

JH CERILLES STATE COLLEGE
Mati, San Miguel, Zamboanga del Sur

BIDDING DOCUMENTS

SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR JHCSC CAMPUSES

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Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



J.H. CERILLES STATE COLLEGE

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INVITATION TO BID FOR SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR JHCSC CAMPUSES

1. The *JH Cerilles State College*, through the *TUITION AND FIDUCIARY MOOE FUNDS 2021 (Fund 164)* intends to apply the sum of **ONE MILLION NINE HUNDRED EIGHT THOUSAND EIGHTY-THREE PESOS ONLY (PHP 1,908,083.00)** being the ABC to payments under the contract for **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR JHCSC CAMPUSES**. Bids received in excess of the ABC shall be automatically rejected at bid opening. Items are follows;

L O T	GENERAL DESCRIPTION	Unit of Measur e	ABC	PRICE OF BID DOCS
1	Office Supplies for Main and Pagadian Campuses	LUMP	1,308,284.00	
2	Office for Dumingag Campus	LUMP	599,799.00	
			1,908,083.00	5,000.00

2. The *JH Cerilles State College* now invites **PhilGEPS registered** and **eligible bidders** for the **SUPPLY & DELIVERY OF STF OFFICE SUPPLIES FOR JHCSC CAMPUSES**. Delivery of the Goods is 30 days. Bidders should have completed, within **THREE (3) years** and receipt of bids March 10, 2018-March 10, 2020, a **SINGLE LARGEST COMPLETED CONTRACT** 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.
 - a. *[Select this paragraph if conditions (a), (c), and (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]* 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 **BAC Secretariat, JH Cerilles State College** and inspect the Bidding Documents at the BAC Extension Office, JH Cerilles State College-Pagadian Campus, Balangasan, Pagadian City, 8:00AM-5:00PM
5. A complete set of Bidding Documents may be acquired by interested Bidders on *February 25-March 1, 2021* from the given address and website(s) below *PhilgepsJHCSC.Website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PHP5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by facsimile, or through electronic means*

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The **JH Cerilles State College** will hold a Pre-Bid Conference¹ on **February 26, 2021 @ 10:00 AM** at BAC Extension Office, at JH Cerilles State College, Pagadian Campus, Balangasan, Pagadian City /or through video conferencing or webcasting via “Zoom”, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **BAC Extension Office, at JH Cerilles State College, Pagadian Campus, Balangasan, Pagadian City** on or before **March 10, 2021, @ 9:00 AM**. 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 **March 10, 2021, @ 10:00AM**, at **BAC Extension Office, at JH Cerilles State College, Pagadian Campus, Balangasan, Pagadian City**.and/or via “Zoom”. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The **JH Cerilles State College** 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:
WILFREDO M. BARNIDO, JR., CPA,MBA
Chairman, Bids and Awards Committee
BAC Office - JH CERILLES STATE COLLEGE
MATI, SAN MIGUEL, ZAMBOANGA DEL SUR
Email address: jhcscbudget.barnido@gmail.com
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WILFREDO M. BARNIDO, JR., CPA, MBA
Chairman, 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, *[indicate name]* wishes to receive Bids for the *[insert Procurement Project]*{*[insert, if applicable:]* under a Framework Agreement}, with identification number *[indicate number]*.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, 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 *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

[If not an early procurement activity, select one and delete others:]

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. *[Select one, delete other/s]*

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. 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:

[Select one, delete the other/s]

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

- 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:

[Select one, delete other/s]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- b. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *{[insert if applicable]}* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting

Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:

[Select one, delete the other/s]

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

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**.

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.

- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 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:

[Select one, delete the other/s]

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

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

- 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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[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**.

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Office Supplies/General Supplies/Common Office Supplies.</i> b. completed within 15days prior to the deadline for the submission and receipt of bids.
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.] Subcontracting is not Allowed.</i>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul 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.
19.3	<i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i> <i>Partial bid is not Allowed.</i> <i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]N/A</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]N/A</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

6.1. 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.

6.2. 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 abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered at <i>JHCSC Campuses indicated in Section VII</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is DR. MARY JOCELYN V. BATTUNG, President</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> <ul 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
	<ul 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.

	<p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the</p>

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

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

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Delivery Schedule
	<i>Office Supplies (Main)</i>		
01	AIR FRESHENER, aerosol, 280ml/150g min	18	
02	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	44	
03	BALL PEN, Black	140	
04	BALL PEN, Black, 50's	85	
05	BATTERY, dry cell, AA, 2 pieces per blister pack	61	
06	BOARD PAPER, Legal	50	
07	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	338	
08	BOOK ENDS, Heavy Duty, Metal	4	
09	CALCULATOR, compact, 12 digits	2	
10	CARTOLINA, Assorted color, 78gsm min, 100's	2	
11	Centra Board (2x3x120)	1	
12	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	3	
13	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	2	
14	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	3	
15	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	2	
16	COLUMNAR BOOK, 4 Columns	7	
17	CORK BOARD, 2x3	1	
18	CORK BOARD, 2x5	7	
19	CORRECTION TAPE, film base type, UL 6m min	20	
20	DATA FILE BOX, made of chipboard, with closed ends	42	
21	DATING AND STAMPING MACHINE, heavy duty	2	
22	DETERGENT POWDER, all purpose, 1kg	2	
23	DOUBLE SIDED TAPE, 48mm	3	
24	DOUBLE SIDED TAPE, Foam	5	
25	ENVELOPE, DOCUMENTARY, for legal size document	100	
26	ENVELOPE, DOCUMENTARY, for legal size document, 500's	1	
27	ENVELOPE, DOCUMENTARY, for Short size document, 500's	1	
28	ENVELOPE, MAILING, white, with Window, 500's	2	
29	ERASER, FELT, for blackboard/whiteboard	20	
30	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	3	
31	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	6	
32	FASTENER, Plastic	14	
33	FLASH DRIVE, 16 GB capacity	22	
34	FLASH DRIVE, 32GB capacity	18	

