



J. H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

BIDDING DOCUMENTS

Procurement of Office Supplies (GAA)

Reference No.: 9612742

Public Bidding No.: PB23-05

**Sixth Edition
July 2020**

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission,*” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

Email address: jhcsc.main@yahoo.com

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

INVITATION TO BID FOR
Procurement of Office Supplies (GAA)

1. The *J. H. Cerilles State College*, through the *GAA 2023 (Fund 101)* intends to apply the sum of **One Million Seven Hundred Seventy Thousand Two Hundred Eighty-Eight Pesos and Eighty-Six Centavos Only (PHP 1,770,288.86)** being the ABC to payments under the contract for **Procurement of Office Supplies (GAA)**. 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 **30 calendar 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.

Prospective Bidders may obtain further information from JHCSC and inspect the Bidding Documents at the address given below from March 28, 2023 to April 17, 2023, 8:00AM-5:00PM.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **March 28, 2023 to April 17, 2023** from *BAC Secretariat and upon payment of PHP5,000.00*, for the Bidding Documents.

Kindly coordinate with the Secretariat on the payment details. The Procuring Entity shall allow the bidders to present its proof of payment for the fees through the email address at bac@jhcsc.edu.ph. It may also be downloaded for free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and the JHCSC website, provided that payment of the non-refundable fee as above for the Bid Documents shall be made prior to submission of bids. Payment of the bidding documents can be deposited through JHCSC Landbank Account with the following details:

Landbank Account Name: **J. H. Cerilles State College**
Account No.: **0522-1109-90**

5. The *J. H. Cerilles State College* will hold a Pre-Bid Conference on **April 5, 2023, 10:00 AM** at **J. H. Cerilles State College, Pagadian Annex, Balangasan, Pagadian City** and/or through video conferencing/webcasting *via “Zoom”*, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at **BAC Office, J. H. Cerilles State College, Pagadian Annex, Balangasan, Pagadian City** on or before **April 17, 2023, at 9:00 AM**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

8. Bid opening shall be on **April 17, 2023, 10:00 AM**, at **BAC Office, J. H. Cerilles State College, Pagadian Annex, Balangasan, Pagadian City**.
9. 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:

MARIA LEAH S. CHIONG

BAC Secretariat Chair

Cellphone No.: 09482318035

Email Address: bac@jhsc.edu.ph

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

JHCSC Office Address: IT Building, Pagadian Annex,
Balangasan, Pagadian City



RAYMUND A. INDANGAN, Ph.D.
Chairman, Bids and Awards Committee

SCHEDULE OF BIDDING ACTIVITIES (Subject to change)

No.	ACTIVITIES	DATE/SCHEDULE
1	Pre-Procurement Conference	March 22, 2023
2	Posting/Advertisement (website, PhilGEPS, JHCSC Premises)	March 28 to April 17, 2023
3	Issuance of Bid Documents	March 28 to April 17, 2023 (8:00AM to 5:00PM except Saturdays, Sundays and Holidays)
4	Pre-bid Conference	Wednesday, April 5, 2023 @10:AM
5	Deadline for Request for Clarification, if any	Friday, April 7, 2023
6	Last day for the issuance of Supplemental/Bid Bulletin, if any	Monday, April 10, 2023
7	Deadline for submission of bids (Pagadian Campus)	Monday, April 17, 2023 @9:00AM
8	Opening of Bids	Monday, April 17, 2023 @10:00AM
9	Bid Evaluation	April 18, 2023
10	Sending of Notice to the Bidder with LCB advising them on the conduct of Post Qualification	Tuesday, April 18, 2023
11	Post Qualification on the Bidder with LCB or Succeeding LCB (if any)	April 19, 2023
12	BAC Deliberation on the results of Post Qualification	Thursday, April 20, 2023
13	Issuance of BAC's Recommendation (Based on the results of Post Qualification)	Thursday, April 20, 2023
14	Approval of BAC Resolution and Issuance of Notice of Award	TBA
15	Issuance of Notice to Proceed and Contract Signing	TBA

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **J. H. Cerilles State College** wishes to receive Bids for the **Procurement of Office Supplies (GAA)** with identification number **PB23-05**.

The Procurement Project (referred to herein as “Project”) is composed of **One Hundred Thirty-Six (136) 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 2023 (Fund 101)* in the amount of **PHP1,770,288.86**.

