

PHILIPPINE BIDDING DOCUMENTS

Purchase of Office Supplies for Different Offices (3rd Quarter)

PID NO. 2022 - 083

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

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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



INVITATION TO BID FOR ***Purchase of Office Supplies for Different Offices (3rd Quarter)***

1. The *Municipality of Compostela*, through the *General Fund and Trust Fund* intends to apply the sum *Four Hundred Fifty-Two Thousand Eight Hundred Sixty-Eight Pesos and Sixty-Two Centavos (P452,868.62)* being the ABC to payments under the contract for *Purchase of Office Supplies for Different Offices (3rd Quarter) with Project Identification No. 2022-083*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Municipality of Compostela* now invites bids for the above Procurement Project. Delivery of the Goods is required *15 days upon receipt of P.O.* Bidders should have completed, within *Five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Municipality of Compostela* and inspect the Bidding Documents at the address given below during *8:00 a.m to 5:00 p.m office hour*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *August 3, 2022 to August 11, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Pesos (P500.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***to be presented in person***.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *August 11, 2022 at 1:00 p.m.* 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 *August 11, 2022 at 1:30 p.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *Municipality of Compostela* 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.
10. For further information, please refer to:

EDWARD FORD N. DAGATAN
BAC Office
2nd Floor, Municipal Hall Building, Dagohoy St., Purok 2,
Poblacion, Compostela, Davao de Oro
CP#: 0909-279-9827
Email Add: compobacsec@gmail.com
11. You may visit www.philgeps.gov.ph and search for Municipality of Compostela for downloading of Bidding Documents.

August 3, 2022

(Sgd.)
LUCELIA L. PAQUEO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Municipality of Compostela* wishes to receive Bids for the *Purchase of Office Supplies for Different Offices (3rd Quarter)* with Project Identification Number 2022-083

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

The Procurement Project (referred to herein as “Project”) is composed of *One Hundred Sixty-Seven* (167) 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 *FY 2022* in the amount of *Four Hundred Fifty-Two Thousand Eight Hundred Sixty-Eight Pesos and Sixty-Two Centavos (P452,868.62)*.

2.2. The source of funding is: LGUs, the Annual Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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:

For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *Five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 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 the **BDS**.
 - 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 the **BDS**.

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: **Philippine Pesos**.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 *one hundred twenty (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.

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 Entity's 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: One Project having several items, which shall be awarded as separate contracts per item.
- 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, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

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

Bid Data Sheet

ITB Clause					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Office Supplies</i> b. completed within 5 years prior to the deadline for the submission and receipt of bids. 				
7.1	<i>Subcontract is not allowed.</i>				
12	The price of the Goods shall be quoted DDP to <i>Compostela, Davao de Oro</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than P9,057.37 [<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 P 22,743.43 [<i>five percent (5%) of ABC</i>] if bid security is in Surety Bond. 				
19.3	<i>The Project will be awarded by ITEM: The Project composed of the following::</i>				
	<i>Item No.</i>	<i>Item Description</i>	<i>Qty.</i>	<i>Unit</i>	<i>Total ABC</i>
	1	A3 paper	7	ream	3,150.00
	2	Alcohol 70% Ethyl (500ml)	28	bottle	3,024.00
	3	Alcohol 70% Isoprophyl (500ml)	56	bottle	6,720.00
	4	Aluminum Duct Tape 2" x 150 ft	2	piece	400.00
	5	Ballpen black - standard	147	piece	2,793.00
	6	Ballpen blue- standard	17	piece	323.00
	7	Ballpen BPS - black	118	piece	3,068.00
	8	Ballpen BPS - blue	2	piece	52.00
	9	Ballpen Ordinary - blue	75	piece	450.00
	10	Ballpen Ordinary - Red	60	piece	360.00
	11	Ballpen Ordinary-black	360	piece	2,160.00