35	FLASHLIGHT, Chargeable	3	
36	FOLDER, TAGBOARD, for legal size documents, 100's	30	
37	FOLDER, TAGBOARD, for short size documents, 100's	15	
38	FOLDER, White, Legal, 100's	1	
39	GLUE, all purpose, 250-300 grams min.	15	
40	HIGHLIGHTER PEN, Assorted	2	
41	INDEX TAB, self-adhesive, transparent	10	
42	INK CART, EPSON C13T664100 (T6641), Black	35	
43	INK CART, EPSON C13T664200 (T6642), Cyan	27	
44	INK CART, EPSON C13T664300 (T6643), Magenta	27	
45	INK CART, EPSON C13T664400 (T6644), Yellow	27	
46	INK, EPSON L3110 (003), Black	33	
47	INK, EPSON L3110 (003), Cyan	20	
48	INK, EPSON L3110 (003), Magenta	20	
49	INK, EPSON L3110 (003), Yellow	20	
50	MANILA PAPER, 10's	30	
51	MARKER, PERMANENT, bullet type, black	30	
52	MARKER, whiteboard, black, felt tip, bullet type	65	
53	MARKER, whiteboard, blue, felt tip, bullet type	10	
54	MARKER, whiteboard, red, felt tip, bullet type	10	
55	MOUSE PAD	4	
56	MOUSE, optical, USB connection type	8	
57	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	6	
58	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	15	
59	PAPER CLIP, vinyl/plastic coat, length: 32mm min	3	
60	PAPER, MULTICOPY, 80gsm, SHORT size	30	
61	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	197	
62	PENCIL, lead, w/ eraser, wood cased, hardness: HB	23	
63	PHOTO PAPER, Glossy, A4 size	34	
64	PICTURE FRAME, A4	205	
65	PUSH PIN, Flat Head Type	20	
66	PVC Cover Transparent, Legal size (for Book binding), 100's	1	
67	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	20	
68	RUBBER BAND, 70mm min lay flat length (#18)	19	
69	RULER, plastic, 450mm (18"), width: 38mm min	18	
70	Scissors, Heavy Duty	20	
71	SCISSORS, symmetrical, blade length: 65mm min	5	
72	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	30	
73	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	43	
74	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	4	
75	SPRAYER, Gallon, 16 liters, Manual	2	
76	STAIN REMOVER	5	
77	STAPLE REMOVER, PLIER-TYPE	18	
78	STAPLE WIRE, for heavy duty staplers, (23/13)	20	
79	STAPLE WIRE, STANDARD, (26/6)	8	

80	STAPLER, STANDARD TYPE, load cap: 200 staples min	21	
81	STATIONARY PAPER, Assorted, Short	3	
82	STICK GLUE, Big	80	
83	STICKER PAPER, A4	30	
84	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2	
85	TAPE, ELECTRICAL, 18mm x 16M min	10	
86	TAPE, MASKING, width: 24mm ($\hat{A}\pm 1\text{mm}$)	30	
87	TAPE, MASKING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	30	
88	TAPE, PACKAGING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	25	
89	TAPE, TRANSPARENT, width: 24mm ($\hat{A}\pm 1\text{mm}$)	5	
90	TAPE, TRANSPARENT, width: 48mm ($\hat{A}\pm 1\text{mm}$)	5	
91	Toner Kyocera Taskalfa 1800	2	
92	WALL CLOCK, Heavy Duty, 12"	5	
93	WHITE BOARD, 4x4	1	
	Office Supplies (Pagadian)		
94	AIR FRESHENER, aerosol, 280ml/150g min	2	
95	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	20	
96	BALL PEN, Black, 50's	3	
97	BATTERY, dry cell, AAA, 2 pieces per blister pack	3	
98	BOND PAPER, Multi-purpose, A4, sub 20, 70gsm	8	
99	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	13	
100	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	5	
101	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	2	
102	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	5	
103	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	5	
104	CONSTRUCTION PAPER, Assorted	2	
105	CORRECTION TAPE, film base type, UL 6m min	5	
106	CUTTER BLADE, for heavy duty cutter	1	
107	CUTTER KNIFE, heavy duty	2	
108	DATA FILE ORGANIZER, 3 Layers, Metal	1	
109	DOUBLE SIDED TAPE, Foam	3	
110	FASTENER, Plastic	5	
111	FILE ORGANIZER, expanding, plastic	2	
112	FOLDER, EXPANDED, Long 100's	2	
113	FOLDER, TAGBOARD, for legal size documents, 100's	1	
114	FOLDER, White, Legal, 100's	2	
115	GLUE, all purpose, 250-300 grams min.	3	
116	HIGHLIGHTER PEN, Assorted	3	
117	INDEX TAB, self-adhesive, transparent	2	
118	INK CART, EPSON C13T664100 (T6641), Black	8	
119	INK CART, EPSON C13T664200 (T6642), Cyan	8	
120	INK CART, EPSON C13T664300 (T6643), Magenta	8	
121	INK CART, EPSON C13T664400 (T6644), Yellow	8	
122	MAGAZINE FILE BOX, LARGE size, made of chipboard	5	

123	MARKER INK REFILL, Black, Permanent	1	
124	MARKER, FLUORESCENT, 3 assorted colors per set	2	
125	MARKER, PERMANENT, bullet type, black	14	
126	MARKER, whiteboard, black, felt tip, bullet type	3	
127	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	2	
128	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	5	
129	PAPER, MULTICOPY, 80gsm, SHORT size	10	
130	PENCIL SHARPENER, manual, single cutter head	2	
131	PENCIL, lead, w/ eraser, wood cased, hardness: HB	5	
132	PHOTO PAPER, Glossy, A4 size	4	
133	PUSH PIN, Flat Head Type	2	
134	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	3	
135	STAPLE WIRE, STANDARD, (26/6)	3	
136	STAPLER, STANDARD TYPE, load cap: 200 staples min	2	
	Office Supplies (Dumingag)		
137	AIR FRESHENER, aerosol, 280ml/150g min	15	
138	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	40	
139	BALL PEN, Black	86	
140	BOARD PAPER, Legal	15	
141	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	70	
142	BOOK ENDS, Heavy Duty, Metal	5	
143	CALCULATOR, compact, 12 digits	5	
144	CARTOLINA, Assorted color, 78gsm min, 100's	7	
145	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	6	
146	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	6	
147	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	6	
148	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	6	
149	COLUMNAR BOOK, 4 Columns	4	
150	CORK BOARD, 2x5	5	
151	CORRECTION TAPE, film base type, UL 6m min	20	
152	DATA FILE BOX, made of chipboard, with closed ends	20	
153	DATING AND STAMPING MACHINE, heavy duty	6	
154	DOUBLE SIDED TAPE, Foam	5	
155	ENVELOPE, DOCUMENTARY, for legal size document	100	
156	ENVELOPE, DOCUMENTARY, for legal size document, 500's	1	
157	ENVELOPE, DOCUMENTARY, for Short size document, 500's	1	
158	ENVELOPE, MAILING, white, with Window, 500's	6	
159	ERASER, FELT, for blackboard/whiteboard	20	
160	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	6	
161	FASTENER, Plastic	6	
162	FLASH DRIVE, 16 GB capacity	3	
163	FLASH DRIVE, 32GB capacity	9	
164	FOLDER, TAGBOARD, for legal size documents, 100's	5	

165	FOLDER, TAGBOARD, for short size documents, 100's	5	
166	FOLDER, White, Legal, 100's	1	
167	GLUE, all purpose, 250-300 grams min.	6	
168	GUN TACKER, Wire	10	
169	GUN TACKER, Manual	3	
170	HIGHLIGHTER PEN, Assorted	2	
171	INDEX TAB, self-adhesive, transparent	10	
172	INK CART, EPSON C13T664100 (T6641), Black	35	
173	INK CART, EPSON C13T664200 (T6642), Cyan	23	
174	INK CART, EPSON C13T664300 (T6643), Magenta	23	
175	INK CART, EPSON C13T664400 (T6644), Yellow	23	
176	INK, EPSON L3110 (003), Black	15	
177	INK, EPSON L3110 (003), Cyan	8	
178	INK, EPSON L3110 (003), Magenta	8	
179	INK, EPSON L3110 (003), Yellow	8	
180	KEYBOARD & MOUSE, USB Type	2	
181	MANILA PAPER, 10's	5	
182	MARKER, whiteboard, black, felt tip, bullet type	55	
183	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	6	
184	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	15	
185	PAPER, MULTICOPY, 80gsm, SHORT size	58	
186	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	65	
187	PENCIL SHARPENER, manual, single cutter head	10	
188	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10	
189	PHOTO PAPER, Glossy, A4 size	24	
190	PICTURE FRAME, A4	25	
191	PUNCHER, paper, heavy duty, with two hole guide	3	
192	PUSH PIN, Flat Head Type	15	
193	PVC Cover Transparent, Legal size (for Book binding), 100's	1	
194	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5	
195	RUBBER BAND, 70mm min lay flat length (#18)	10	
196	RULER, plastic, 450mm (18"), width: 38mm min	4	
197	Scissors, Heavy Duty	10	
198	SCISSORS, symmetrical, blade length: 65mm min	5	
199	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	20	
200	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	35	
201	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	4	
202	SINTRA BOARD, 2x3	10	
203	STAPLE REMOVER, PLIER-TYPE	5	
204	STAPLE WIRE, for heavy duty staplers, (23/13)	10	
205	STAPLE WIRE, STANDARD, (26/6)	5	
206	STAPLER, STANDARD TYPE, load cap: 200 staples min	10	
207	STATIONARY PAPER, Assorted, Short	3	
208	STICK GLUE, Big	30	

209	STICKER PAPER, A4	20	
210	TAPE DISPENSER, TABLE TOP, for 24mm width tape	3	
211	TAPE, MASKING, width: 24mm ($\hat{A}\pm 1\text{mm}$)	25	
212	TAPE, MASKING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	20	
213	TAPE, PACKAGING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	15	
214	TAPE, TRANSPARENT, width: 24mm ($\hat{A}\pm 1\text{mm}$)	5	
215	TAPE, TRANSPARENT, width: 48mm ($\hat{A}\pm 1\text{mm}$)	5	
	Office Supplies(Main)		
01	AIR FRESHENER, aerosol, 280ml/150g min	10	
02	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	80	
03	BALL PEN, Black, 50's	6	
04	BALL PEN, Blue, 50's	6	
05	BALL PEN, Red, 50's	6	
06	BATTERY, dry cell, AA, 2 pieces per blister pack	3	
07	BATTERY, dry cell, AAA, 2 pieces per blister pack	3	
08	BOARD PAPER, Legal	40	
09	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	124	
10	CARTOLINA, Assorted color, 78gsm min, 100's	6	
11	CARTOLINA, assorted colors, 20's	12	
12	CLEARBOOK, 20 transparent pockets, for A4 size	30	
13	CLEARBOOK, 20 transparent pockets, for LEGAL size	30	
14	COLUMNAR BOOK, 4 Columns	6	
15	CONSTRUCTION PAPER, Assorted	6	
16	CORRECTION TAPE, film base type, UL 6m min	24	
17	CUTTER BLADE, for heavy duty cutter	6	
18	DATA FILE BOX, made of chipboard, with closed ends	18	
19	DATA FOLDER, made of chipboard, taglia lock	12	
20	DIPLOMA, 500's	4	
21	ENVELOPE, DOCUMENTARY, for legal size document, 500's	6	
22	ENVELOPE, DOCUMENTARY, for Short size document, 500's	6	
23	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 500's	6	
24	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	30	
25	ENVELOPE, MAILING, white, with Window, 500's	2	
26	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	3	
27	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	3	
28	FASTENER, Plastic	18	
29	FILE ORGANIZER, expanding, plastic	12	
30	FLASH DRIVE, 32GB capacity	6	
31	FOLDER, FANCY, for A4 size documents, 50's	6	