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

- 15.1. The 1st Envelope (Labeled as Eligibility & Technical Documents) must be properly sealed and marked, it shall contain five (5) sets of hard copies of Eligibility and Technical Documents; one (1) set of documents (Labeled as Original Copy) and another four (4) sets of copies (Labeled as COPY 1, 2, 3, & 4)".
- 15.2. The 2nd Envelope (Labeled as Financial Documents) must be properly sealed and marked; it shall contain five (5) sets of Financial Documents; one (1) set of documents (Labeled as Original Copy) and another four (4) sets of copies (Labeled as COPY 1, 2, 3, & 4)".

Failure to comply with the required number of copies is a ground for disqualification.

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.

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.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Supply and Delivery/ Procurement of Office Supplies 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 PHP35,405.78 <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 PHP88,514.44 <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

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

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

	<p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, 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>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	“The terms of payment shall be as follows: 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
ACETATE, thickness: 0.075mm min (gauge #3)	roll	1	
ACRYLIC DISPLAY BOARD, 2.5x2 ft	piece	3	
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	507	
ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	100	
BALL PEN, Black, 50's	box	8	
BALL PEN, Blue, 50's	box	6	
BALL PEN, Red, 50's	box	2	
BOARD PAPER, Legal 10's	pack	35	
BOND PAPER A3	ream	7	
BOOK ENDS, HEAVY DUTY, METAL	piece	30	
CALCULATOR, compact	unit	13	
CALCULATOR, Scientific	unit	5	
CLIP, backfold, 19mm	box	64	
CLIP, backfold, 25mm	box	18	
CLIP, backfold, 32mm	box	7	
CLIP, backfold, 50mm	box	13	
COLUMNAR BOOK, 24 Columns	piece	12	
COLUMNAR BOOK, 4 Columns	piece	15	
CONSTRUCTION PAPER, Assorted	ream	9	
CONTINUOUS FORM 2PLY LONG	box	2	
CORRECTION TAPE, film base type, UL 6m min	piece	67	
CUTTER KNIFE, heavy duty	piece	6	
DATA FILE BOX	piece	40	

DATA FILE ORGANIZER, 3 Layers, Plastic	piece	25	
DOUBLE SIDED TAPE, 48mm	roll	27	
DOUBLE SIDED TAPE, Foam, 24mm	roll	10	
DUCT TAPE, 48mm x 20mm	piece	3	
ENVELOPE, DOCUMENTARY, SHORT SIZE, DOCUMENT	box	2	
ENVELOPE, documentary, A4	box	1	
ENVELOPE, DOCUMENTARY, for legal size document	box	9	
ENVELOPE, expanding, kraft, legal	box	10	
ENVELOPE, mailing	box	5	
ENVELOPE, mailing, with window	box	2	
ERASER, FELT, for blackboard/whiteboard	piece	11	
EXTERNAL HARD DRIVE, 1 TB	piece	4	
FASTENER, GOLD PLATED ROUND, long	box	11	
FASTENER, Plastic	box	82	
FINGERTIP, Moistener Wax, 10g	piece	6	
FLASH DRIVE, 16 GB	piece	22	
FLASH DRIVE, 32 GB capacity	piece	10	
FOLDER, EXPANDED, Long 12's per dozen	dozen	18	
FOLDER, fancy, with slide, legal	bundle	2	
FOLDER, TAGBOARD, for legal size documents, 100's	box	10	
FOLDER, White, Legal, 100's	bundle	18	
FOLDER, White, Short, 100's	bundle	2	
GLUE GUN with switch	unit	7	
GLUE, all purpose, 250-300 grams min.	jar	57	
GUN TACKER, Wire	box	4	
GUN TACKER, Manual	unit	1	
INDEX TAB, self-adhesive, assorted	box	93	

INK BROTHER, DCP-T710W (Black)	bottle	55	
INK BROTHER, DCP-T710W (Cyan)	bottle	35	
INK BROTHER, DCP-T710W (Magenta)	bottle	35	
INK BROTHER, DCP-T710W (Yellow)	bottle	36	
INK CART, EPSON C13T664100 (T6641), Black	cart	61	
INK CART, EPSON C13T664200 (T6642), Cyan	cart	18	
INK CART, EPSON C13T664300 (T6643), Magenta	cart	18	
INK CART, EPSON C13T664400 (T6644), Yellow	cart	18	
Ink, Brother BTD60BK CYM Genuine Ink Set	set	10	
INK, EPSON L3110 (003), Black	bottle	162	
INK, EPSON L3110 (003), Cyan	bottle	84	
INK, EPSON L3110 (003), Magenta	bottle	84	
INK, EPSON L3110 (003), Yellow	bottle	84	
KEYBOARD & MOUSE, USB Type	set	5	
LEVER ARCH FILE, Long	piece	537	
LINEN PAPER, A4 10's, white	pack	30	
LINEN PAPER, A4 10's, green	pack	5	
LINEN PAPER, Assorted Color, Short, 10's	pack	15	
LINEN PAPER, Legal, 10's, white	pack	15	
LINEN PAPER, Legal, 10's, green	pack	5	
MAGAZINE FILE BOX, large	piece	100	
MARKER INK REFILL, Whiteboard	bottle	2	
MARKER, permanent, black, bullet type	piece	16	
MARKER, permanent, blue, bullet type	piece	5	
MARKER, whiteboard, black	piece	64	
MARKER, whiteboard, blue	piece	30	
MARKER, whiteboard, red	piece	30	

MOUSE PAD	piece	17	
MOUSE, OPTICAL, USB connection type	unit	21	
MOUSE, WIRELESS, USB	unit	2	
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	41	
NOTE PAD, stick on, 50mm x 76mm (3" x 3") min	pad	21	
NOTE PAD, stick on, 50mm x 76mm (3" x 4") min	pad	38	
Notebook (30 leaves)	piece	100	
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	25	
PAPER CLIP, vinyl/plastic coated, 33mm	box	15	
PAPER CLIP, vinyl/plastic coated, 50mm	box	16	
PAPER, CARBON - BLACK/BLUE (PELICAN)	box	6	
PAPER, Multi-purpose, A4, 70 gsm	ream	610	
PAPER, Multi-purpose, legal, 70gsm	ream	911	
PAPER, Multi-purpose, Short, sub 20, 70gsm	pack	260	
PAPER, Multi-purpose, legal, sub. 16	ream	18	
PAPER, SPECIAL 8.5-90GSM	pack	20	
PENCIL SHARPENER, manual, single cutter head	piece	3	
PENCIL, lead, with eraser, 10's	box	20	
PHOTO PAPER, Glossy, A4 size	pack	68	
PLASTIC CELLOPHANE COVER, Book cover	roll	2	
PROPERTY CARD	piece	6	
PUNCHER, paper, heavy duty, with two hole guide	piece	16	
PUSH PIN, Flat Head Type	box	14	
PVC Cover Transparent, Legal size (for Book binding), 100's	ream	30	
RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	19	
RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	18	
RING BINDER, 1"	piece	17	

RING BINDER, Plastic, 1/2"	piece	51	
RING BINDER, PLASTIC, 3/4"	piece	17	
RING BINDER, PLASTIC, 50 mm, 10pieces per Bundle	Bundle	10	
RULER, plastic, 450mm	piece	12	
SCISSORS, symmetrical	piece	22	
SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	piece	20	
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	120	
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	54	
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	32	
STAMP PAD ink, purple or violet	piece	17	
STAPLE REMOVER, plier type	piece	12	
STAPLE WIRE, heavy duty, binder type, 23/13	box	15	
STAPLE WIRE, standard	box	31	
STAPLER, heavy duty, binder type	unit	7	
STAPLER, STANDARD TYPE, LOAD CAP: 200 STAPLES MIN	box	8	
STICK GLUE, Big	piece	12	
STICKER PAPER, legal size, white	pack	10	
STICKER PAPER, A4 size, white	pack	30	
STICKER THERMAL, A6 LABEL paper 100x150 color- Green, White	roll	10	
STOCK CARD	piece	1000	
TAPE DISPENSER, table top	piece	1	
TAPE, masking, 24mm	roll	30	
TAPE, masking, 48mm	roll	37	
TAPE, packaging, 48mm	roll	20	
TAPE, transparent, 24mm	roll	30	
TAPE, transparent, 48mm	roll	55	
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	131	

TONER ,DEVELOP, INEO 165E, TN116 A1UCODO	cart	2	
TONER, IMAGE RUNER 1643, CANON	cart	19	
TONER, KYOCERA, Taskalfa 1800, TK 4109	cart	5	
UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	unit	14	
WINDOW Blinds "44x72' (Green)	piece	115	