12	Ballpen Standard 50's	2	box	500.00
13	Ballpen with eraser black	7	piece	434.00
14	Battery size AA 4pcs/pack	8	pack	1,168.00
15	Battery size AAA 4pcs/pack	38	pack	6,840.00
16	Blade for heavy duty cutter, L500,10pcs/tube	1	tube	184.00
17	Bond Paper A4 Sub 20	5	ream	1,000.00
18	Bond paper long subs. 16	128	ream	20,864.00
19	Bond paper short subs. 16	147	ream	22,638.00
20	Book Paper assorted colored sub 80 long	6	ream	1,770.00
21	Book paper long Subs 20 70gsm	223	ream	52,182.00
22	Book paper short Subs 20 70gsm	173	ream	37,195.00
23	Book rack (paperboard) 1 layer	2	piece	390.00
24	Brother DR-2355	1	drum	4,200.00
25	Brother TN-2355	1	tube	2,800.00
26	Brown folder kraft long	637	piece	3,822.00
27	Brown folder kraft short	254	piece	1,270.00
28	Calculator scientific heavy duty FX- 300MS,color black, 2 way power source	1	piece	583.00
29	Cartolina colored, 572mmx 724mm 20pcs/pack	11	pack	1,496.00
30	Cartolina, White	5	piece	30.00
31	Certificate frame - Long	2	piece	320.00
32	Certificate holder - A4	104	piece	5,200.00
33	Certificate holder - Short	2	piece	92.00
34	Clip backfold 2"	9	piece	63.00
35	Clip backfold 25mm (1"), 12pcs/box	9	box	486.00

36	Clip backfold 50mm 12 pcs./box	11	box	1,045.00
37	Clip backfold, 19mm (3/4"), 12pcs/box	4	box	176.00
38	Cloth (pongee) - for streamer (neon green)	101	meter	6,060.00
39	Columnar book 24 cols.	8	piece	504.00
40	Columnar book 4 cols. (black & maroon color)	1	piece	45.00
41	Columnar book 5 cols.	73	piece	2,701.00
42	Columnar book 6 cols.	49	piece	1,911.00
43	Columnar book 8 cols.	5	piece	195.00
44	Columnar pad 24 cols.	2	piece	236.00
45	Columnar pad 6 cols.	5	piece	230.00
46	Computer Keyboard	1	piece	435.00
47	Computer mouse	1	piece	300.00
48	Computer Mouse, USB connection type, optical, 400dpi resolution	1	piece	430.00
49	Computer ribbon nylon refill for Fullmark Ribbon Cartridge	27	piece	2,106.00
50	Construction Paper long assorted color (20s/pack)	5	pack	250.00
51	Correction Tape Big 5mm x 8m	153	piece	4,743.00
52	Correction Tape Small	18	piece	432.00
53	Cutter heavy duty, retractable, L500	1	piece	285.00
54	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring	5	box	1,515.00
55	Data Folder (3"x9"x15") 76mmx229mmx381mm, w/ finger ring & clear plastic pocket	1	piece	330.00
56	Dater, Stamp	1	piece	133.00

57	Double sided tape 1"	19	roll	646.00
58	DVD Rewriteble, 4x speed, 4.7GB Capacity, 120 mins. Recording time	3	piece	174.00
59	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	1	piece	650.00
60	Envelope brown expanded long	142	piece	1,988.00
61	Envelope brown long	196	piece	980.00
62	Envelope brown short	135	piece	405.00
63	Envelope expanded long (colored)	110	piece	1,650.00
64	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	1	box	325.00
65	Envelope, plastic, long w/ handle	6	piece	480.00
66	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm	17	piece	816.00
67	External hard drive (1.0 TB)	2	piece	5,500.00
68	File Organizer expanding, w/ 13 inside pockets and index tabs, 216mm x 330mm	6	piece	1,140.00
69	File rack steel (2 layer)	1	piece	485.00
70	File rack steel (3 layer)	1	piece	635.00
71	Flashdrive 32GB USB 3.0 and play	3	piece	2,385.00
72	Flashdrive 8GB USB 2.0 and play	1	piece	425.00
73	Folder Cream long	151	piece	1,661.00
74	folder Cream short	97	piece	776.00
75	Folder green w/o steel long	40	piece	640.00
76	Folder maroon, hard, long	34	piece	374.00
77	Glue all purpose 130 grams	48	bottle	2,544.00
78	Heavy Duty Staples 23/10	2	box	96.00