32	FOLDER, FANCY, for legal size documents, 50's	6	
33	FOLDER, L-TYPE, for A4 size, 50's	6	
34	FOLDER, L-TYPE, for legal size documents, 50's	6	
35	FOLDER, TAGBOARD, for legal size documents, 100's	4	
36	FOLDER, TAGBOARD, for legal size documents, 100's	6	
37	FOLDER, TAGBOARD, for short size documents, 100's	2	
38	FOLDER, TAGBOARD, for short size documents, 100's	6	
39	FOLDER, White, Legal, 100's	3	
40	GLUE, all purpose, 250-300 grams min.	6	
41	GLUE, all purpose, gross weight: 200 grams min	10	
42	HIGHLIGHTER PEN, Assorted	9	
43	INDEX TAB, self-adhesive, transparent	112	
44	INK CART, 5810, GT51, Black	15	
45	INK CART, 5810, GT52, Colored	9	
46	INK CART, EPSON C13T664100 (T6641), Black	10	
47	INK CART, EPSON C13T664200 (T6642), Cyan	5	
48	INK CART, EPSON C13T664300 (T6643), Magenta	5	
49	INK CART, EPSON C13T664400 (T6644), Yellow	5	
50	INK CART, HP F6V26AA (HP680) Tri-color	2	
51	INK CART, HP F6V27AA (HP680) Black	10	
52	INK, EPSON L3110 (003), Black	40	
53	INK, EPSON L3110 (003), Cyan	10	
54	INK, EPSON L3110 (003), Magenta	10	
55	INK, EPSON L3110 (003), Yellow	10	
56	LINEN PAPER, Assorted, Short	10	
57	MAGAZINE FILE BOX, LARGE size, made of chipboard	9	
58	MANILA PAPER, 10's	12	
59	MARKER, FLUORESCENT, 3 assorted colors per set	6	
60	MARKER, PERMANENT, bullet type, black	12	
61	MARKER, PERMANENT, bullet type, blue	12	
62	MARKER, PERMANENT, bullet type, red	12	
63	MARKER, whiteboard, black, felt tip, bullet type	10	
64	MARKER, whiteboard, blue, felt tip, bullet type	10	
65	MARKER, whiteboard, red, felt tip, bullet type	10	
66	MOUSE PAD	5	
67	MOUSE, optical, USB connection type	5	
68	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	9	
69	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	113	
70	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	2	
71	PHOTO PAPER, Glossy, A4 size	10	
72	PICTURE FRAME, A4	20	
73	PUNCHER, paper, heavy duty, with two hole guide	3	
74	PUSH PIN, Flat Head Type	10	
75	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10	
76	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	3	
77	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	3	

78	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	20	
79	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	20	
80	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	20	
81	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	5	
82	STAPLE WIRE, STANDARD, (26/6)	22	
83	TAPE, MASKING, width: 48mm (Â±1mm)	3	
84	TAPE, TRANSPARENT, width: 48mm (Â±1mm)	3	
85	TRANSCRIPT OF RECORDS, 500's	50	
86	WALL CLOCK, Heavy Duty, 12"	1	
87	WHITE BOARD, 4x4	2	
Office Supplies(Dumingag)			
88	AIR FRESHENER, aerosol, 280ml/150g min	2	
89	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	110	
90	Alcohol, ethyl, 70% 60ml	1000	
91	BALL PEN, Black, 50's	3	
92	BALL PEN, Blue, 50's	2	
93	BALL PEN, Red, 50's	2	
94	BATTERY AA with charger, Rechargeable	2	
95	BATTERY, dry cell, AA, 2 pieces per blister pack	3	
96	BATTERY, dry cell, AAA, 2 pieces per blister pack	3	
97	BATTERY, size AA, alkaline, 2 pieces per blister pack	5	
98	BATTERY, size AAA, alkaline, 2 pieces per blister pack	5	
99	BOARD PAPER, Legal	20	
100	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	30	
101	CARTOLINA, Assorted color, 78gsm min, 100's	1	
102	CLEARBOOK, 20 transparent pockets, for A4 size	10	
103	CLEARBOOK, 20 transparent pockets, for LEGAL size	10	
104	COLUMNAR BOOK, 4 Columns	5	
105	CONSTRUCTION PAPER, Assorted	3	
106	CORRECTION TAPE, film base type, UL 6m min	12	
107	CUTTER BLADE, for heavy duty cutter	3	
108	DATA FILE BOX, made of chipboard, with closed ends	3	
109	DATA FOLDER, made of chipboard, taglia lock	3	
110	DUCT TAPE, 48mm x 20m	5	
111	ENVELOPE, DOCUMENTARY, for legal size document, 500's	1	
112	ENVELOPE, DOCUMENTARY, for Short size document, 500's	1	
113	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 500's	1	
114	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	10	
115	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	1	
116	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	1	

117	FASTENER, Plastic	8	
118	FILE ORGANIZER, expanding, plastic	5	
119	FLASH DRIVE, 32GB capacity	4	
120	FOLDER, FANCY, for A4 size documents, 50's	1	
121	FOLDER, FANCY, for legal size documents, 50's	1	
122	FOLDER, L-TYPE, for A4 size, 50's	1	
123	FOLDER, L-TYPE, for legal size documents, 50's	1	
124	FOLDER, TAGBOARD, for legal size documents, 100's	1	
125	FOLDER, TAGBOARD, for short size documents, 100's	1	
126	FOLDER, White, Legal, 100's	1	
127	GLUE, all purpose, 250-300 grams min.	3	
128	GUN TACKER, Wire	2	
129	GUN TACKER, Manual	1	
130	HIGHLIGHTER PEN, Assorted	3	
131	INDEX TAB, self-adhesive, transparent	3	
132	INK BROTHER, DCP-T710W (Black)	3	
133	INK BROTHER, DCP-T710W (Cyan)	3	
134	INK BROTHER, DCP-T710W (Magenta)	3	
135	INK BROTHER, DCP-T710W (Yellow)	3	
136	INK CART, EPSON C13T664100 (T6641), Black	10	
137	INK CART, EPSON C13T664200 (T6642), Cyan	6	
138	INK CART, EPSON C13T664300 (T6643), Magenta	6	
139	INK CART, EPSON C13T664400 (T6644), Yellow	6	
140	INK, EPSON L3110 (003), Black	10	
141	INK, EPSON L3110 (003), Cyan	5	
142	INK, EPSON L3110 (003), Magenta	5	
143	INK, EPSON L3110 (003), Yellow	5	
144	LINEN PAPER, Assorted, Short	5	
145	MAGAZINE FILE BOX, LARGE size, made of chipboard	3	
146	MANILA PAPER, 10's	5	
147	MARKER, FLUORESCENT, 3 assorted colors per set	3	
148	MARKER, PERMANENT, bullet type, black	18	
149	MARKER, PERMANENT, bullet type, blue	18	
150	MARKER, PERMANENT, bullet type, red	5	
151	Mirror 16in. x 32in	2	
152	MOUSE PAD	2	
153	MOUSE, optical, USB connection type	2	
154	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	5	
155	PAPER, MULTICOPY, 80gsm, SHORT size	30	
156	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	20	
157	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	1	
158	PHOTO PAPER, Glossy, A4 size	11	
159	PICTURE FRAME, A4	15	
160	PUNCHER, paper, heavy duty, with two hole guide	1	
161	PUSH PIN, Flat Head Type	5	
162	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	1	

163	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	
164	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	10	
165	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	10	
166	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	10	
167	STAPLE WIRE, STANDARD, (26/6)	4	
168	STAPLER, STANDARD TYPE, load cap: 200 staples min	2	
169	STICK GLUE, Big	10	
170	TAPE DISPENSER, TABLE TOP, for 24mm width tape	1	
171	TAPE, MASKING, width: 48mm (Â±1mm)	3	
172	TAPE, TRANSPARENT, width: 24mm (Â±1mm)	10	
173	TAPE, TRANSPARENT, width: 48mm (Â±1mm)	3	
174	WALL CLOCK, Heavy Duty, 12"	2	
175	WALL CLOCK, Heavy Duty, 12"	1	
	ABC Total		PHP1,908,083.00

Section VII. Technical Specifications

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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

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.

Item No.	Specification	Statement of Compliance
	Office Supplies (Main)	
01	AIR FRESHENER, aerosol, 280ml/150g min	
02	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
03	BALL PEN, Black	
04	BALL PEN, Black, 50's	
05	BATTERY, dry cell, AA, 2 pieces per blister pack	
06	BOARD PAPER, Legal	
07	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	
08	BOOK ENDS, Heavy Duty, Metal	
09	CALCULATOR, compact, 12 digits	
10	CARTOLINA, Assorted color, 78gsm min, 100's	
11	Centra Board (2x3x120)	
12	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	
13	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	
14	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
15	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
16	COLUMNAR BOOK, 4 Columns	
17	CORK BOARD, 2x3	
18	CORK BOARD, 2x5	
19	CORRECTION TAPE, film base type, UL 6m min	
20	DATA FILE BOX, made of chipboard, with closed ends	
21	DATING AND STAMPING MACHINE, heavy duty	
22	DETERGENT POWDER, all purpose, 1kg	
23	DOUBLE SIDED TAPE, 48mm	
24	DOUBLE SIDED TAPE, Foam	
25	ENVELOPE, DOCUMENTARY, for legal size document	
26	ENVELOPE, DOCUMENTARY, for legal size document, 500's	
27	ENVELOPE, DOCUMENTARY, for Short size document, 500's	

28	ENVELOPE, MAILING, white, with Window, 500's	
29	ERASER, FELT, for blackboard/whiteboard	
30	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	
31	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	
32	FASTENER, Plastic	
33	FLASH DRIVE, 16 GB capacity	
34	FLASH DRIVE, 32GB capacity	
35	FLASHLIGHT, Chargeable	
36	FOLDER, TAGBOARD, for legal size documents, 100's	
37	FOLDER, TAGBOARD, for short size documents, 100's	
38	FOLDER, White, Legal, 100's	
39	GLUE, all purpose, 250-300 grams min.	
40	HIGHLIGHTER PEN, Assorted	
41	INDEX TAB, self-adhesive, transparent	
42	INK CART, EPSON C13T664100 (T6641), Black	
43	INK CART, EPSON C13T664200 (T6642), Cyan	
44	INK CART, EPSON C13T664300 (T6643), Magenta	
45	INK CART, EPSON C13T664400 (T6644), Yellow	
46	INK, EPSON L3110 (003), Black	
47	INK, EPSON L3110 (003), Cyan	
48	INK, EPSON L3110 (003), Magenta	
49	INK, EPSON L3110 (003), Yellow	
50	MANILA PAPER, 10's	
51	MARKER, PERMANENT, bullet type, black	
52	MARKER, whiteboard, black, felt tip, bullet type	
53	MARKER, whiteboard, blue, felt tip, bullet type	
54	MARKER, whiteboard, red, felt tip, bullet type	
55	MOUSE PAD	
56	MOUSE, optical, USB connection type	
57	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
58	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	
59	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
60	PAPER, MULTICOPY, 80gsm, SHORT size	
61	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
62	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
63	PHOTO PAPER, Glossy, A4 size	
64	PICTURE FRAME, A4	
65	PUSH PIN, Flat Head Type	
66	PVC Cover Transparent, Legal size (for Book binding), 100's	
67	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
68	RUBBER BAND, 70mm min lay flat length (#18)	
69	RULER, plastic, 450mm (18"), width: 38mm min	
70	Scissors, Heavy Duty	
71	SCISSORS, symmetrical, blade length: 65mm min	

72	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
73	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
74	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
75	SPRAYER, Gallon, 16 liters, Manual	
76	STAIN REMOVER	
77	STAPLE REMOVER, PLIER-TYPE	
78	STAPLE WIRE, for heavy duty staplers, (23/13)	
79	STAPLE WIRE, STANDARD, (26/6)	
80	STAPLER, STANDARD TYPE, load cap: 200 staples min	
81	STATIONARY PAPER, Assorted, Short	
82	STICK GLUE, Big	
83	STICKER PAPER, A4	
84	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
85	TAPE, ELECTRICAL, 18mm x 16M min	
86	TAPE, MASKING, width: 24mm ($\hat{A}\pm 1\text{mm}$)	
87	TAPE, MASKING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
88	TAPE, PACKAGING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
89	TAPE, TRANSPARENT, width: 24mm ($\hat{A}\pm 1\text{mm}$)	
90	TAPE, TRANSPARENT, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
91	Toner Kyocera Taskalfa 1800	
92	WALL CLOCK, Heavy Duty, 12"	
93	WHITE BOARD, 4x4	
	Office Supplies (Pagadian)	
94	AIR FRESHENER, aerosol, 280ml/150g min	
95	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
96	BALL PEN, Black, 50's	
97	BATTERY, dry cell, AAA, 2 pieces per blister pack	
98	BOND PAPER, Multi-purpose, A4, sub 20, 70gsm	
99	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	
100	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	
101	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	
102	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
103	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
104	CONSTRUCTION PAPER, Assorted	
105	CORRECTION TAPE, film base type, UL 6m min	
106	CUTTER BLADE, for heavy duty cutter	
107	CUTTER KNIFE, heavy duty	
108	DATA FILE ORGANIZER, 3 Layers, Metal	
109	DOUBLE SIDED TAPE, Foam	
110	FASTENER, Plastic	
111	FILE ORGANIZER, expanding, plastic	
112	FOLDER, EXPANDED, Long 100's	
113	FOLDER, TAGBOARD, for legal size documents, 100's	
114	FOLDER, White, Legal, 100's	
115	GLUE, all purpose, 250-300 grams min.	
116	HIGHLIGHTER PEN, Assorted	

117	INDEX TAB, self-adhesive, transparent	
118	INK CART, EPSON C13T664100 (T6641), Black	
119	INK CART, EPSON C13T664200 (T6642), Cyan	
120	INK CART, EPSON C13T664300 (T6643), Magenta	
121	INK CART, EPSON C13T664400 (T6644), Yellow	
122	MAGAZINE FILE BOX, LARGE size, made of chipboard	
123	MARKER INK REFILL, Black, Permanent	
124	MARKER, FLUORESCENT, 3 assorted colors per set	
125	MARKER, PERMANENT, bullet type, black	
126	MARKER, whiteboard, black, felt tip, bullet type	
127	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
128	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	
129	PAPER, MULTICOPY, 80gsm, SHORT size	
130	PENCIL SHARPENER, manual, single cutter head	
131	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
132	PHOTO PAPER, Glossy, A4 size	
133	PUSH PIN, Flat Head Type	
134	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
135	STAPLE WIRE, STANDARD, (26/6)	
136	STAPLER, STANDARD TYPE, load cap: 200 staples min	
	Office Supplies (Dumingag)	
137	AIR FRESHENER, aerosol, 280ml/150g min	
138	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
139	BALL PEN, Black	
140	BOARD PAPER, Legal	
141	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	
142	BOOK ENDS, Heavy Duty, Metal	
143	CALCULATOR, compact, 12 digits	
144	CARTOLINA, Assorted color, 78gsm min, 100's	
145	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	
146	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	
147	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
148	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
149	COLUMNAR BOOK, 4 Columns	
150	CORK BOARD, 2x5	
151	CORRECTION TAPE, film base type, UL 6m min	
152	DATA FILE BOX, made of chipboard, with closed ends	
153	DATING AND STAMPING MACHINE, heavy duty	
154	DOUBLE SIDED TAPE, Foam	
155	ENVELOPE, DOCUMENTARY, for legal size document	
156	ENVELOPE, DOCUMENTARY, for legal size document, 500's	
157	ENVELOPE, DOCUMENTARY, for Short size document, 500's	
158	ENVELOPE, MAILING, white, with Window, 500's	
159	ERASER, FELT, for blackboard/whiteboard	

160	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	
161	FASTENER, Plastic	
162	FLASH DRIVE, 16 GB capacity	
163	FLASH DRIVE, 32GB capacity	
164	FOLDER, TAGBOARD, for legal size documents, 100's	
165	FOLDER, TAGBOARD, for short size documents, 100's	
166	FOLDER, White, Legal, 100's	
167	GLUE, all purpose, 250-300 grams min.	
168	GUN TACKER, Wire	
169	GUN TACKER, Manual	
170	HIGHLIGHTER PEN, Assorted	
171	INDEX TAB, self-adhesive, transparent	
172	INK CART, EPSON C13T664100 (T6641), Black	
173	INK CART, EPSON C13T664200 (T6642), Cyan	
174	INK CART, EPSON C13T664300 (T6643), Magenta	
175	INK CART, EPSON C13T664400 (T6644), Yellow	
176	INK, EPSON L3110 (003), Black	
177	INK, EPSON L3110 (003), Cyan	
178	INK, EPSON L3110 (003), Magenta	
179	INK, EPSON L3110 (003), Yellow	
180	KEYBOARD & MOUSE, USB Type	
181	MANILA PAPER, 10's	
182	MARKER, whiteboard, black, felt tip, bullet type	
183	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
184	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	
185	PAPER, MULTICOPY, 80gsm, SHORT size	
186	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
187	PENCIL SHARPENER, manual, single cutter head	
188	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
189	PHOTO PAPER, Glossy, A4 size	
190	PICTURE FRAME, A4	
191	PUNCHER, paper, heavy duty, with two hole guide	
192	PUSH PIN, Flat Head Type	
193	PVC Cover Transparent, Legal size (for Book binding), 100's	
194	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
195	RUBBER BAND, 70mm min lay flat length (#18)	
196	RULER, plastic, 450mm (18"), width: 38mm min	
197	Scissors, Heavy Duty	
198	SCISSORS, symmetrical, blade length: 65mm min	
199	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
200	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
201	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
202	SINTRA BOARD, 2x3	
203	STAPLE REMOVER, PLIER-TYPE	
204	STAPLE WIRE, for heavy duty staplers, (23/13)	

205	STAPLE WIRE, STANDARD, (26/6)	
206	STAPLER, STANDARD TYPE, load cap: 200 staples min	
207	STATIONARY PAPER, Assorted, Short	
208	STICK GLUE, Big	
209	STICKER PAPER, A4	
210	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
211	TAPE, MASKING, width: 24mm ($\hat{A}\pm 1\text{mm}$)	
212	TAPE, MASKING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
213	TAPE, PACKAGING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
214	TAPE, TRANSPARENT, width: 24mm ($\hat{A}\pm 1\text{mm}$)	
215	TAPE, TRANSPARENT, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
	Office Supplies(Main)	
01	AIR FRESHENER, aerosol, 280ml/150g min	
02	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
03	BALL PEN, Black, 50's	
04	BALL PEN, Blue, 50's	
05	BALL PEN, Red, 50's	
06	BATTERY, dry cell, AA, 2 pieces per blister pack	
07	BATTERY, dry cell, AAA, 2 pieces per blister pack	
08	BOARD PAPER, Legal	
09	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	
10	CARTOLINA, Assorted color, 78gsm min, 100's	
11	CARTOLINA, assorted colors, 20's	
12	CLEARBOOK, 20 transparent pockets, for A4 size	
13	CLEARBOOK, 20 transparent pockets, for LEGAL size	
14	COLUMNAR BOOK, 4 Columns	
15	CONSTRUCTION PAPER, Assorted	
16	CORRECTION TAPE, film base type, UL 6m min	
17	CUTTER BLADE, for heavy duty cutter	
18	DATA FILE BOX, made of chipboard, with closed ends	
19	DATA FOLDER, made of chipboard, taglia lock	
20	DIPLOMA, 500's	
21	ENVELOPE, DOCUMENTARY, for legal size document, 500's	
22	ENVELOPE, DOCUMENTARY, for Short size document, 500's	
23	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 500's	
24	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	
25	ENVELOPE, MAILING, white, with Window, 500's	
26	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	

27	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	
28	FASTENER, Plastic	
29	FILE ORGANIZER, expanding, plastic	
30	FLASH DRIVE, 32GB capacity	
31	FOLDER, FANCY, for A4 size documents, 50's	
32	FOLDER, FANCY, for legal size documents, 50's	
33	FOLDER, L-TYPE, for A4 size, 50's	
34	FOLDER, L-TYPE, for legal size documents, 50's	
35	FOLDER, TAGBOARD, for legal size documents, 100's	
36	FOLDER, TAGBOARD, for legal size documents, 100's	
37	FOLDER, TAGBOARD, for short size documents, 100's	
38	FOLDER, TAGBOARD, for short size documents, 100's	
39	FOLDER, White, Legal, 100's	
40	GLUE, all purpose, 250-300 grams min.	
41	GLUE, all purpose, gross weight: 200 grams min	
42	HIGHLIGHTER PEN, Assorted	
43	INDEX TAB, self-adhesive, transparent	
44	INK CART, 5810, GT51, Black	
45	INK CART, 5810, GT52, Colored	
46	INK CART, EPSON C13T664100 (T6641), Black	
47	INK CART, EPSON C13T664200 (T6642), Cyan	
48	INK CART, EPSON C13T664300 (T6643), Magenta	
49	INK CART, EPSON C13T664400 (T6644), Yellow	
50	INK CART, HP F6V26AA (HP680) Tri-color	
51	INK CART, HP F6V27AA (HP680) Black	
52	INK, EPSON L3110 (003), Black	
53	INK, EPSON L3110 (003), Cyan	
54	INK, EPSON L3110 (003), Magenta	
55	INK, EPSON L3110 (003), Yellow	
56	LINEN PAPER, Assorted, Short	
57	MAGAZINE FILE BOX, LARGE size, made of chipboard	
58	MANILA PAPER, 10's	
59	MARKER, FLUORESCENT, 3 assorted colors per set	
60	MARKER, PERMANENT, bullet type, black	
61	MARKER, PERMANENT, bullet type, blue	
62	MARKER, PERMANENT, bullet type, red	
63	MARKER, whiteboard, black, felt tip, bullet type	
64	MARKER, whiteboard, blue, felt tip, bullet type	
65	MARKER, whiteboard, red, felt tip, bullet type	
66	MOUSE PAD	
67	MOUSE, optical, USB connection type	
68	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
69	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
70	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	
71	PHOTO PAPER, Glossy, A4 size	

