Long, 200pcs/box	20 boxes	
209	Rubber band 70mm min lay flat length (#18)	70 boxes	
210	Ruler, 12 inch	40 pcs	
211	Ruler, 18 inch	75 pcs	
212	Scissors, symmetrical, blade length: 2.5inch	120 pairs	
213	Scissors, symmetrical, blade length: 5 inch	54 pairs	
214	Self Ink 3mm Mini Dater (2020-up)	1 pc	
215	Self ink Date Received 42x26mm (2020-up)	1 pc	
216	Signpen, 0.5mm BLACK, Liquid/Gel ink, needle tip	1692 pcs	
217	Signpen, 0.5mm BLUE, Liquid/Gel ink, needle tip	948 pcs	
218	Signpen, 0.5mm RED, Liquid/Gel ink, needle tip	264 pcs	
219	Signpen, 1.0mm, BLACK, Roller Ball Pen, Liquid Gel, Retractable	768 pcs	
220	Signpen, 1.0mm, BLUE, Roller Ball Pen, Liquid Gel, Retractable	684 pcs	
221	Signpen, Pure Liquid Ink, Roller Ball Pen, Fine, 0.7mm, BLUE, Retractable	192 pcs	
222	Signpen, Pure Liquid Ink, Roller Ball Pen, Fine, 0.8mm, BLACK, Retractable	180 pcs	
223	Special Paper, Long (10 Sheet)	6 packs	
224	Special Paper, short	90 packs	
225	Stamp Pad	5 pcs	
226	Stamp pad felt, bed dimension: 60mmx100mm	20 pcs	
227	Stamp Pad Ink, Black	14 pcs	
228	Stamp Pad Ink, Blue	21 pcs	
229	Stamp Pad Ink, Green	5 pcs	
230	Stamp Pad Ink, Red	15 pcs	

231	Stamp Pad Ink, Violet	31 pcs	
232	Staple remover, plier-type	85 pcs	
233	Staple Wire No. 35, size 26/6	677 boxes	
234	Staple Wire, size 23/13	45 boxes	
235	Staple Wire, size 23/17	15 boxes	
236	Staple Wire, size 23/20	15 boxes	
237	Staple Wire, size 23/24	15 boxes	
238	Staple Wire, size 6-15mm	4 boxes	
239	Stapler, long reach arm	16 pcs	
240	Stapler, Standard type with remover	133 pcs	
241	Sticker Paper, A4, Glossy (10 Sheet)	14 packs	
242	Sticker Paper, A4, Satin (10 Sheet)	93 packs	
243	Sticker Paper, short	70 packs	
244	Sticky Note, Sign Here, 3M, yellow , 25x43mm	716 packs	
245	Tape Dispenser, table top, for 24mm width tape	27 pcs	
246	Tape, Clear, 1 inch	159 pcs	
247	Tape, Clear, 1/2 inch	20 pcs	
248	Tape, Clear, 2 inch	155 pcs	
249	Tape, Double-sided	195 pcs	
250	Tape, Duct, width: 48mm	33 pcs	
251	Tape, Electrical, 18mm x 16m min	10 pcs	
252	Tape, masking, width : 24mm (A±1mm)	91 pcs	
253	Tape, masking, width : 48mm (A±1mm)	49 pcs	
254	Tape, Packing, width: 48mm	126 pcs	
255	Tape, Transparent, 4"	30 pcs	
256	Thermal Paper for Fax Telephone	4 pcs	
257	Toner Cartridge, HP 85A	46 cart	
258	Toner Cartridge, Kyocera TK-1147	20 cart	
259	Toner Cartridge, Kyocera TK-1175	10 cart	
260	Toner Cartridge, Kyocera TK-4109	7 cart	
261	Toner Cartridge, Kyocera TK-4109	27 cart	
262	Toner Cartridge, Kyocera TK-479	5 cart	

263	Toner Cartridge, Kyocera TK-6113	2 cart	
264	Toner, HP2676	1 pc	
265	Toner, TN-2280 Brother MFC7470D	10 pcs	
266	Top-clip file Folder, 2 ring metal finger, long	10 pcs	
267	Twine, Plastic, one (1) kilo per roll	2 rolls	
268	Universal Socket Adapter 10A 250V	10 pcs	
269	UTP Cable Cat6 (indoor)	915 pcs	
270	UTP Cable Cat6 (outdoor)	610 pcs	
271	VGA Cable 3M, (male to male)	10 pcs	
272	White Board Eraser	5 pcs	
273	White Board, magnetic, 70x50cm	10 pcs	
274	Yellow Pad	50 pads	
275	Air Freshener Spray, 320ml, 275g	519 pcs	
276	Alcohol, Ethyl, 68%-70%, scented, 500ml	212 pcs	
277	Alcohol, Isopropyl, 68%-70%, scented, 3.785 liters	105 pcs	
278	Alcohol, Isopropyl, 68%-70%, scented, 500ml	268 pcs	
279	Bleach, all purpose disinfectant	93 pcs	
280	Broom, Soft, Tambo, weight: 350g min tiger grass	19 pcs	
281	Broom, Stick, Ting-ting, usable length: 760mm min	305 pcs	
282	Broom, Wall, Walis Abaka	10 pcs	
283	Brush, confort grip housegold all purpose cleaning scrub, flexible hard bristle, heavy duty for bathroom	10 pcs	
284	Brush, for Toilet bowl with holder	16 pcs	
285	Cleaner, Toilet bowl and Urinal, 900ml-1000ml cap	98 pcs	
286	Cleanser, Scouring Powder, 350g min./can	13 pcs	