79	Heavy Duty Staples 23/13	3	box	150.00
80	High lighter pen	35	piece	1,260.00
81	Ink refill for epson , genuine for L110, L210 & L220 (magenta)	28	bottle	11,452.00
82	Ink refill for epson , genuine for L110, L210 & L220 (yellow)	29	bottle	11,861.00
83	Ink refill for epson L15150 (Black-008)	2	bottle	1,390.00
84	Ink refill for epson L15150 (Cyan-008)	2	bottle	1,590.00
85	Ink refill for epson L15150 (Magenta-008)	2	bottle	1,590.00
86	Ink refill for epson L15150 (Yellow-008)	2	bottle	1,590.00
87	Ink Refill for Epson L3110 (003)	8	set	14,400.00
88	Ink Refill for Epson L3110/L3150 (Black - 003)	75	bottle	30,000.00
89	Ink Refill for Epson L3110/L3150 (Cyan - 003)	22	bottle	9,020.00
90	Ink Refill for Epson L3110/L3150 (Magenta - 003)	27	bottle	11,070.00
91	Ink Refill for Epson L3110/L3150 (Yellow - 003)	29	bottle	11,890.00
92	Ink refill for epson, genuine for L110, L210 & L220 (Black)	42	bottle	16,800.00
93	Ink refill for epson, genuine for L110, L210 & L220 (cyan)	24	bottle	9,816.00
94	Ink refill Genuine for Canon Pixma 790	4	set	7,200.00
95	Ink Refill Genuine for Canon Pixma 790 - Black	6	bottle	3,300.00
96	Ink refill, for Whiteboard Marker, 30ml	3	bottle	405.00
97	Leave Card	14	piece	242.62
98	Logbook 150pp	50	piece	2,900.00
99	Logbook 200pp	15	piece	1,110.00

100	Logbook 300pp	48	piece	4,320.00
101	Manila paper	13	piece	65.00
102	Marker, Fluorescent, asstd. Colors, 3 colors per set	2	set	170.00
103	Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	9	piece	540.00
104	Marking Pen for Whiteboard, blue felt tip, bullet tip, non-toxic	3	piece	180.00
105	Marking Pen for Whiteboard, Red felt tip, billet tip, non-toxic	3	piece	180.00
106	Masking Tape, 24mm (1") width usable length of 50m	14	piece	700.00
107	Mechanical Lead 0.5 steadler	3	tube	285.00
108	Mechanical Pencil steadler 0.5	1	piece	190.00
109	Mouse Pad	4	piece	428.00
110	Newsprint long subs. 18	14	ream	1,988.00
111	Newsprint short subs. 18	6	ream	774.00
112	Notebook 80 leaves	3	piece	60.00
113	Notebook stenographers, GSP bond, 40 leaves, 55gms	2	piece	42.00
114	Notepad 3" x 4"	2	pad	80.00
115	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	13	pad	1,820.00
116	Notepad 51mmx 51mm (2"x3"), 100 sheets/pad, assorted colors	13	pad	598.00
117	Notepad 51mmx 51mm (3"x3"), 100 sheets/pad, assorted colors	7	pad	350.00
118	Notepad 76mmx 76mm (3"x3")	3	pad	222.00
119	Packaging tape 2"	9	piece	540.00

120	Paper clip plastic coated big 100s (50mm, 120gms)	21	box	567.00
121	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	1	box	35.00
122	Paper Cutter	1	unit	1,813.00
123	Paper fastener plastic 50s/box	61	box	3,050.00
124	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	5	ream	1,060.00
125	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	28	ream	6,720.00
126	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	2	ream	478.00
127	Parchment Paper (Long)	250	piece	1,500.00
128	Parchment Paper (Short)	250	piece	1,250.00
129	Pencil # 2	76	piece	608.00
130	Pencil #3	12	piece	96.00
131	Pencil Lead, w/ eraser medium size 12pcs/box	1	dozen	105.00
132	Pentel pen broad	1	Box	480.00
133	Pentel pen fine black	5	piece	250.00
134	Pentel pen ink refill 30ml	2	bottle	162.00
135	Pentel pen, broad, black	6	piece	300.00
136	Philippine Flag- standard size	3	piece	585.00
137	Photopaper A4 size 20s/pack	10	pack	1,100.00
138	Plastic Folder Long	19	piece	95.00
139	Plastic Folder Long Thick	5	piece	100.00
140	Puncher standard size	3	piece	816.00

141	Record Book 500pages non-blot, 215mm x 275mm, 55gsm black and red cover	9	piece	3,114.00
142	Rubber band #18 445grms/box	5	box	1,550.00
143	Ruler plastic 18"	3	piece	141.00
144	Scissor (Heavy Duty Big)	6	piece	1,680.00
145	Scissor size 15cm, 8"	8	piece	568.00
146	Scissors size 15cm (6")	3	piece	150.00
147	Scotch tape 1"	19	piece	608.00
148	Scotch tape 2"	13	piece	585.00
149	Sign pen 0.5 - blue	1	piece	45.00
150	Sign pen 0.5 black	43	piece	1,935.00
151	Sign pen G-2 black	15	piece	1,095.00
152	Sign pen G-tech C-4, black	5	piece	380.00
153	Sign pen high tech pen black	4	piece	260.00
154	Sign pen refill G-2	2	piece	100.00
155	Sign pen refill G-tech C-4	7	piece	350.00
156	Stainless Ruler 18 inches	1	pc	130.00
157	Stamp pad felt pad	6	piece	288.00
158	Stamp pad ink (473ml.)	2	bottle	422.00
159	Staple wire standard #35, 5000s/box	71	box	3,905.00
160	Stapler # 35 w/ remover max	26	piece	11,180.00
161	Sticker paper 20s/pack	6	pack	600.00
162	storage box big	1	piece	1,900.00
163	Triangular ruler 45 degrees	1	piece	93.00
164	Triangular ruler 60 degrees	1	piece	135.00
165	Vellum paper colored long 10 sheets/pack	13	pack	572.00

	166	Vellum paper colored short 10sheets/pack	8	pack	360.00
	167	Vellum paper short 10sheets/pack	4	pack	120.00
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>				
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</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 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered at the <i>Municipality of Compostela</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site:</p> <p style="text-align: center;"><i>1. 1. MS. MARIA ROSALINDA T. MERILOS – OIC-GSO</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – N/A</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the</p>

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

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be within 15 days upon completion of the delivery.
4	<p>The inspections that will be conducted are:</p> <ol style="list-style-type: none"> a. Inspections of delivery of goods by the LGU’s representative upon arrival of the delivery; b. The Inspector may reject any Goods or any part thereof that fail to pass any inspection or do not conform to the specifications. The Supplier shall replace such rejected Goods to meet the specifications at no cost to the Procuring Entity, and shall repeat the inspection, at no cost to the Procuring Entity, within the designated delivery period only. If the Supplier is unable to make the necessary corrections after the designated delivery period, then the Supplier will be charged of liquidating damages on the first day of the expiration of the designated 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.

