



J. H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

BIDDING DOCUMENTS

Supply and Delivery of Semi-Expendable Machinery Equipment, Furniture & Fixtures, Office Equipment, Office Supplies, and Other Supplies and Materials

Reference No.: 8269231

Public Bidding No.: PB21-1228

**Sixth Edition
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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 and Delivery of Semi-Expendable Machinery Equipment,
Furniture & Fixtures, Office Equipment, Office Supplies,
and Other Supplies and Materials

1. The *J. H. Cerilles State College*, through the *STF (Fund 164)* intends to apply the sum of **FIVE MILLION FOUR HUNDRED FORTY-NINE THOUSAND NINE HUNDRED TWENTY-EIGHT PESOS ONLY (PHP 5,449,928.00)** being the ABC to payments under the contract for **Supply and Delivery of Semi-Expendable Machinery Equipment, Furniture & Fixtures, Office Supplies, and Other Supplies and Materials**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *J. H. Cerilles State College* now invites **PhilGEPS registered** and **eligible bidders** bids for the above Procurement Project. Delivery of the Goods is 60 days. Bidders should have completed, within THREE (3) years from the date of the deadline of submission of bids, a **SINGLE LARGEST COMPLETED 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. *Under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]*
Paragraph A. 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, J. H. Cerilles State College** and inspect the Bidding Documents at the **BAC Office, J. H. Cerilles State College-Pagadian Annex, Balangasan, Pagadian City, 8:00AM-5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 5-29, 2021** from **BAC Secretariat and upon payment of PHP5,000.00**, for the Bidding Documents. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by facsimile*.
6. The *J. H. Cerilles State College* will hold a Pre-Bid Conference on **December 14 @ 10:00 AM** at **BAC Office, at J. H. Cerilles State College, Pagadian Annex, 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 **BAC Office, at J. H. Cerilles State College, Pagadian Annex, Balangasan, Pagadian City** on or before **December 29, @ 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 **December 29, @ 10:00AM**, at **BAC Office, J. H. Cerilles State College, Pagadian Annex, 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 **J. H. 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.

For further information, please refer to:

WILFREDO M. BARNIDO, JR., CPA, MBA

Chairman, Bids and Awards Committee

BAC Office – J. H. CERILLES

STATE COLLEGE - PAGADIAN

ANNEX, BALANGASAN,

PAGADIAN CITY

Email address: bac@jhsc.edu.ph

Website: <http://www.jhsc.edu.ph/>

REBMEVON M. RAMIREZ

BAC Secretariat

09382970799



WILFREDO M. BARNIDO, JR., CPA, MBA
Chairman, Bids and Awards Committee

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, **J. H. Cerilles State College** wishes to receive Bids for the **Supply and Delivery of Semi-Expendable Machinery Equipment, Furniture & Fixtures, Office Equipment, Office Supplies, and Other Supplies and Materials** with identification number **PB21-1228**.

The Procurement Project (referred to herein as “Project”) is composed of **three (3) 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 *GAA 2022 (fund 101)* in the amount of **PHP5,449,928.00**

2.2. The source of funding is:

a. The General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When the Goods sought to be procured are not available from local suppliers;
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **BAC Office, at J. H. Cerilles State College, Pagadian Annex, Balangasan, Pagadian City** and/or through video conferencing/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 **five (5) sets** the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **THREE (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain **five sets** of the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case 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:

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

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

20. Post-Qualification

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Information Technology b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not Allowed.
12	The price of the Goods shall be quoted in <i>Philippine Peso</i> .
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 PHP108,998.56.00 <i>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 PHP272,496.40 <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.
19.3	<i>Partial bid is not Allowed.</i>
20.2	<i>Business Permit/DTI Registration.</i>
21.2	<i>After Sale Services/Warranty.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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

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. 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>The delivery terms applicable to this Contract are delivered at JHCSC Campuses indicated in Section VII. 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:</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; <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> <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,

	<p>if requested.</p> <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>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

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

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.