72	PICTURE FRAME, A4	
73	PUNCHER, paper, heavy duty, with two hole guide	
74	PUSH PIN, Flat Head Type	
75	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
76	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
77	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
78	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
79	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
80	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
81	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	
82	STAPLE WIRE, STANDARD, (26/6)	
83	TAPE, MASKING, width: 48mm (Â±1mm)	
84	TAPE, TRANSPARENT, width: 48mm (Â±1mm)	
85	TRANSCRIPT OF RECORDS, 500's	
86	WALL CLOCK, Heavy Duty, 12"	
87	WHITE BOARD, 4x4	
Office Supplies(Dumingag)		
88	AIR FRESHENER, aerosol, 280ml/150g min	
89	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
90	Alcohol, ethyl, 70% 60ml	
91	BALL PEN, Black, 50's	
92	BALL PEN, Blue, 50's	
93	BALL PEN, Red, 50's	
94	BATTERY AA with charger, Rechargeable	
95	BATTERY, dry cell, AA, 2 pieces per blister pack	
96	BATTERY, dry cell, AAA, 2 pieces per blister pack	
97	BATTERY, size AA, alkaline, 2 pieces per blister pack	
98	BATTERY, size AAA, alkaline, 2 pieces per blister pack	
99	BOARD PAPER, Legal	
100	BOND PAPER, Multi-purpose, Long, sub 20, 70gsm	
101	CARTOLINA, Assorted color, 78gsm min, 100's	
102	CLEARBOOK, 20 transparent pockets, for A4 size	
103	CLEARBOOK, 20 transparent pockets, for LEGAL size	
104	COLUMNAR BOOK, 4 Columns	
105	CONSTRUCTION PAPER, Assorted	
106	CORRECTION TAPE, film base type, UL 6m min	
107	CUTTER BLADE, for heavy duty cutter	
108	DATA FILE BOX, made of chipboard, with closed ends	
109	DATA FOLDER, made of chipboard, taglia lock	
110	DUCT TAPE, 48mm x 20m	
111	ENVELOPE, DOCUMENTARY, for legal size document, 500's	
112	ENVELOPE, DOCUMENTARY, for Short size document, 500's	
113	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 500's	

114	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	
115	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	
116	EXTENSION WIRE with complete accessories 15 mtrs, 4 gang	
117	FASTENER, Plastic	
118	FILE ORGANIZER, expanding, plastic	
119	FLASH DRIVE, 32GB capacity	
120	FOLDER, FANCY, for A4 size documents, 50's	
121	FOLDER, FANCY, for legal size documents, 50's	
122	FOLDER, L-TYPE, for A4 size, 50's	
123	FOLDER, L-TYPE, for legal size documents, 50's	
124	FOLDER, TAGBOARD, for legal size documents, 100's	
125	FOLDER, TAGBOARD, for short size documents, 100's	
126	FOLDER, White, Legal, 100's	
127	GLUE, all purpose, 250-300 grams min.	
128	GUN TACKER, Wire	
129	GUN TACKER, Manual	
130	HIGHLIGHTER PEN, Assorted	
131	INDEX TAB, self-adhesive, transparent	
132	INK BROTHER, DCP-T710W (Black)	
133	INK BROTHER, DCP-T710W (Cyan)	
134	INK BROTHER, DCP-T710W (Magenta)	
135	INK BROTHER, DCP-T710W (Yellow)	
136	INK CART, EPSON C13T664100 (T6641), Black	
137	INK CART, EPSON C13T664200 (T6642), Cyan	
138	INK CART, EPSON C13T664300 (T6643), Magenta	
139	INK CART, EPSON C13T664400 (T6644), Yellow	
140	INK, EPSON L3110 (003), Black	
141	INK, EPSON L3110 (003), Cyan	
142	INK, EPSON L3110 (003), Magenta	
143	INK, EPSON L3110 (003), Yellow	
144	LINEN PAPER, Assorted, Short	
145	MAGAZINE FILE BOX, LARGE size, made of chipboard	
146	MANILA PAPER, 10's	
147	MARKER, FLUORESCENT, 3 assorted colors per set	
148	MARKER, PERMANENT, bullet type, black	
149	MARKER, PERMANENT, bullet type, blue	
150	MARKER, PERMANENT, bullet type, red	
151	Mirror 16in. x 32in	
152	MOUSE PAD	
153	MOUSE, optical, USB connection type	
154	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
155	PAPER, MULTICOPY, 80gsm, SHORT size	
156	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	

157	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	
158	PHOTO PAPER, Glossy, A4 size	
159	PICTURE FRAME, A4	
160	PUNCHER, paper, heavy duty, with two hole guide	
161	PUSH PIN, Flat Head Type	
162	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
163	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
164	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
165	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
166	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
167	STAPLE WIRE, STANDARD, (26/6)	
168	STAPLER, STANDARD TYPE, load cap: 200 staples min	
169	STICK GLUE, Big	
170	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
171	TAPE, MASKING, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
172	TAPE, TRANSPARENT, width: 24mm ($\hat{A}\pm 1\text{mm}$)	
173	TAPE, TRANSPARENT, width: 48mm ($\hat{A}\pm 1\text{mm}$)	
174	WALL CLOCK, Heavy Duty, 12"	
175	WALL CLOCK, Heavy Duty, 12"	

[Use this form for Framework Agreement:]

Technical Specifications

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<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,</i>

			<i>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.]</i>

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) 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**
- ☐ (l) 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

- ☐ (m) 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.

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

- ☐ (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