287	Conditioner, Fabric, Antibac 800ml	330 pcs	
288	Cultivating/garden tool set, Anti-slip handle	13 sets	
289	Deodorizer bathroom/toilet cake, 100g,	100 pcs	
290	Detergent bar, 140g	20 bars	
291	Detergent Powder, all purpose, 1kg per plastic pouch	194 pouches	
292	Dipper, thick plastic water ladle container with handle	10 pcs	
293	Dishwashing Liquid, 790 ml	55 pcs	
294	Disinfectant Spray, aerosol type, 510g/17.98 oz	165 pcs	
295	Door Mat, cotton, basahan, 5pcs	34 pcs	
296	Dust Pan, Heavy Duty, Length-30.5 x Width-25 x Height-59	20 pcs	
297	Face Mask, Indoplas Disposable, 3-ply w/ earloop 50's	204 boxes	
298	Face Mask, KF94 non-woven Protection filter 3D anti Viral Mask per piece	430 boxes	
299	Face Mask, KN95	198 pcs	
300	Face Shield, Transparent Thick per piece	100 pcs	
301	Feather Duster, Micofiber adjustable dusting brush	8 pcs	
302	Floor Wax, 450g	30 boxes	
303	Fluorescent Starter FSU - 65watts 220-220V	30 pcs	
304	Furniture cleaner/polish, aerosol type, 400-500 grams (pledge)	16 pcs	
305	Garbage Bag, Large, 26x32 inches	12 packs	
306	Garbage Bag, Medium, 22x24 Inches	30 packs	
307	Garbage Bag, X-Large, 30x37 inches	8 packs	
308	Garbage Bag, XX-Large, 37x40 inches	80 packs	
309	Garbage Can, 80 Liters	10 pcs	

310	Garbage Can, Medium, 8 liters	41 pcs	
311	Garbage Can, pressed type w/ handle, New durable simple kitchen and Office	4 pcs	
312	Glass Cleaner spray, Multi-Surface cleaner, 500ml	90 bottles	
313	Glass Cleaner wiper, Adjustable Aluminum Handle with Sponge	26 pcs	
314	Gloves, rubber latex Laundry cleaning	39 pairs	
315	Gloves, Rubber Nitrile Elasticity Disposable cleaning work finger, 50pcs	10 pairs	
316	Insecticide Spray, aerosol type, 500ml	45 bottles	
317	Led Bulb, 9watts, High Lumen Output at 94 Lumens/Watt	50 pcs	
318	Led Downlight, 6 watts, Integrated led ceiling light	40 pcs	
319	Liquid Hand Sanitizer, 69.9% solution, 500ml	64 bottles	
320	Machete, Bolo, 16 inch steel, wood/plastic handle grip	15 pcs	
321	Mop Bucket Squeezer, 36Liters, Heavy Duty with wheels	5 units	
322	Mop Tornado, spin-dry bucket set with 1 microfiber mob head	2 units	
323	Mop, with aluminum handle	17 units	
324	Mophead, 100% rayon, 400g	4 pcs	
325	Muriatic Acid, 1 liter	2 bottles	
326	Nylon String Grass Cutter, 3mmx15M	6 units	
327	Pail, round plastic with cover and handle, 50 ml	10 pcs	
328	Pranella, Multi-purpose Microfiber, cotton	12 pcs	
329	Rake, Heavy Duty, 14 teeth, wooden Handle	4 units	
330	Soap, Anti Bacterial Liquid Hand Wash	73 bottles	

331	Tissue, Facial, 2-ply, 190 pulls, unscented	262 pcs	
332	Tissue, Interfolded Paper towel	72 boxes	
333	Toilet Tissue Paper, 2-ply sheets, 150 pulls	519 rolls	
334	Wet Wipes, 40 sheets minimum	60 packs	

Section VIII. Checklist of Technical and Financial Documents

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).

Name of the Company: _____
 Address: _____

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING AWARDED BUT NOT YET STARTED

a. Name of the Contract	a. Date of Contract		a. Kinds of Goods/Nature of Works		a. Value of outstanding contract	
b. Name of the Procuring Entity	b. Contract Duration (No. of days or months)		b. Contract Amount or value		b. Estimated completion delivery	
GOVERNMENT						
a.	a.	a.	a.		a.	
b.	b.	b.	b.		b.	
PRIVATE						
a.	a.	a.	a.		a.	
b.	b.	b.	b.		b.	

This statement shall be supported by:

1. Notice of Award;
2. Contract, if applicable; and
3. Notice to Proceed, if applicable.

Submitted by:

Name of the Company: _____

Address: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

a. Name of the Contract b. Name of the Procuring Entity	a. Date of Contract		a. Kinds of Goods/Nature of Works b. Contract Amount or value/Adjusted Contract amount, if applicable	a. Date of completion or delivery
	b. Contract Duration (No. of days or months)			
a. b.	a. b.	a. b.	a. b.	a.

This statement shall be supported by:

1. Notice of Award;
2. Contract;
3. Notice to Proceed; and
4. Certificate of Completion and Final Acceptance.

Submitted by:

