

# **PHILIPPINE BIDDING DOCUMENTS**

## **Supply and Delivery 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**  
**Supply and Delivery of Office Supplies and Materials**  
**of the Office of the Chief Minister**

IB No.: OCM-BARMM-2022-08

1. The Office of the Chief Minister, Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM), through the General Appropriations Act for the Bangsamoro 2022 intends to apply the sum of **Four Million Eight Hundred Eighty-Seven Thousand Forty-Five Pesos and Forty-Five Centavos (PHP 4,887,045.45)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery 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 **Supply and Delivery 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 **May 13-June 1, 2022, 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

Five Thousand Pesos (PHP 5,000.00), 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 Conference<sup>1</sup> on May 20, 2022, 9:00 a.m. at Bajau Hall, 2F OCM Building, Bangsamoro Government Center, Cotabato City**, which shall be open to prospective bidders. Bidders may also participate via zoom teleconference. The details of which may be requested at [ocmbac@bangsamoro.gov.ph](mailto:ocmbac@bangsamoro.gov.ph).
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **June 1, 2022, 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 June 1, 2022, 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*

**MOHD ASNIN K. PENDATUN**  
Chairperson, Bids and Awards Committee

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

## ***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 Supply and Delivery of Office Supplies and Materials of the Office of the Chief Minister, with identification number OCM-BARMM-2022-08.

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 2022 in the amount of PHP 4,887,045.45.

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 at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 Declaration<sup>2</sup> 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.

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.

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<sup>2</sup> 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.

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"> <li>a. Contract for the delivery of office supplies and Materials; and</li> <li>b. completed within three years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<p>Subcontracting is not allowed.</p>
10.1	<p>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.</p>
11.1	<p>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.</p>
12	<p>The price of the Goods shall be quoted in Philippine Peso.</p>
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"> <li>a. The amount of not less than PHP 97,740.91, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than PHP 244,352.27, if bid security is in Surety Bond.</li> </ol>
15	<p>Each Bidder are requested to 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> <p>With respect to the documents those are emanating from the bidder should be originally signed by the owner or its duly authorized representative, to wit: Statement of all ongoing government and private contract, Statement of Single Largest Completed Contract, Bid Securing Declaration, Technical</p>

	<p>Specifications, Omnibus Sworn Statement, Net Financial Contracting Capacity, Bid Form, and Price Schedule.</p> <p>Each bidder shall submit its bid proposal to a one mother envelope that shall contain 6 more envelopes containing six copies of its technical and financial documents. Each of the six envelopes shall contain 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><b>Delivery and Documents -</b></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><b>Incidental Services -</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>
	<ol style="list-style-type: none"> <li>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.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ol>

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><b>Transportation -</b></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><b>Intellectual Property Rights -</b></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***

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1	Acetate	9 Pack	Within 30 calendar days upon receipt of the NTP.
2	ARCH FILE FOLDER, cardboard, blue or green	10 Piece	
3	ARCH FILE FOLDER, cardboard, blue or green, Long size, Horizontal	277 Piece	
4	Balikbayan Box Junior Size	6 Box	
5	Balikbayan Box Travel Size	6 Box	
6	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Black	680 Piece	
7	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Blue	539 Piece	
8	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Red	6 Piece	
9	BALLPOINT PEN, Black	9 Box	
10	BALLPOINT PEN, Blue	6 Box	
11	Barcode Printer Ribbon	18 Piece	
12	Barcode Sticker	18 Piece	
13	BARMM STATIONARY, A4	131 Ream	
14	BARMM STATIONARY, Legal	100 Ream	
15	Board Paper (a4, Assorted Color)	6 Pack	
16	BOOK END, heavy duty, metal, standard size	30 Piece	
17	BROCHURE HOLDER, acrylic, clear type, 3-tier, for A4 sized files	6 Piece	
18	BROCHURE HOLDER, acrylic, clear type, 3-tier, for A6 sized files	6 Piece	
19	CALCULATOR AS-120v Pink 12 Digits	1 Piece	
20	Canon Toner, NPG 32, Xerox Machine	2 Piece	
21	CARBON FILM, legal	2 box	
22	CERTIFICATE HOLDER, for letter sized document	30 Piece	
23	Certificate Paper (Cream, A4, 200GSM)	150 Pack	

24	CHALK, molded, white, dustless, length:78mm, 100 pieces per box	13 Box
25	Clearbook, 20 transparent pockets, for A4 size	8 Piece
26	Clearbook, 20 transparent pockets, for Legal size	8 Piece
27	CLIP, back fold, all metal, clamping 25mm min, 12 pieces per box	383 Box
28	CLIP, back fold, all metal, clamping 32mm min, 12 pieces per box	248 Box
29	CLIP, back fold, all metal, clamping 41mm min, 12 pieces per box	139 Box
30	CLIP, back fold, all metal, clamping 50mm min, 12 pieces per box	352 Box
31	CLIP, back fold, all metal, clamping 19mm, 12 pieces per box	242 Box
32	Cork board (2x3)	2 Piece
33	Cork board (6x8)	2 Piece
34	Cork Board, 30x40cm, aluminum frame	10 Piece
35	CORRECTION TAPE, film base type UL 6 meters (min), 1 piece in individual plastic	488 Piece
36	CRAYONS, non-toxic, 24-color per box	108 Box
37	CUTTER BLADE, High Quality	20 Tube
38	CUTTER KNIFE	75 Piece
39	DATA FILE BOX, made with chipboard, with closed ends	241 Piece
40	DATE STAMP	3 Piece
41	DATING AND STAMPING MACHINE	2 Piece
42	DESKTOP ORGANIZER, metal mesh type, 9-cell, pen and stationery holder, black	10 Unit
43	DISPLAY STAND, acrylic, clear type, portrait, for A4 sized poster	6 Piece

44	DISPLAY STAND, acrylic, clear type, portrait, for A5 sized poster	6 Piece
45	KRAFT COIN ENVELOPE SIZE 10 / box	5 Box
46	PAYKRAFT ENVELOPE SIZE 8 / box	5 Box
47	ENVELOPE, EXPANDING, Green, for legal size documents, 100 pieces per box	100 Piece
48	ENVELOPE, EXPANDING, KRAFTBOARD, for A4 size documents, 100 pieces per box	1420 Piece
49	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	3695 Piece
50	ENVELOPE, EXPANDING, plastic 0.50mm thickness min	144 Piece
51	ENVELOPE, Invitation, Brown, Long	150 Piece
52	ENVELOPE, MAILING, white, 500 pieces per box, 80 gsm	21 Box
53	ERASER, felt, for blackboard/whiteboard	30 Piece
54	ERASER, plastic or rubber for pencil draft/writing	116 Piece
55	EXTERNAL HARD DRIVE, 1 TB, 2.5" HDD, USB 3.0	12 Piece
56	FASTENER, for paper, metal, 70mm between prongs, 50 sets per box	241 Box
57	FILE HOLDER, Color Black, Blue and Green, Long size	25 Piece
58	FILE ORGANIZER, expanding, legal, plastic, assorted colors 12 pockets	157 Piece
59	FILE TRAY PENCIL STORAGE HOLDER, Black metal mesh	25 Piece
60	Flag, Philippines, standard size	2 Piece
61	FLASH DRIVE, USB, 8GB	15 Piece
62	FLASH DRIVE, USB, 16GB	81 Piece
63	FLASH DRIVE, USB, 64GB	25 Piece

64	Folder, A4 , Yellow	20 Piece
65	FOLDER, Clear Plastic, Sliding, A4 size, 10pcs per pack	4 Pack
66	FOLDER, Clear Plastic, Sliding, Long size, 10pcs per pack	26 Pack
67	FOLDER, Kraft, Green, Sliding, A4 size	150 Piece
68	FOLDER, Kraft, Green, Sliding, Short size	20 Piece
69	FOLDER, Kraft, Green, Sliding, Legal size	170 Piece
70	Folder, Long , Yellow	20 Piece
71	FOLDER, L-type, plastic A4, 50 pieces pack	137 Pack
72	FOLDER, L-type, plastic Legal size, 50 pieces per pack	137 Pack
73	FOLDER, Pressboard, size 240mm x 370mm, 100s/box, LONG	1235 Box
74	FOLDER, Tagboard, A4, 100 pieces per pack, BROWN	4980 Piece
75	FOLDER, Tagboard, LETTER size, 100 pieces per pack, BROWN	220 Piece
76	FOLDER, Tagboard, Legal size, 100 pieces per pack, BROWN	5260 Piece
77	FOLDER, White, Long	190 Piece
78	FOLDER, White, A4	150 Piece
79	FOLDER, with tab, A4	4 Box
80	FOLDER, with TAB, LEGAL	4 Box
81	Folder, Long, report cover, green	20 Box
82	Fountain Pen	3 Piece
83	GLUE, all purpose, 130 grams min.	99 jar
84	GLUE, all purpose, 200 grams min.	164 jar
85	GLUE, Stick, 40 grams	25 stick
86	Golden Foil Seal Sticker	60 Pack
87	HP Cart. 680 Color, ink Advantage	5 Piece
88	HP Cart. 680, Black, Ink Advantage	5 Piece



89	HP Cart. 678 Black, ink Cartridge	8 Piece
90	HP Cart. 678 Color, ink Cartridge	8 Piece
91	HP Cart. 704 Black	2 Piece
92	HP Cart. 705 Color	2 Piece
93	ILLUSTRATION BOARD, 15x20 inch	108 Piece
94	Index card 5 x 8	6 Pack
95	INDEX TABS, Clear, 2x6x16cm, 40g	20 Box
96	INK CART, CANON PG-47 Black	6 Piece
97	INK CART, CANON CL -57 Color	6 Piece
98	INK CART, CANON pG 745 Black	4 Piece
99	INK CART, CANON pG 746 Color	4 Piece
100	INK, CANON PIXMA 790 BLACK	6 Piece
101	Ink, Brother BT-5000 Yellow	84 Piece
102	Ink, Brother BT-5000 Cyan	84 Piece
103	Ink, Brother BT-5000 Magenta	84 Piece
104	INK, Brother D60-BK, Black	184 Piece
105	INK, Brother, Model MFC - J3930DW, LC3617BK	15 Piece
106	INK, Brother, Model MFC - J3930DW, LC3617C	15 Piece
107	INK, Brother, Model MFC - J3930DW, LC3617M	15 Piece
108	INK, Brother, Model MFC - J3930DW, LC3617Y	15 Piece
109	INK, Brother Refill 003, Magenta	50 Piece
110	INK, Brother Refill 003, Yellow	50 Piece
111	INK, Brother Refill 003, Cyan	50 Piece
112	INK, Caltridge TK-1147, Kyocera	8 Piece
113	INK, Caltridge TK-1175, Kyocera	7 Piece
114	INK, Caltridge TK-4109, Kyocera	11 Piece

115	INK, Caltridge TK-475, Black, Kyocera	4 Piece
116	INK, Caltridge TK-475, Colored, Kyocera	4 Piece
117	INK, Caltridge TK-479, Kyocera	6 Piece
118	INK, Epson 003, Black	175 Piece
119	INK, Epson 003, Cyan	140 Piece
120	INK, Epson 003, Magenta	140 Piece
121	INK, Epson 003, Yellow	140 Piece
122	INK, Epson 664, Black	189 Piece
123	INK, Epson 664, Cyan	157 Piece
124	INK, Epson 664, Magenta	157 Piece
125	INK, Epson 664, Yellow	157 Piece
126	INK, Hp Laserjet P1102 Ink	17 Piece
127	INK, Hp Laserjet PRO MFP M428fdn Cartridge Toner	4 Piece
128	INK, Kyocera Ecosys M5526CW	2 Piece
129	INK, Universal Ink, 1 liter, Black	7 Bottle
130	INK, Universal Ink, 1 liter, Cyan	7 Bottle
131	INK, Universal Ink, 1 liter, Magenta	7 Bottle
132	INK, Universal Ink, 1 liter, Yellow	7 Bottle
133	Kyocera Xerox Machine Toner	2 Piece
134	Ink, Toner develop Ineo TN110	5 Box
135	Ink, Toner develop Ineo TN118	2 Box
136	MANILA PAPER	6 Pack
137	MARKER, fluorescent, 3 colors per set	219 Set
138	MARKER, fluorescent, Green	52 Piece
139	MARKER, fluorescent, Orange	52 Piece
140	MARKER, fluorescent, Yellow	228 Piece
141	MARKER, permanent, Broad type, black	396 Piece
142	MARKER, permanent, Broad type, blue	336 Piece
143	MARKER, permanent, bullet type, black	342 Piece

144	MARKER, permanent, bullet type, blue	298 Piece
145	MARKER, permanent, bullet type, red	82 Piece
146	MARKER, whiteboard, felt tip, bullet type, black	167 Piece
147	MARKER, whiteboard, felt tip, bullet type, blue	246 Piece
148	MARKER, whiteboard, felt tip, bullet type, red	80 Piece
149	Metal Desk Tray 3 Layer, Heavy Duty, Thick Metal	70 Piece
150	Mouse, Optical, wireless type, usb connection	10 unit
151	Mouse pad, 7.9x9.8 in, neoprene backing	10 Piece
152	NOTE BOOK, stenographer's, 40 leaves, spiral	267 Piece
153	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad 50mm x 76mm	268 Pad
154	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad 76mm x 76mm	378 Pad
155	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad 76mm x 100mm	450 Pad
156	OIL PASTEL, non-toxic, 24-color per box	108 Box
157	PAD PAPER, Ruled 216mmx330mm	44 Pad
158	Panasonic Fax Machine	2 Piece
159	PAPER CLIP, vinyl/plastic coat, 32mm, 100 pieces per box	489 Box
160	PAPER CLIP, vinyl/plastic coat, 48mm, 100 pieces per box	446 Box
161	Paper, Multicopy, 100gsm, A4 size	60 Ream
162	Paper, Multicopy, 100gsm, Short size	15 Ream
163	Paper, Multicopy, 70gsm, A4 size	720 Ream
164	Paper, Multicopy, 70gsm, Legal size	567 Ream

165	Paper, Multicopy, 70gsm, short/letter size	221 Ream
166	PAPER, MULTICOPY, 80gsm, size: A4	637 Ream
167	PAPER, MULTICOPY, 80gsm, size: LEGAL	439 Ream
168	PAPER, MULTICOPY, 80gsm, size:letter/short	21 Ream
169	Paper, Multicopy, 90gsm, Long size	36 Ream
170	PAPER, MULTICOPY, assorted color, 80gsm, size: 216mm x 279mm	2 Ream
171	PAPER, Thermal, 216mm x 30m, 55gsm	24 Pack
172	PARCHMENT PAPER, size 210 x 287mm, 80 gsm, 100 sheets per pack	20 Pack
173	Pen holder ORGANIZER	26 Piece
174	PENCIL, lead, w/eraser, wood cased hardness: HB One(1) dozen per box	1280 Piece
175	Photo Paper, Satin, A4 size, 20's	103 Pack
176	PLANNER NOTEBOOK	24 Piece
177	Portable Printer (Receipt /Thermal Printer)	4 Pack
178	PREMIUM YELLOW PAD, ruled 80L, .5x22x33cm 250 g	75 Pad
179	PRICE TAG, neon colored (blue, green, yellow, orange, pink, white), 10 rolls per tube	6 Tube
180	PUSH PIN	94 pack
181	PVC BINDING COVER, 200microns, for A4 sized documents, 100 pcs per ream	1 Ream
182	PVC BINDING COVER, 200microns, for Legal sized documents, 100 pcs per ream	2 Ream
183	PVC BINDING COVER, 200microns, for Letter sized documents, 100 pcs per ream	1 Ream

184	Received Stamp, with date and time	3 Piece
185	RECORD BOOK, 150 pages, size: 214mm x 278mm min	12 Book
186	RECORD BOOK, 300 pages, size: 214mm x 278mm min	167 Book
187	RECORD BOOK, 500 pages, size: 214mm x 278mm min	113 Book
188	Released Stamp, with date and time	18 Piece
189	RULER, plastic, 12", 1 piece in individual plastic	27 Piece
190	RULER, plastic, 450mm (18"), 1 piece in individual plastic	103 Piece
191	SCISSOR, Multi-purpose, 8 inch steel	212 Piece
192	Sign here sticker	632 Pack
193	SIGN PEN liquid/gel ink 0.5mm needle tip, black	1110 Piece
194	SIGN PEN liquid/gel ink 0.5mm needle tip, blue	1110 Piece
195	SIGN PEN liquid/gel ink 0.5mm needle tip, red	283 Piece
196	Signpen, Gtec- C3 Black	36 Piece
197	Signpen, Gtec- C3 Blue	72 Piece
198	SIGNPEN, Hi-tech, 1.0mm, Black	159 Piece
199	SIGNPEN, Hi-tech, 1.0mm, Blue	159 Piece
200	STAMP PAD INK, black, 50mL	14 Bottle
201	STAMP PAD INK, blue, 50mL	5 Bottle
202	STAMP PAD INK, red, 50mL	5 Bottle
203	STAMP PAD INK, violet, 50mL	42 Bottle
204	STAMP PAD, felt pad, min 60mm x 100mm, Blue or Black	56 Piece
205	STAPLE REMOVER, Heavy Duty, Plier-type	50 Piece
206	STAPLE WIRE, for Heavy duty staplers, 23/13	145 Box
207	STAPLE WIRE, Standard 26/6	345 Box
208	STAPLE WIRE, 23/17	20 Box
209	STAPLE WIRE, 23/20	20 Box

210	STAPLE WIRE, 23/24	20 Box
211	STAPLER, with remover	121 Piece
212	STICKER PAPER, Matte A4 Size 105G, 50 pcs.	96 Pack
213	TAPE, Double sided tape, 1 inch	130 Roll
214	TAPE, duct, all-purpose, gray or black, 48mm, 50 meters length	30 Roll
215	TAPE, masking, 1 1/2 inch, 50 meters length	20 Roll
216	TAPE, masking, 24mm, 50 meters length	151 Roll
217	TAPE, masking, 48mm, 50 meters length	75 Roll
218	TAPE, packaging, 48mm, 50 meters length	114 Roll
219	TAPE, transparent, 1/2"	15 Roll
220	TAPE, transparent, 24mm, 50 meters	231 Roll
221	TAPE, transparent, 3/4"	20 Roll
222	TAPE, transparent, 4 inch, 50 meters	47 Roll
223	TAPE, transparent, 48mm, 50 meters	154 Roll
224	Thermal Sticker Paper (for Thermal Printer)	10 Roll
225	SELF INK DATE RECEIVED 42X26mm (2020-up)/pc	1 Piece
226	SELF INK 3mm Mini Dater(2020-UP)/pc	1 Piece
227	Sign pen, Gel Impact, Black	243 Piece
228	Sign Pen Gel Impact, Blue	135 Piece
229	WHITEBOARD, for wall, Medium	2 Piece
230	YELLOW TAPE, 24mmX50yd,2.5x9x9cm, 60g/pc	4 Roll
231	10 Digit Numerical Stamp	5 Piece
232	COLUMNAR PAD 8 COLUMNS/ book	10 Piece
233	DIGITAL WALL CLOCK BIG (EWT 8614A)-EWETIME BRAND	2 Piece
234	BACK PACK BAG (HEAVY DUTY)	1 Piece
235	BINDING MACHINE HEAVY DUTY BIG (LEGAL SIZE)	1 Piece
236	BATTERY (AA)/ BOX	13 Box

237	BATTERY (AAA)/ BOX	8 Box	
238	EPSON LX 310 RIBBON CATRIDGE INK	5 Piece	
239	Warehouse There shall be at least one (1) warehouse within Cotabato City. The warehouse shall serve as holding area for inspection.	1	

## ***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	Statement of Compliance
			<i>(Kindy attached brochures as proof of compliance to the specifications)</i>
1	Acetate	9	
2	ARCH FILE FOLDER, cardboard, blue or green	10	
3	ARCH FILE FOLDER, cardboard, blue or green, Long size, Horizontal	277	
4	Balikbayan Box Junior Size	6	

5	Balikbayan Box Travel Size	6	
6	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Black	680	
7	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Blue	539	
8	BALLPEN, I-gel, 0.5mm, 12 pieces per box, Red	6	
9	BALLPOINT PEN, Black	9	
10	BALLPOINT PEN, Blue	6	
11	Barcode Printer Ribbon	18	
12	Barcode Sticker	18	
13	BARMM STATIONARY, A4	131	
14	BARMM STATIONARY, Legal	100	
15	Board Paper (a4, Assorted Color)	6	
16	BOOK END, heavy duty, metal, standard size	30	
17	BROCHURE HOLDER, acrylic, clear type, 3-tier, for A4 sized files	6	
18	BROCHURE HOLDER, acrylic, clear type, 3-tier, for A6 sized files	6	
19	CALCULATOR AS-120v Pink 12 Digits	1	
20	Canon Toner, NPG 32, Xerox Machine	2	
21	CARBON FILM, legal	2	
22	CERTIFICATE HOLDER, for letter sized document	30	
23	Certificate Paper (Cream, A4, 200GSM)	150	
24	CHALK, molded, white, dustless, length:78mm, 100 pieces per box	13	
25	Clearbook, 20 transparent pockets, for A4 size	8	
26	Clearbook, 20 transparent pockets, for Legal size	8	
27	CLIP, back fold, all metal, clamping 25mm min, 12 pieces per box	383	
28	CLIP, back fold, all metal, clamping 32mm min, 12 pieces per box	248	

29	CLIP, back fold, all metal, clamping 41mm min, 12 pieces per box	139	
30	CLIP, back fold, all metal, clamping 50mm min, 12 pieces per box	352	
31	CLIP, back fold, all metal, clamping 19mm, 12 pieces per box	242	
32	Cork board (2x3)	2	
33	Cork board (6x8)	2	
34	Cork Board, 30x40cm, aluminum frame	10	
35	CORRECTION TAPE, film base type UL 6 meters (min), 1 piece in individual plastic	488	
36	CRAYONS, non-toxic, 24-color per box	108	
37	CUTTER BLADE, High Quality	20	
38	CUTTER KNIFE	75	
39	DATA FILE BOX, made with chipboard, with closed ends	241	
40	DATE STAMP	3	
41	DATING AND STAMPING MACHINE	2	
42	DESKTOP ORGANIZER, metal mesh type, 9-cell, pen and stationery holder, black	10	
43	DISPLAY STAND, acrylic, clear type, portrait, for A4 sized poster	6	
44	DISPLAY STAND, acrylic, clear type, portrait, for A5 sized poster	6	
45	KRAFT COIN ENVELOPE SIZE 10 / box	5	
46	PAY KRAFT ENVELOPE SIZE 8 / box	5	
47	ENVELOPE, EXPANDING, Green, for legal size documents, 100 pieces per box	100	
48	ENVELOPE, EXPANDING, KRAFTBOARD, for A4 size	1420	

	documents, 100 pieces per box		
49	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	3695	
50	ENVELOPE, EXPANDING, plastic 0.50mm thickness min	144	
51	ENVELOPE, Invitation, Brown, Long	150	
52	ENVELOPE, MAILING, white, 500 pieces per box, 80 gsm	21	
53	ERASER, felt, for blackboard/whiteboard	30	
54	ERASER, plastic or rubber for pencil draft/writing	116	
55	EXTERNAL HARD DRIVE, 1 TB, 2.5" HDD, USB 3.0	12	
56	FASTENER, for paper, metal, 70mm between prongs, 50 sets per box	241	
57	FILE HOLDER, Color Black, Blue and Green, Long size	25	
58	FILE ORGANIZER, expanding, legal, plastic, assorted colors 12 pockets	157	
59	FILE TRAY PENCIL STORAGE HOLDER, Black metal mesh	25	
60	Flag, Philippines, standard size	2	
61	FLASH DRIVE, USB, 8GB	15	
62	FLASH DRIVE, USB, 16GB	81	
63	FLASH DRIVE, USB, 64GB	25	
64	Folder, A4 , Yellow	20	
65	FOLDER, Clear Plastic, Sliding, A4 size, 10pcs per pack	4	
66	FOLDER, Clear Plastic, Sliding, Long size, 10pcs per pack	26	
67	FOLDER, Kraft, Green, Sliding, A4 size	150	
68	FOLDER, Kraft, Green, Sliding, Short size	20	

69	FOLDER, Kraft, Green, Sliding, Legal size	170	
70	Folder, Long, Yellow	20	
71	FOLDER, L-type, plastic A4, 50 pieces pack	137	
72	FOLDER, L-type, plastic Legal size, 50 pieces per pack	137	
73	FOLDER, Pressboard, size 240mm x 370mm, 100s/box, LONG	1235	
74	FOLDER, Tagboard, A4, 100 pieces per pack, BROWN	4980	
75	FOLDER, Tagboard, LETTER size, 100 pieces per pack, BROWN	220	
76	FOLDER, Tagboard, Legal size, 100 pieces per pack, BROWN	5260	
77	FOLDER, White, Long	190	
78	FOLDER, White, A4	150	
79	FOLDER, with tab, A4	4	
80	FOLDER, with TAB, LEGAL	4	
81	Folder, Long, report cover, green	20	
82	Fountain Pen (Montblanc)	3	
83	GLUE, all purpose, 130 grams min.	99	
84	GLUE, all purpose, 200 grams min.	164	
85	GLUE, Stick, 40 grams	25	
86	Golden Foil Seal Sticker	60	
87	HP Cart. 680 Color, ink Advantage	5	
88	HP Cart. 680, Black, Ink Advantage	5	
89	HP Cart. 678 Black, ink Cartridge	8	
90	HP Cart. 678 Color, ink Cartridge	8	
91	HP Cart. 704 Black	2	
92	HP Cart. 705 Color	2	
93	ILLUSTRATION BOARD, 15x20 inch	108	
94	Index card 5 x 8	6	
95	INDEX TABS, Clear, 2x6x16cm, 40g	20	

96	INK CART, CANON PG-47 Black	6	
97	INK CART, CANON CL -57 Color	6	
98	INK CART, CANON pG 745 Black	4	
99	INK CART, CANON pG 746 Color	4	
100	INK, CANON PIXMA 790 BLACK	6	
101	Ink, Brother BT-5000 Yellow	84	
102	Ink, Brother BT-5000 Cyan	84	
103	Ink, Brother BT-5000 Magenta	84	
104	INK, Brother D60-BK, Black	184	
105	INK, Brother, Model MFC - J3930DW, LC3617BK	15	
106	INK, Brother, Model MFC - J3930DW, LC3617C	15	
107	INK, Brother, Model MFC - J3930DW, LC3617M	15	
108	INK, Brother, Model MFC - J3930DW, LC3617Y	15	
109	INK, Brother Refill 003, Magenta	50	
110	INK, Brother Refill 003, Yellow	50	
111	INK, Brother Refill 003, Cyan	50	
112	INK, Caltridge TK-1147, Kyocera	8	
113	INK, Caltridge TK-1175, Kyocera	7	
114	INK, Caltridge TK-4109, Kyocera	11	
115	INK, Caltridge TK- 475,Black, Kyocera	4	
116	INK, Caltridge TK- 475,Colored, Kyocera	4	
117	INK, Caltridge TK-479, Kyocera	6	
118	INK, Epson 003, Black	175	
119	INK, Epson 003, Cyan	140	
120	INK, Epson 003, Magenta	140	
121	INK, Epson 003, Yellow	140	
122	INK, Epson 664, Black	189	
123	INK, Epson 664, Cyan	157	

124	INK, Epson 664, Magenta	157	
125	INK, Epson 664, Yellow	157	
126	INK, Hp Laserjet P1102 Ink	17	
127	INK, Hp Laserjet PRO MFP M428fdn Cartridge Toner	4	
128	INK, Kyocera Ecosys M5526CW	2	
129	INK, Universal Ink, 1 liter, Black	7	
130	INK, Universal Ink, 1 liter, Cyan	7	
131	INK, Universal Ink, 1 liter, Magenta	7	
132	INK, Universal Ink, 1 liter, Yellow	7	
133	Kyocera Xerox Machine Toner	2	
134	Ink, Toner develop Ineo TN110	5	
135	Ink, Toner develop Ineo TN118	2	
136	MANILA PAPER	6	
137	MARKER, fluorescent, 3 colors per set	219	
138	MARKER, fluorescent, Green	52	
139	MARKER, fluorescent, Orange	52	
140	MARKER, fluorescent, Yellow	228	
141	MARKER, permanent, Broad type, black	396	
142	MARKER, permanent, Broad type, blue	336	
143	MARKER, permanent, bullet type, black	342	
144	MARKER, permanent, bullet type, blue	298	
145	MARKER, permanent, bullet type, red	82	
146	MARKER, whiteboard, felt tip, bullet type, black	167	
147	MARKER, whiteboard, felt tip, bullet type, blue	246	
148	MARKER, whiteboard, felt tip, bullet type, red	80	
149	Metal Desk Tray 3 Layer, Heavy Duty, Thick Metal	70	

150	Mouse, Optical, wireless type, usb connection	10	
151	Mouse pad, 7.9x9.8 in, neoprene backing	10	
152	NOTE BOOK, stenographer's, 40 leaves, spiral	267	
153	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad 50mm x 76mm	268	
154	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad 76mm x 76mm	378	
155	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad 76mm x 100mm	450	
156	OIL PASTEL, non-toxic, 24-color per box	108	
157	PAD PAPER, Ruled 216mmx330mm	44	
158	Panasonic Fax Machine	2	
159	PAPER CLIP, vinyl/plastic coat, 32mm, 100 pieces per box	489	
160	PAPER CLIP, vinyl/plastic coat, 48mm, 100 pieces per box	446	
161	Paper, Multicopy, 100gsm, A4 size	60	
162	Paper, Multicopy, 100gsm, Short size	15	
163	Paper, Multicopy, 70gsm, A4 size	720	
164	Paper, Multicopy, 70gsm, Legal size	567	
165	Paper, Multicopy, 70gsm, short/letter size	221	
166	PAPER, MULTICOPY, 80gsm, size: A4	637	
167	PAPER, MULTICOPY, 80gsm, size: LEGAL	439	
168	PAPER, MULTICOPY, 80gsm, size:letter/short	21	
169	Paper, Multicopy, 90gsm, Long size	36	
170	PAPER, MULTICOPY, assorted color, 80gsm, size: 216mm x 279mm	2	



171	Paper, Multi-print, 70gsm, A4 size	0	
172	PAPER, Thermal, 216mm x 30m, 55gsm	24	
173	PARCHMENT PAPER, size 210 x 287mm, 80 gsm, 100 sheets per pack	20	
174	Pen holder ORGANIZER	26	
175	PENCIL, lead, w/eraser, wood cased hardness: HB One(1) dozen per box	1280	
176	Photo Paper, Satin, A4 size, 20's	103	
177	PLANNER NOTEBOOK	24	
178	Portable Printer (Receipt /Thermal Printer)	4	
179	PREMIUM YELLOW PAD, ruled 80L, .5x22x33cm 250 g	75	
180	PRICE TAG, neon colored (blue, green, yellow, orange, pink, white), 10 rolls per tube	6	
181	PUSH PIN	94	
182	PVC BINDING COVER, 200microns, for A4 sized documents, 100 pcs per ream	1	
183	PVC BINDING COVER, 200microns, for Legal sized documents, 100 pcs per ream	2	
184	PVC BINDING COVER, 200microns, for Letter sized documents, 100 pcs per ream	1	
185	Received Stamp, with date and time	3	
186	RECORD BOOK, 150 pages, size: 214mm x 278mm min	12	
187	RECORD BOOK, 300 pages, size: 214mm x 278mm min	167	
188	RECORD BOOK, 500 pages, size: 214mm x 278mm min	113	
189	Released Stamp, with date and time	18	
190	RULER, plastic, 12", 1 piece in individual plastic	27	

191	RULER, plastic, 450mm (18"), 1 piece in individual plastic	103	
192	SCISSOR, Multi-purpose, 8 inch steel	212	
193	Sign here sticker	632	
194	SIGN PEN liquid/gel ink 0.5mm needle tip, black	1110	
195	SIGN PEN liquid/gel ink 0.5mm needle tip, blue	1110	
196	SIGN PEN liquid/gel ink 0.5mm needle tip, red	283	
197	Signpen, Gtec- C3 Black	36	
198	Signpen, Gtec- C3 Blue	72	
199	SIGNPEN, Hi-tech, 1.0mm, Black	159	
200	SIGNPEN, Hi-tech, 1.0mm, Blue	159	
201	STAMP PAD INK, black, 50mL	14	
202	STAMP PAD INK, blue, 50mL	5	
203	STAMP PAD INK, red, 50mL	5	
204	STAMP PAD INK, violet, 50mL	42	
205	STAMP PAD, felt pad, min 60mm x 100mm, Blue or Black	56	
206	STAPLE REMOVER, Heavy Duty, Plier-type	50	
207	STAPLE WIRE, for Heavy duty staplers, 23/13	145	
208	STAPLE WIRE, Standard 26/6	345	
209	STAPLE WIRE, 23/17	20	
210	STAPLE WIRE, 23/20	20	
211	STAPLE WIRE, 23/24	20	
212	STAPLER, with remover	121	
213	STICKER PAPER, Matte A4 Size 105G, 50 pcs.	96	
214	TAPE, Double sided tape, 1 inch	130	
215	TAPE, duct, all-purpose, gray or black, 48mm, 50 meters length	30	
216	TAPE, masking, 1 1/2 inch, 50 meters length	20	

217	TAPE, masking, 24mm, 50 meters length	151	
218	TAPE, masking, 48mm, 50 meters length	75	
219	TAPE, packaging, 48mm, 50 meters length	114	
220	TAPE, transparent, 1/2"	15	
221	TAPE, transparent, 24mm, 50 meters	231	
222	TAPE, transparent, 3/4"	20	
223	TAPE, transparent, 4 inch, 50 meters	47	
224	TAPE, transparent, 48mm, 50 meters	154	
225	Thermal Sticker Paper (for Thermal Printer)	10	
226	TRAXX 7050-T1 SELF INK DATE RECEIVED 42X26mm (2020-up)/pc	1	
227	TRAXX 78IC SELF INK 3mm Mini Dater(2020-UP)/pc	1	
228	Uni Ball Gel Impact, Black	243	
229	Uni Ball Gel Impact, Blue	135	
230	WHITEBOARD, for wall, Medium	2	
231	YELLOW TAPE, 24mmX50yd,2.5x9x9cm, 60g/pc	4	
232	10 Digit Numerical Stamp	5	
233	COLUMNAR PAD 8 COLUMNS/ book	10	
234	DIGITAL WALL CLOCK BIG (EWT 8614A)-EWETIME BRAND	2	
235	BACK PACK BAG (HEAVY DUTY)	1	
236	BINDING MACHINE HEAVY DUTY BIG (LEGAL SIZE)	1	
237	BATTERY (AA)/ BOX	13	
238	BATTERY (AAA)/ BOX	8	
239	EPSON LX 310 RIBBON CATRIDGE INK	5	
240	Warehouse There shall be at least one (1) warehouse within Cotabato City. The warehouse shall serve as holding area for inspection.	1	

# ***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) in accordance with Section 8.5.2 of the IRR;

##### Technical Documents

- b) 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**
- c) 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**
- d) 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**
- e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- f) 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

- g) 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***

- h) 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.

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

**II. FINANCIAL COMPONENT ENVELOPE**

- a) Original of duly signed and accomplished Financial Bid Form; **and**
- b) Original of duly signed and accomplished Price Schedule(s).