Item Number	Description	Quantity		Total	Delivered, Weeks/ Months
1	A3 paper	7	ream	3,150.00	15 CD
2	Alcohol 70% Ethyl (500ml)	28	bottle	3,024.00	15 CD
3	Alcohol 70% Isoprophyl (500ml)	56	bottle	6,720.00	15 CD
4	Aluminum Duct Tape 2" x 150 ft	2	piece	400.00	15 CD
5	Ballpen black - standard	147	piece	2,793.00	15 CD
6	Ballpen blue- standard	17	piece	323.00	15 CD
7	Ballpen BPS - black	118	piece	3,068.00	15 CD
8	Ballpen BPS - blue	2	piece	52.00	15 CD
9	Ballpen Ordinary - blue	75	piece	450.00	15 CD
10	Ballpen Ordinary - Red	60	piece	360.00	15 CD
11	Ballpen Ordinary-black	360	piece	2,160.00	15 CD
12	Ballpen Standard 50's	2	box	500.00	15 CD
13	Ballpen with eraser black	7	piece	434.00	15 CD
14	Battery size AA 4pcs/pack	8	pack	1,168.00	15 CD
15	Battery size AAA 4pcs/pack	38	pack	6,840.00	15 CD

16	Blade for heavy duty cutter, L500,10pcs/tube	1	tube	184.00	15 CD
17	Bond Paper A4 Sub 20	5	ream	1,000.00	15 CD
18	Bond paper long subs. 16	128	ream	20,864.00	15 CD
19	Bond paper short subs. 16	147	ream	22,638.00	15 CD
20	Book Paper assorted colored sub 80 long	6	ream	1,770.00	15 CD
21	Book paper long Subs 20 70gsm	223	ream	52,182.00	15 CD
22	Book paper short Subs 20 70gsm	173	ream	37,195.00	15 CD
23	Book rack (paperboard) 1 layer	2	piece	390.00	15 CD
24	Brother DR-2355	1	drum	4,200.00	15 CD
25	Brother TN-2355	1	tube	2,800.00	15 CD
26	Brown folder kraft long	637	piece	3,822.00	15 CD
27	Brown folder kraft short	254	piece	1,270.00	15 CD
28	Calculator scientific heavy duty FX-300MS,color black, 2 way power source	1	piece	583.00	15 CD
29	Cartolina colored, 572mmx 724mm 20pcs/pack	11	pack	1,496.00	15 CD
30	Cartolina, White	5	piece	30.00	15 CD
31	Certificate frame - Long	2	piece	320.00	15 CD
32	Certificate holder - A4	104	piece	5,200.00	15 CD

33	Certificate holder - Short	2	piece	92.00	15 CD
34	Clip backfold 2"	9	piece	63.00	15 CD
35	Clip backfold 25mm (1"), 12pcs/box	9	box	486.00	15 CD
36	Clip backfold 50mm 12 pcs./box	11	box	1,045.00	15 CD
37	Clip backfold, 19mm (3/4"), 12pcs/box	4	box	176.00	15 CD
38	Cloth (pongee) - for streamer (neon green)	101	meter	6,060.00	15 CD
39	Columnar book 24 cols.	8	piece	504.00	15 CD
40	Columnar book 4 cols. (black & maroon color)	1	piece	45.00	15 CD
41	Columnar book 5 cols.	73	piece	2,701.00	15 CD
42	Columnar book 6 cols.	49	piece	1,911.00	15 CD
43	Columnar book 8 cols.	5	piece	195.00	15 CD
44	Columnar pad 24 cols.	2	piece	236.00	15 CD
45	Columnar pad 6 cols.	5	piece	230.00	15 CD
46	Computer Keyboard	1	piece	435.00	15 CD
47	Computer mouse	1	piece	300.00	15 CD
48	Computer Mouse, USB connection type, optical, 400dpi resolution	1	piece	430.00	15 CD
49	Computer ribbon nylon refill for Fullmark Ribbon Cartridge	27	piece	2,106.00	15 CD

50	Construction Paper long assorted color (20s/pack)	5	pack	250.00	15 CD
51	Correction Tape Big 5mm x 8m	153	piece	4,743.00	15 CD
52	Correction Tape Small	18	piece	432.00	15 CD
53	Cutter heavy duty, retractable, L500	1	piece	285.00	15 CD
54	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring	5	box	1,515.00	15 CD
55	Data Folder (3"x9"x15") 76mmx229mmx381mm, w/ finger ring & clear plastic pocket	1	piece	330.00	15 CD
56	Dater, Stamp	1	piece	133.00	15 CD
57	Double sided tape 1"	19	roll	646.00	15 CD
58	DVD Rewriteble, 4x speed, 4.7GB Capacity, 120 mins. Recording time	3	piece	174.00	15 CD
59	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	1	piece	650.00	15 CD
60	Envelope brown expanded long	142	piece	1,988.00	15 CD
61	Envelope brown long	196	piece	980.00	15 CD
62	Envelope brown short	135	piece	405.00	15 CD
63	Envelope expanded long (colored)	110	piece	1,650.00	15 CD
64	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	1	box	325.00	15 CD

65	Envelope, plastic, long w/ handle	6	piece	480.00	15 CD
66	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm	17	piece	816.00	15 CD
67	External hard drive (1.0 TB)	2	piece	5,500.00	15 CD
68	File Organizer expanding, w/ 13 inside pockets and index tabs, 216mm x 330mm	6	piece	1,140.00	15 CD
69	File rack steel (2 layer)	1	piece	485.00	15 CD
70	File rack steel (3 layer)	1	piece	635.00	15 CD
71	Flashdrive 32GB USB 3.0 and play	3	piece	2,385.00	15 CD
72	Flashdrive 8GB USB 2.0 and play	1	piece	425.00	15 CD
73	Folder Cream long	151	piece	1,661.00	15 CD
74	folder Cream short	97	piece	776.00	15 CD
75	Folder green w/o steel long	40	piece	640.00	15 CD
76	Folder maroon, hard, long	34	piece	374.00	15 CD
77	Glue all purpose 130 grams	48	bottle	2,544.00	15 CD
78	Heavy Duty Staples 23/10	2	box	96.00	15 CD
79	Heavy Duty Staples 23/13	3	box	150.00	15 CD
80	High lighter pen	35	piece	1,260.00	15 CD
81	Ink refill for epson , genuine for L110, L210 & L220 (magenta)	28	bottle	11,452.00	15 CD

82	Ink refill for epson , genuine for L110, L210 & L220 (yellow)	29	bottle	11,861.00	15 CD
83	Ink refill for epson L15150 (Black-008)	2	bottle	1,390.00	15 CD
84	Ink refill for epson L15150 (Cyan-008)	2	bottle	1,590.00	15 CD
85	Ink refill for epson L15150 (Magenta-008)	2	bottle	1,590.00	15 CD
86	Ink refill for epson L15150 (Yellow-008)	2	bottle	1,590.00	15 CD
87	Ink Refill for Epson L3110 (003)	8	set	14,400.00	15 CD
88	Ink Refill for Epson L3110/L3150 (Black - 003)	75	bottle	30,000.00	15 CD
89	Ink Refill for Epson L3110/L3150 (Cyan - 003)	22	bottle	9,020.00	15 CD
90	Ink Refill for Epson L3110/L3150 (Magenta - 003)	27	bottle	11,070.00	15 CD
91	Ink Refill for Epson L3110/L3150 (Yellow - 003)	29	bottle	11,890.00	15 CD
92	Ink refill for epson, genuine for L110, L210 & L220 (Black)	42	bottle	16,800.00	15 CD
93	Ink refill for epson, genuine for L110, L210 & L220 (cyan)	24	bottle	9,816.00	15 CD
94	Ink refill Genuine for Canon Pixma 790	4	set	7,200.00	15 CD
95	Ink Refill Genuine for Canon Pixma 790 - Black	6	bottle	3,300.00	15 CD
96	Ink refill, for Whiteboard Marker, 30ml	3	bottle	405.00	15 CD
97	Leave Card	14	piece	242.62	15 CD
98	Logbook 150pp	50	piece	2,900.00	15 CD

99	Logbook 200pp	15	piece	1,110.00	15 CD
100	Logbook 300pp	48	piece	4,320.00	15 CD
101	Manila paper	13	piece	65.00	15 CD
102	Marker, Fluorescent, asstd. Colors, 3 colors per set	2	set	170.00	15 CD
103	Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	9	piece	540.00	15 CD
104	Marking Pen for Whiteboard, blue felt tip, bullet tip, non-toxic	3	piece	180.00	15 CD
105	Marking Pen for Whiteboard, Red felt tip, billet tip, non-toxic	3	piece	180.00	15 CD
106	Masking Tape, 24mm (1") width usable length of 50m	14	piece	700.00	15 CD
107	Mechanical Lead 0.5 steadler	3	tube	285.00	15 CD
108	Mechanical Pencil steadler 0.5	1	piece	190.00	15 CD
109	Mouse Pad	4	piece	428.00	15 CD
110	Newsprint long subs. 18	14	ream	1,988.00	15 CD
111	Newsprint short subs. 18	6	ream	774.00	15 CD
112	Notebook 80 leaves	3	piece	60.00	15 CD
113	Notebook stenographers, GSP bond, 40 leaves, 55gms	2	piece	42.00	15 CD
114	Notepad 3" x 4"	2	pad	80.00	15 CD
115	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	13	pad	1,820.00	15 CD

116	Notepad 51mmx 51mm (2"x3"), 100 sheets/pad, assorted colors	13	pad	598.00	15 CD
117	Notepad 51mmx 51mm (3"x3"), 100 sheets/pad, assorted colors	7	pad	350.00	15 CD
118	Notepad 76mmx 76mm (3"x3")	3	pad	222.00	15 CD
119	Packaging tape 2"	9	piece	540.00	15 CD
120	Paper clip plastic coated big 100s (50mm, 120gms)	21	box	567.00	15 CD
121	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	1	box	35.00	15 CD
122	Paper Cutter	1	unit	1,813.00	15 CD
123	Paper fastener plastic 50s/box	61	box	3,050.00	15 CD
124	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	5	ream	1,060.00	15 CD
125	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	28	ream	6,720.00	15 CD
126	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	2	ream	478.00	15 CD
127	Parchment Paper (Long)	250	piece	1,500.00	15 CD
128	Parchment Paper (Short)	250	piece	1,250.00	15 CD
129	Pencil # 2	76	piece	608.00	15 CD
130	Pencil #3	12	piece	96.00	15 CD
131	Pencil Lead, w/ eraser medium size 12pcs/box	1	dozen	105.00	15 CD

132	Pentel pen broad	1	Box	480.00	15 CD
133	Pentel pen fine black	5	piece	250.00	15 CD
134	Pentel pen ink refill 30ml	2	bottle	162.00	15 CD
135	Pentel pen, broad, black	6	piece	300.00	15 CD
136	Philippine Flag- standard size	3	piece	585.00	15 CD
137	Photopaper A4 size 20s/pack	10	pack	1,100.00	15 CD
138	Plastic Folder Long	19	piece	95.00	15 CD
139	Plastic Folder Long Thick	5	piece	100.00	15 CD
140	Puncher standard size	3	piece	816.00	15 CD
141	Record Book 500pages non-blot, 215mm x 275mm, 55gsm black and red cover	9	piece	3,114.00	15 CD
142	Rubber band #18 445grms/box	5	box	1,550.00	15 CD
143	Ruler plastic 18"	3	piece	141.00	15 CD
144	Scissor (Heavy Duty Big)	6	piece	1,680.00	15 CD
145	Scissor size 15cm, 8"	8	piece	568.00	15 CD
146	Scissors size 15cm (6")	3	piece	150.00	15 CD
147	Scotch tape 1"	19	piece	608.00	15 CD
148	Scotch tape 2"	13	piece	585.00	15 CD
149	Sign pen 0.5 - blue	1	piece	45.00	15 CD