Section VII. 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
01	1	roll	ACETATE, thickness: 0.075mm min (gauge #3)	
02	3	piece	ACRYLIC DISPLAY BOARD, 2.5x2 ft	
03	507	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml	
04	100	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	
05	8	box	BALL PEN, Black, 50's	
06	6	box	BALL PEN, Blue, 50's	
07	2	box	BALL PEN, Red, 50's	
08	35	pack	BOARD PAPER, Legal 10's	
09	7	ream	BOND PAPER A3	
10	30	piece	BOOK ENDS, HEAVY DUTY, METAL	
11	13	unit	CALCULATOR, compact	
12	5	unit	CALCULATOR, Scientific	
13	64	box	CLIP, backfold, 19mm	
14	18	box	CLIP, backfold, 25mm	
15	7	box	CLIP, backfold, 32mm	
16	13	box	CLIP, backfold, 50mm	
17	12	piece	COLUMNAR BOOK, 24 Columns	
18	15	piece	COLUMNAR BOOK, 4 Columns	
19	9	ream	CONSTRUCTION PAPER, Assorted	

20	2	box	CONTINUES FORM 2PLY LONG	
21	67	piece	CORRECTION TAPE, film base type, UL 6m min	
22	6	piece	CUTTER KNIFE, heavy duty	
23	40	piece	DATA FILE BOX	
24	25	piece	DATA FILE ORGANIZER, 3 Layers, Plastic	
25	27	roll	DOUBLE SIDED TAPE, 48mm	
26	10	roll	DOUBLE SIDED TAPE, Foam, 24mm	
27	3	piece	DUCT TAPE, 48mm x 20mm	
28	2	box	ENVELOPE, DOCUMENTARY, SHORT SIZE, DOCUMENT	
29	1	box	ENVELOPE, documentary, A4	
30	9	box	ENVELOPE, DOCUMENTARY, for legal size document	
31	10	box	ENVELOPE, expanding, kraft, legal	
32	5	box	ENVELOPE, mailing	
33	2	box	ENVELOPE, mailing, with window	
34	11	piece	ERASER, FELT, for blackboard/whiteboard	
35	4	piece	EXTERNAL HARD DRIVE, 1 TB	
36	11	box	FASTENER, GOLD PLATED ROUND, long	
37	82	box	FASTENER, Plastic	
38	6	piece	FINGERTIP, Moistener Wax, 10g	
39	22	piece	FLASH DRIVE, 16 GB	
40	10	piece	FLASH DRIVE, 32 GB capacity	
41	18	dozen	FOLDER, EXPANDED, Long 12's per dozen	
42	2	bundle	FOLDER, fancy, with slide, legal	
43	10	box	FOLDER, TAGBOARD, for legal size documents, 100's	
44	18	bundle	FOLDER, White, Legal, 100's	
45	2	bundle	FOLDER, White, Short, 100's	

46	7	unit	GLUE GUN with switch	
47	57	jar	GLUE, all purpose, 250-300 grams min.	
48	4	box	GUN TACKER, Wire	
49	1	unit	GUN TACKER, Manual	
50	93	box	INDEX TAB, self-adhesive, assorted	
51	55	bottle	INK BROTHER, DCP-T710W (Black)	
52	35	bottle	INK BROTHER, DCP-T710W (Cyan)	
53	35	bottle	INK BROTHER, DCP-T710W (Magenta)	
54	36	bottle	INK BROTHER, DCP-T710W (Yellow)	
55	61	cart	INK CART, EPSON C13T664100 (T6641), Black	
56	18	cart	INK CART, EPSON C13T664200 (T6642), Cyan	
57	18	cart	INK CART, EPSON C13T664300 (T6643), Magenta	
58	18	cart	INK CART, EPSON C13T664400 (T6644), Yellow	
59	10	set	Ink, Brother BTD60BK CYM Genuine Ink Set	
60	162	bottle	INK, EPSON L3110 (003), Black	
61	84	bottle	INK, EPSON L3110 (003), Cyan	
62	84	bottle	INK, EPSON L3110 (003), Magenta	
63	84	bottle	INK, EPSON L3110 (003), Yellow	
64	5	set	KEYBOARD & MOUSE, USB Type	
65	537	piece	LEVER ARCH FILE, Long	
66	30	pack	LINEN PAPER, A4 10's, white	
67	5	pack	LINEN PAPER, A4 10's, green	
68	15	pack	LINEN PAPER, Assorted Color, Short, 10's	
69	15	pack	LINEN PAPER, Legal, 10's, white	
70	5	pack	LINEN PAPER, Legal, 10's, green	
71	100	piece	MAGAZINE FILE BOX, large	
72	2	bottle	MARKER INK REFILL, Whiteboard	

73	16	piece	MARKER, permanent, black, bullet type	
74	5	piece	MARKER, permanent, blue, bullet type	
75	64	piece	MARKER, whiteboard, black	
76	30	piece	MARKER, whiteboard, blue	
77	30	piece	MARKER, whiteboard, red	
78	17	piece	MOUSE PAD	
79	21	unit	MOUSE, OPTICAL, USB connection type	
80	2	unit	MOUSE, WIRELESS, USB	
81	41	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
82	21	pad	NOTE PAD, stick on, 50mm x 76mm (3" x 3") min	
83	38	pad	NOTE PAD, stick on, 50mm x 76mm (3" x 4") min	
84	100	piece	Notebook (30 leaves)	
85	25	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
86	15	box	PAPER CLIP, vinyl/plastic coated, 33mm	
87	16	box	PAPER CLIP, vinyl/plastic coated, 50mm	
88	6	box	PAPER, CARBON - BLACK/BLUE (PELICAN)	
89	610	ream	PAPER, Multi-purpose, A4, 70 gsm	
90	911	ream	PAPER, Multi-purpose, legal, 70gsm	
91	260	pack	PAPER, Multi-purpose, Short, sub 20, 70gsm	
92	18	ream	PAPER, Multi-purpose, legal, sub. 16	
93	20	pack	PAPER, SPECIAL 8.5-90GSM	
94	3	piece	PENCIL SHARPENER, manual, single cutter head	
95	20	box	PENCIL, lead, with eraser, 10's	
96	68	pack	PHOTO PAPER, Glossy, A4 size	
97	2	roll	PLASTIC CELLOPHANE COVER, Book cover	
98	6	piece	PROPERTY CARD	
99	16	piece	PUNCHER, paper, heavy duty, with two hole guide	

100	14	box	PUSH PIN, Flat Head Type	
101	30	ream	PVC Cover Transparent, Legal size (for Book binding), 100's	
102	19	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	
103	18	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	
104	17	piece	RING BINDER, 1"	
105	51	piece	RING BINDER, Plastic, 1/2"	
106	17	piece	RING BINDER, PLASTIC, 3/4"	
107	10	bundle	RING BINDER, PLASTIC, 50 mm, 10pieces per Bundle	
108	12	piece	RULER, plastic, 450mm	
109	22	piece	SCISSORS, symmetrical	
110	20	piece	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	
111	120	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
112	54	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
113	32	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
114	17	piece	STAMP PAD ink, purple or violet	
115	12	piece	STAPLE REMOVER, plier type	
116	15	box	STAPLE WIRE, heavy duty, binder type, 23/13	
117	31	box	STAPLE WIRE, standard	
118	7	unit	STAPLER, heavy duty, binder type	
119	8	box	STAPLER, STANDARD TYPE, LOAD CAP: 200 STAPLES MIN	
120	12	piece	STICK GLUE, Big	
121	10	pack	STICKER PAPER, legal size, white	
122	30	pack	STICKER PAPER, A4 size, white	
123	10	roll	STICKER THERMAL, A6 LABEL paer 100x150 color-Green, White	

124	1000	piece	STOCK CARD	
125	1	piece	TAPE DISPENSER, table top	
126	30	roll	TAPE, masking, 24mm	
127	37	roll	TAPE, masking, 48mm	
128	20	roll	TAPE, packaging, 48mm	
129	30	roll	TAPE, transparent, 24mm	
130	55	roll	TAPE, transparent, 48mm	
131	131	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	
132	2	cart	TONER ,DEVELOP, INEO 165E, TN116 A1UCODO	
133	19	cart	TONER, IMAGE RUNER 1643, CANON	
134	5	cart	TONER, KYOCERA, Taskalfa 1800, TK 4109	
135	14	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	
136	115	piece	WINDOW Blinds "44x72' (Green)	

Section VIII. 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).