GENERAL DESCRIPTION	UNIT OF MEASURE	QUANTITY/SIZE	DELIVERY SCHEDULED
Office Supplies and Other Supplies and Materials	Lump	1	
Semi-Expendable Machinery & Equipment Expenses and Office Equipment	Lump	1	
Semi-Expendable Furniture & Fixtures	Lump	1	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

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.	Quantity	Unit of Measure	Specifications	Statement of Compliance
			LOT 1	
			Office Supplies	
01	9	pack	BOARD PAPER, Legal	
02	390	ream	BOND PAPER, Multi-purpose, Long, sub 20 ,70gsm	
03	3	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
04	6	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
05	32	piece	CORRECTION TAPE, film base type, UL 6m min	
06	2	piece	CUTTER BLADE, for heavy duty cutter	
07	4	piece	CUTTER KNIFE, for general purpose	
08	13	roll	DOUBLE SIDED TAPE, Foam	
09	4	box	ENVELOPE, MAILING, white, 80gsm (-5%), 500's	
10	16	jar	GLUE, all purpose, gross weight: 200 grams min	
11	2	unit	GUN TACKER STAPLE	
12	15	set	HIGHLIGHTER PEN, Assorted	

13	3	bottle	INK BROTHER, DCP-T710W (Black)	
14	3	bottle	INK BROTHER, DCP-T710W (Cyan)	
15	3	bottle	INK BROTHER, DCP-T710W (Magenta)	
16	3	bottle	INK BROTHER, DCP-T710W (Yellow)	
17	16	cart	INK CART, EPSON C13T664100 (T6641), Black	
18	32	bottle	INK, EPSON L3110 (003), Black	
19	17	bottle	INK, EPSON L3110 (003), Cyan	
20	18	bottle	INK, EPSON L3110 (003), Magenta	
21	18	bottle	INK, EPSON L3110 (003), Yellow	
22	10	pack	LINEN PAPER, Assorted, Short	
23	165	piece	LEVER ARC FILE, GREEN, LEGAL SIZE	
24	9	set	MARKER, FLUORESCENT, 3 assorted colors per set	
25	80	piece	MARKER, WHITEBOARD, black, felt tip, bullet type	
26	8	piece	MOUSE PAD	
27	4	unit	MOUSE, optical, USB connection type	
28	8	pad	NOTE PAD, Stick On, 50mm x 76mm (2" x 3") min	
29	12	pad	NOTE PAD, Stick On, 76mm x 76mm (3" x 3") min	
30	85	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
31	39	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	
32	10	ream	PAPER, Parchment, size: 210 x 297mm, multi-purpose	
33	19	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
34	71	pack	PHOTO PAPER, Glossy, A4 size	
35	3	piece	PUNCHER, paper, heavy duty, with two hole	

			guide	
36	5	box	PUSH PIN, Flat Head Type	
37	45	book	RECORD BOOK, 300 Pages, size: 214mm x 278mm	
38	15	book	RECORD BOOK, 500 Pages, size: 218mm x 280mm	
39	15	piece	RING BINDER, Plastic, 1"	
40	118	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	
41	15	piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip	
42	15	piece	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip	
43	8	bottle	STAMP PAD INK, purple or violet	
44	2	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	
45	30	pack	STICKER PAPER, A4	
46	36	roll	TAPE, TRANSPARENT, width: 24mm (Â±1mm)	
47	5	unit	WEBCAM, Camera HD 720P	
			Other Supplies and Materials	
48	6	piece	Audio Stereo Balance Extension Cable ,3pin XLR Male to Female Fiber Braided	
49	7	piece	ACRYLIC DISPLAY BOARD, 2.5x2 ft	
50	114	piece	ALBATROSS DEODORIZER, 50g with Handle	
51	721	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
52	8	piece	BALANCED MALE JACK, 6.35mm	
53	8	piece	BASIN, Stainless, Big	
54	32	piece	BATH SOAP, 135g	
55	5	pack	BATTERY, AA, Rechargeable	

56	25	pack	BATTERY, AAA, Rechargeable	
57	1	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	
58	18	piece	BROOM, Soft (tambo)	
59	28	piece	BROOM, Stick (Ting-Ting), usable length: 760mm min	
60	1	unit	CALCULATOR, compact, 12 digits	
61	5,000	piece	CCS Blank PVC Card 0.76mm	
62	10	unit	CHAIR, monobloc, white, with backrest, w/o armrest	
63	17	bottle	CLEANER, Toilet Bowl and Urinal, 900ml-1000ml cap	
64	15	set	CLEANING GLOVES, Rubber	
65	80	piece	CLEANING RUGS, Towelette (Cotton)	
66	15	can	CLEANSER, Scouring Powder, 350g min./can	
67	4	piece	COCONUT HUSKS	
68	2	piece	Colorful 5.9ft DMX Stage DJ Cable XLR 3Pin Male to Female Connector Wire #8Y	
69	2	piece	Coupling Pipe 2"	
70	3		CORK BOARD 4X4	
71	2	dozen	CUP & SAUCER	
72	26	piece	CURTAIN ROD, Extendable	
73	35	piece	CURTAIN, High Quality (60inches x 80inches)	
74	211	bar	DETERGENT BAR, 140 grams as packed	
75	15	pack	DETERGENT POWDER, all purpose, 1kg	
76	12	pack	DETERGENT POWDER, All purpose, 500g	
77	2	dozen	DINNER PLATE, Porcelain, 10"	
78	11	bottle	DISHWASHING LIQUID, 500ml	
79	71	piece	DISHWASHING PASTE, 400g	

80	3	gallon	DISINFECTANT CONCENTRATE, 1gallon (Lysol)	
81	48	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
82	453	bottle	DISINFECTANT, Bleaching Solution	
83	4	piece	DOOR KNOB, Cylindrical Entrance Lock Set with Keys	
84	21	piece	DOORMAT RUG, Big	
85	6	piece	DOORMAT, Cotton	
86	10	piece	DRINKING GLASS	
87	12	piece	DUCT TAPE, 48mm x 20m (Grey)	
88	7	set	EXTENSION WIRE with complete accessories 10mtrs, 4 gang	
89	7	set	EXTENSION WIRE with complete accessories 15 meters, 4 gang	
90	4	bottle	FABRIC SOFTENER, 1 Liter	
91	110	box	FACE MASK, Surgical	
92	5	piece	FEATHER DUSTER	
93	7	piece	FLASH DRIVE, 32GB capacity	
94	3	piece	FLASHLIGHT, Chargeable	
95	2	gallon	FLOOR CLEANER	
96	4	roll	FLOOR MARKING TAPE, Black/Yellow, 2 x 33m	
97	15	can	FLOOR WAX, Paste, Red	
98	3	piece	FLOURESCENT BULB, 40W	
99	40	set	FLOURESCENT LED TUBE LIGHT, 18 watts	
100	100	piece	FLOWER POT, Big, Plastic	
101	2	dozen	FORK, Stainless Steel	
102	16	bottle	GLASS CLEANER, Spray, 500 ml	
103	1	piece	GOLD PLATING, 10Pcs Plug Mono Professional 2 Pole 6.35 Mm 6.5Mm Stereo	

			Jack Plug Neutrik 6.35Mm Jack Black	
104	30	bottle	HAND SOAP GEL, Antibacterial, 1L (Dispenser type)	
105	59	bottle	HAND SOAP, Liquid, 400-500ml	
106	1	roll	LAMINATING FILM	
107	6	set	LAUNDRY GLOVES, Rubber	
108	148	piece	LED BULB, 20W	
109	5	gallon	DISINFECTANT, Concentrate	
110	5	piece	MAGICARD MA300YMCKO 300, Shot color Film	
111	160	piece	MINERAL WATER GALLON	
112	28	piece	MIRROR CAPS	
113	4	set	MOP TORNADO, Heavy Duty, 360 with complete set	
114	20	gallon	MURIATIC ACID, 1 Liter	
115	10	kilo	NYLON, (For Lawn Mower)	
116	6	roll	P.E PIPE, 30 meters/roll	
117	12	piece	PAIL, Big	
118	2	roll	PE Pipe 2"	
119	2	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	
120	6	piece	PILLOW	
121	73	piece	PICTURE FRAME, A4	
122	36	piece	PLASTIC BOX, Crate, Heavy Duty	
123	4	roll	PLASTIC CELLOPHANE COVER, Book cover	
124	2	unit	RAIN GAUGE, Outdoor Weather Station with Tool Wind	
125	6	piece	RCA to AUDIO JACK Auxiliary Cable	
126	9	piece	SHOVEL, Steel with Handle, Round Point Type	
127	7	piece	SHOVEL, Steel with Handle, Spade	

128	30	roll	TAPE, MASKING, width: 24mm (Â±1mm)	
129	3	roll	TAPE, ELECTRICAL, 18mm x 16M min	
130	7	piece	TOILET BRUSH, with Handle, Big	
131	3	pack	TOILET DEODORANT CAKE	
132	67	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	
133	1	cart	TONER KYOCERA	
134	6	cart	TONER, MP 2501S	
135	33	piece	TRASH CAN, Big with Cover	
136	15	roll	TRASHBAG, Plastic, Gusseted type, Black	
137	5	roll	TRASHBAG, Plastic, Transparent	
138	4	piece	WASTEBASKET, non-rigid plastic	
139	5	piece	WATER SCOOP, (Tabo) Small	
140	2	piece	WALL CLOCK, Heavy Duty, 12"	
			LOT 2	
			Semi-Expendable Machinery & Equipment Expenses	
141	1	unit	STEREO MIXER, 12 Channel, Professional Mixing Console with Effects (Black), Max. 6 Mic / 12 Line Inputs (4 mono + 4 stereo) / 2 GROUP Buses + 1 Stereo Bus / 2 AUX (incl. FX) Max. 6 Mic / 12 Line Inputs (4 mono + 4 stereo)	
142	6	piece	3PIN XLR MALE TO FEMALE FIBER BRAIDED AUDIO STEREO BALANCE EXTENSION CABLE, Connector A: 3 Pin XLR Male Plug, Connector B: 3 Pin XLR Female Jack, Nickel Plating, approx. 6 mm, Material: Fiber braided + PVC coating + Zinc alloy connector, 10m/33ft;	
143	2	unit	Anand Pan Evaporimeter, for Laboratory Rs 18,000/Piece Get Latest Price	
144	1	unit	BF-1508PA 15' 800W 2 WAY FULL RANGE SPEAKER SYSTEM, 800w, 4-8 ohms, Sensitivity: 102db/W/M, Woofer: 15" x 2 pcs.,	

			Horn Tweeter: 12-1/2" x 8", Dim. W 46 CM x D45CM x H 125CM	
145	2	unit	BF-15SW 15' 700W PASSIVE SUBWOOFER, Impedance: 8 Ohms, Sensitivity: 98db/W/M, Frequency Response: 25Hz~200Hz, Dim. 59cm x 51cm x 61 cm	
146	5	unit	BINDING AND PUNCHING MACHINE, Heavy duty, 450 sheets binding capacity, 15 sheets punching capacity (80g), 21 holes, Adjustable punching hole, Hole Size: 3 x 8 mm	
147	1	unit	BURNER STOVE, Slim type LPG stove, Automatic ignition, Removable trivet with drip pan, Stainless top and front, Double detachable top burner	
148	22	unit	CEILING FAN, Ceiling Orbit Fan, 220v/60Hz, Built-in safety thermal fuse, 16" Blade, 3-Speed control, Tilting head with oscillation	
149	1	unit	DBX 234XS STEREO 2/3 WAY, Mono 4 Way Crossover Equalizer with XLR Connector	
150	1	unit	DBX-231 DOUBLE RACK EQUALIZER, 2 Channel, black, Switchable boost / cut rangers of +_ 6dB or +_ 12dB., 12dB per octave 50Hz low - cut filters, 5. -12dB / + 12 dB input gain, RF filtered, impedance-balanced outputs, XLR and 1/4" TRS connectors, Dynamic range of 108dB unweighted, Internal toroidal transformer	
151	3	unit	DISH ORGANIZER, aluminum rack/dish organizer (64 x 40 x 80 cm (LWH))	
152	1	piece	DISH STERILIZER, with UV, Rated Power: 315w, Operating Temperature: <95°C, 42L, Dim. 47cm x 38.8cm x 39.8cm	
153	1	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 119"W x 60"H	
154	1	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 81"W x 60"H	
155	4	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 144"W x 63"H	
156	4	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 75"W x 52"H	

157	2	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 145"W x 63"H	
158	2	piece	DOUBLE ROLLER BLINDS (Semi-Light-shielding light gray), size: 74"W x 52"H	
159	3	unit	ELECTRIC FAN, Industrial, ground type, metal blade16" (405mm) fan blade, Motor:55W, 3 speed, Fan speed: 1,530 RPM	
160	11	piece	EMERGENCY LIGHT, Rechargeable, 2x1W high power LED 20hours charging time 4V 4.0AH sealed lead acid battery, 6hours performance time	
161	1	unit	ELECTRIC STOVE, Pilot lamp indicator, Double electric heater, 495mm x 330mm 110mm	
162	3	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	
163	2	set	GAS STOVE DOUBLE BURNER, Stainless Steel Top Plate, Cast Iron Burner, Heavy Cast Iron Trivet, 2x 100mmØ burner, LPG consumption:0.45Kg/hr, Dimension:720mm x 385mm x 125mm, Automatic Piezo-ignition switch, with Lpg 11kg	
164	1	set	GAS STOVE, Burner with LPG, Dimension (L x W x H),700*380*95(mm), Power Consumption 3500W	
165	1	unit	INTEGRATED AMPLIFIER, Max Power 1000 watts x 2, 2 Microphone Input, USB, Bluetooth, Aux 1, Aux 2, Mic Bass, Treble, Echo Control, Binding Post, Speaker Terminal, with sub Out, Line out, and Mic out, Feedback Reducer Button, Loudness Button	
166	3	unit	KITCHEN FAUCET, hot and cold mixer Stainless pull type	
167	3	piece	Knapsack Sprayer, 20LITERS	
168	1	unit	LITTMAN STETHOSCOPE CARDIOLOGY IV, Length: 27" / 69cm, Color: Black tube / Black finish chest piece	
169	1	unit	LPG TANK, 11.0KG tank POL-valve and snap on, with net content, sealed with free regulator and hose	

170	2	unit	MARCHING BASS DRUM, Size 22' Drum Head, Silver Stainless Steel, 8 high-tension continuous lugs, Includes Bass Drum Mallet and Strap	
171	1	set	MEDICINE KIT, with Medicines, Kit Type Bulk, Number of Components 28, People Served 25, Case Material, Nylon, Color Red, Height 12 in, Width 12 in (For NSTP/ROTC)	
172	20	piece	MICROPHONE, Trident TR-988 Professional Gooseneck mic length: 54 cm, Base size: 11.5 x 14 x 4.5 cm, Power: DC 1.5V/48V	
173	4	unit	MICROPHONE, Heavy Duty, Wireless, 1. Squelch Control: Noise Lock, Frequency Response: 80Hz - 15kHz, Frequency Stability: +-0.005%, S/N Ratio: >70dB, Total Harmonic Distortion: <0.5% (at 1kHz), Number of Channels: 2 channels, Receiving Sensitivity: -80dBm, Operating Range: 50M in Open area, Resonance Interfere Rate: >/50dB, False Image Interfere Rate: >/50dB, Receiver Power Supply: AC 220V, Transmitter Power Supply: 1.5V Battery, Transmit Power: </10mW, Frequency Range: 220MHz - 270MHz, Output Type: Separate or Mixed Output	
174	4	roll	MICROPHONE, Double Shield Cable Oxygen-Free Copper DIY XLR Audio Cable (100mtrs per roll)	
175	1	unit	MICROWAVE OVEN, 20-liter capacity, Mechanical jog dial controls, 5 microwave power level, 30-minute timer, 245mm rotating glass turn table, Pull handle door, Safety door lock system, 700W	
176	2	piece	OXYGEN REFILL, 10lbs	
177	4	unit	PAPER TRIMMER/CUTTING MACHINE, Heavy Duty, A4 and A3 Size, (29.7cm x 42.0cm) With securable sliding paper size marker	
178	2	unit	PRESSURE COOKER,>6 pre-programmed menu (Rice, Cake, Chicken, Soup, Bean/Beff, Manual Cook),>6L Big Capacity, >Built-in over heat protection device,>Power: 1200W,>Voltage: 220-240V 50/60Hz	
179	1	unit	POWER SEQUENCER PROFESSIONAL PROCESSOR, Power Input: AC90-260V 50-	

			60Hz(3 lines: zero, fire, ground), Outlet: 10 universal outlets, Power Loading: 5000W(8000W maximum withstand reactive power), Output Power Socket: fireproof ABS material, maximum withstand 13A current, Interval Time per Switch: 1 second, Relay Contact Current: 30A 277V AC, USB Interface:5V/500mA,Operating Temperature: 0-40°C, Item Size: 48.2 * 16.6 * 4.4cm/ 19 * 6.5 * 1.8in, Item Weight: 2308g/ 5.1lbs	
180	3	unit	PRINTER, 3-in-1, Printing: Print resolution black: 1200 x 1200 DPI, Maximum resolution: 4800 x 1200 DPI, copying: Copying: Color & Black copying, Maximum copy resolution: 600 x 600 DPI, Scanning: Scanning: Color scanning, Maximum scan area: 215.9 x 355.6 mm, Image formats supported: JPEG, TIFF	
181	2	unit	RICE COOKER, 8 Cups, 1.5L, Aluminum Inner Pot, 230V, Dimension (L x W x H) 31 cm x 26 cm x 24 cm	
182	5	unit	SPEAKER, (for Computer), Wooden 2.1 Multimedia Subwoofer Bluetooth Audio USB Laptop Speakers Bluetooth +3.5mm Connection	
183	1	unit	BF-1508PA 15' 800W 2 WAY FULL RANGE SPEAKER SYSTEM, 800w, 4-8 ohms, Sensitivity: 102db/W/M, Woofer: 15" x 2 pcs., Horn Tweeter: 12-1/2" x 8", Dim. W 46 CM x D45CM x H 125CM	
184	4	set	SPEAKER, with Microphone, Brand: Empire (Made by Crown), Input Power: 220 Volts 60Hz / 12 Volts DC, Power Output: 200watts Max, Speaker Size: Woofer 12" x 1 / Tweeter 11 x 5" / , Metal Grill / 4~8 Ohms, Front Panel: Yes, Digital Display /IR sensor, Mic / Guitar Input: 2 (PL55 + XLR), Wireless Mic: Yes, Dual, VHF, 25 Meters Range, Bluetooth: Yes, Radio: Yes, FM, Remote Control: Yes, USB: Yes, Mp3 Playback, SD Card: Yes, Mp3 Playback, Battery: Yes, Built In, Rechargeable, 4 Hours Usage, Body: Plastic ABS	
185	1	unit	BF-15SW 15' 700W PASSIVE SUBWOOFER, Impedance: 8 Ohms, Sensitivity:98db/W/M, Frequency Response: 25Hz~200Hz, Dim. 59cm x 51cm x 61 cm	

186	17	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA, Wattage: 390W, Input Voltage: 220/230/240V 1 Phase 50Hz/60Hz, Output Socket: 4 (3 UPS + 1 BYPASS), Battery 1 x 12v/7ah	
187	6	unit	WATER DISPENSER, 3 options: Hot, Cold, and Warm, Compressor Cooling Stainless Steel Hot Water Tank, Dimension (h:w:d) 101 : 32 : 37 cm	
188	1	unit	VACUUM CLEANER, Heavy Duty, Voltage: 220v, Watts: 2100w, Tank Capacity: 30L, 500ML Measuring Cup	
189	1		PROFESSIONAL WIRELESS MIC SYSTEM (QUAD) Model: TR-5000 Frequency: UHF / 20 Selectable Number of Microphones: 4 Handheld Transmitter Power: 30mW Battery Life: 5-10 hours Using Alkaline Battery Power Supply: 12V DC-1A Adaptor Receiver: Digital Display / 1RU Size / Rack Mountable LED Display on Mic: Yes Mic Ring: Yes / 4 Pcs Antenna: 2X Detachable Volume Level: A B C D XLR Audio Output Balanced: A B C D Mixed Output: PL55 Updated Silver Color Range: 50 to 100 Meters Line of Sight	
			Office Equipment	
190	5	unit	55"SMART TV, Crystal UHD TU8000 (2020) Crystal Processor 4K, Resolution 3,840 × 2,160, Dimension (L- 21.8cm x W- 144.6cm x H- 90.3cm)	
191	1	piece	ACRYLIC ROSTRUM, (L - 48 x W - 26 x H - 23") with JHCSC Logo-Customized	
192	3	unit	AIRCON, 1.5HP Window type (Dim. 610x560x360mm), Side vent	
193	4	unit	AIRCON, 2.0HP, Window Type, (Dim. 66x43.5x69cm), w/ Installation Fee	
194	2	unit	AIRCON, 2.5 HP, SPLIT TYPE, (Dim. 21.5 ×	

			105.5 × 29.9 cm) w/ installation	
195	4	unit	AIRCON, 2.5 HP, Window Type, (Dim. 71.8 × 66 × 43 cm), R410A, w/ Installation Fee	
196	3	unit	AIRCON, 4HP, Floor Mounted, Cooling Capacity: 37,980 kJ/h, EER: 9.9, Power Supply: 1PH/230V/60HZ ,Rated Current: 19A, Rated Power: 3850W, R-410A (with Installation)	
197	4	unit	CZUR ET16 Plus CZUR Book & Document Scanner with Smart OCR for Mac and Windows	
198	2	unit	DOUGH MIXER, Heavy Duty, B5 Mixer, 5 liters, 1kl capacity, with whisk, dough hook & beater	
199	1	unit	DOUGH ROLLER, Heavy Duty, (36*29*45 CM), 4.7 liters with whisk, dough hook & beater	
200	1	set	Magocard Rio Pro 360 Duo SKU : 3652-3021 Rio Pro 360 Duo, Dual Sided ID Card Printer, Print speed : Up to 190 full colour cards per hour / 720 monochrome cards per hour Card capacities : 100 card input (200 card option) / 70 card output Visual security : Standard HoloKote® watermark (x10) I Custom HoloKote® watermark Option I HoloPatch® cards Print technology : Dye sublimation/rewritable Feed system : Manual/automatic Connectivity : USB I Ethernet Warranty : 2-year	
201	1	unit	MULTIMEDIA PROJECTOR, 3300 lumens, Contrast Ratio: 15,000:1, with Projection Screen	
202	1	unit	PHOTOCOPIER MACHINE, 22ppm (Copy, print, scan and fax with color laser), Copy resolution (dpi)600 x 600	
203	1	unit	PHOTOCOPIER MACHINE, Multi-function, Office Printer, Mono Laser printer (monochrome), Copying, 21-30ppm, 600 x 600 DPI (Copy, Print, Scan)	
204	1	unit	POWER AMPLIFIER, 2 X 400W @ 8 Ohms, 2 X 600 @ 4 Ohms, 1200W @ 8 Ohms Bridge	
205	7	unit	PRINTER 5-in-1, Multifunction (Printer,	

			Scanner, Multicopy Photocopier, long Size)	
206	1	unit	POWER STATION, EN1000S Multi-function 297600mAh High Capacity 220V LED Lighting AC Output: 1000W (Sine Wave) , Capacity:1100Wh/ 297600mAh, Battery Type: Ternary lithim battery*48, DC Input : 12V-24V= 1-10A (Max 120W), Weight:11500g, Dimension:192*192*303mm	
207	2	unit	SPEAKER, Portable, 800 watts, 2-way PA Speaker system, 12"	
			LOT 3	
			Semi-Expendable Furniture and Fixtures and Books Expenses	
208	60	piece	ARM CHAIR (Plastic with steel) 52x25x81cm	
209	6	unit	BOOK SHELVES, Wood, 12 compartment dim. 140*30*181cm	
210	2	unit	BULLETIN BOARD with Glass Cover, Plywood size, Aluminum frame	
211	1	unit	COMPUTER TABLE, Glass, Black glass, Black rack long100 wide50 high7	
212	1	unit	COMPUTER desktop table tempered glass ,modern L: 120*60	
213	4	unit	EXECUTIVE OFFICE TABLE, Laminated Wooden (140cm x 72cm x 76cm)	
214	24	piece	EXECUTIVE SWIVEL CHAIR, with armrest-SV-OCDOO19	
215	2	unit	FILE ORGANIZER, 5 Layers, Wooden Top Drawer Size: 38.5 X 23 8.5 CM, Bottom Drawer Size: L41cm W23cm H19cm, Product Dimension: L40.64cm W27.94cm H68.58cm	
216	10	unit	HOSPITAL PARTITION CURTAIN ROD STAINLESS STEEL (3/4 ROD X 10FT LENGTH)	
217	6	unit	HOSPITAL PARTITION CURTAIN, (HEIGHT10FT X LENGTH 9FT)	
218	13	piece	LABORATORY LONG CHAIR, Rotating,16 in to 21 in Seat Height Range and 250 lb Weight Capacity, Black	

219	31	unit	OFFICE TABLE, Standard size, Laminated Wooden (120cm x 60cm x 75cm)	
220	6	unit	PORTABLE SINK with built in Hand soap dispenser, Single	
221	2	unit	SHOE RACK, Open Storage Wood, 120x24x129cm	
222	1	piece	STAINLESS FLAG POLE, Stand Flag Pole Indoors, Silver Pole & Base, 3 x 8ft height (adjustable 8ft.maximum) / 2.6 meters Height, Heavy Base, Ball top Head Design	
223	1	unit	STEEL CABINET, 4 Drawers, Dimension (L x W x H) 456*620*1331mm	
224	7	unit	SWIVEL CHAIR with Armrest, Big, Adjustable height lift lever, Easy to Move Around-5pcs 360° swivel castors,	
225	13	unit	SWIVEL CHAIR, with Armrest, Height Adjustment, Armrest, 360 Swivel, Small	
226	2	unit	WHITE BOARD, 4x4, aluminum frame	
227	8	unit	WHITE BOARD, 4x8, aluminum frame	
228	1	unit	WHITE BOARD, with Stand, 4x8, aluminum frame	
229	5	unit	WINDOW BLIND, N538 Dark Green 1.2m x 3m	
			Furniture and Fixtures	
230	1	unit	CONFERENCE TABLE, 8 seaters Dim. 240cm x 120cm	
231	1	unit	CONFERENCE TABLE , Wooden, High Quality, 8 seaters, 200x80x75 plate thickness 4.5cm	
232	1	piece	Customize Conference Table 20 seaters, Oblong shape, left & right side part: 5700mmL x 600mmD x 750mm H, Center side: 2400mmL x 600mmD x 7500mm Ht	
233	1	roll	EXECUTIVE TABLE, with Chair, Black Rack, 160long 80wide 75high	
234	1	unit	OFFICE STEEL/MUSCLE RACK, Heavy Duty, 72"x24"x72" Boltless 5-Shel Steel Shelving	

235	1	unit	OFFICE WOODEN SIDEBBOARD CABINET(LENGTH 3.3MXWIDTH.40CMXHEIGHT 1.5M)	
236	5	set	SALA SET, with Center Table, Dimensions: 3 Seater Chair: 178 L X 80 W X 80 H CM, 1 Seater Chair: 70 L X 80 W X 80 H CM, Center Table: 191 L X 61 W X 46 H CM	
237	1	set	SCIENCE LABORATORY ROOM CERAMIC TILE TABLE WITH 12 SEATS (LENGTH 325CM X WIDTH 125CMX80CM)	
238	18	unit	STEEL CABINET, Aparador Type, 900 x 400 x 1850mm , 4 adjustable shelves	
239	1	unit	L-SHAPED SOFA BLACK LEATHER WITH CENTER TABLE	
240	2	unit	STEEL LOCKER, Fifteen Door, (W=45CM,L=90CM,H=185CM(1 inch=2.54CM), 57KG)	
241	10	unit	STEEL STORAGE CABINET, with Glass sliding Door, and Five Shelves, Light Gray (L: 900mm, W: 400mm, H: 1850mm)	

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 (in 5 sets)

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 (5 sets)

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