150	Sign pen 0.5 black	43	piece	1,935.00	15 CD
151	Sign pen G-2 black	15	piece	1,095.00	15 CD
152	Sign pen G-tech C-4, black	5	piece	380.00	15 CD
153	Sign pen high tech pen black	4	piece	260.00	15 CD
154	Sign pen refill G-2	2	piece	100.00	15 CD
155	Sign pen refill G-tech C-4	7	piece	350.00	15 CD
156	Stainless Ruler 18 inches	1	pc	130.00	15 CD
157	Stamp pad felt pad	6	piece	288.00	15 CD
158	Stamp pad ink (473ml.)	2	bottle	422.00	15 CD
159	Staple wire standard #35, 5000s/box	71	box	3,905.00	15 CD
160	Stapler # 35 w/ remover max	26	piece	11,180.00	15 CD
161	Sticker paper 20s/pack	6	pack	600.00	15 CD
162	storage box big	1	piece	1,900.00	15 CD
163	Triangular ruler 45 degrees	1	piece	93.00	15 CD
164	Triangular ruler 60 degrees	1	piece	135.00	15 CD
165	Vellum paper colored long 10 sheets/pack	13	pack	572.00	15 CD
166	Vellum paper colored short 10sheets/pack	8	pack	360.00	15 CD
167	Vellum paper short 10sheets/pack	4	pack	120.00	15 CD

Company Name

Name and Signature of Authorized Representative

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	7 ream A3 paper	
2	28 bottle Alcohol 70% Ethyl (500ml)	
3	56 bottle Alcohol 70% Isoprophyl (500ml)	
4	2 piece Aluminum Duct Tape 2" x 150 ft	
5	147 piece Ballpen black - standard	
6	17 piece Ballpen blue- standard	
7	118 piece Ballpen BPS - black	
8	2 piece Ballpen BPS - blue	
9	75 piece Ballpen Ordinary - blue	
10	60 piece Ballpen Ordinary - Red	

11	360 piece Ballpen Ordinary-black	
12	2 box Ballpen Standard 50's	
13	7 piece Ballpen with eraser black	
14	8 pack Battery size AA 4pcs/pack	
15	38 pack Battery size AAA 4pcs/pack	
16	1 tube Blade for heavy duty cutter, L500,10pcs/tube	
17	5 ream Bond Paper A4 Sub 20	
18	128 ream Bond paper long subs. 16	
19	147 ream Bond paper short subs. 16	
20	6 ream Book Paper assorted colored sub 80 long	
21	223 ream Book paper long Subs 20 70gsm	
22	173 ream Book paper short Subs 20 70gsm	
23	2 piece Book rack (paperboard) 1 layer	
24	1 drum Brother DR-2355	
25	1 tube Brother TN-2355	
26	637 piece Brown folder kraft long	
27	254 piece Brown folder kraft short	
28	1 piece Calculator scientific heavy duty FX-300MS,color black, 2 way power source	
29	11 pack Cartolina colored, 572mmx 724mm 20pcs/pack	
30	5 piece Cartolina, White	
31	2 piece Certificate frame - Long	
32	104 piece Certificate holder - A4	

33	2 piece Certificate holder - Short	
34	9 piece Clip backfold 2"	
35	9 box Clip backfold 25mm (1"), 12pcs/box	
36	11 box Clip backfold 50mm 12 pcs./box	
37	4 box Clip backfold, 19mm (3/4"), 12pcs/box	
38	101 meter Cloth (pongee) - for streamer (neon green)	
39	8 piece Columnar book 24 cols.	
40	1 piece Columnar book 4 cols. (black & maroon color)	
41	73 piece Columnar book 5 cols.	
42	49 piece Columnar book 6 cols.	
43	5 piece Columnar book 8 cols.	
44	2 piece Columnar pad 24 cols.	
45	5 piece Columnar pad 6 cols.	
46	1 piece Computer Keyboard	
47	1 piece Computer mouse	
48	1 piece Computer Mouse, USB connection type, optical, 400dpi resolution	
49	27 piece Computer ribbon nylon refill for Fullmark Ribbon Cartridge	
50	5 pack Construction Paper long assorted color (20s/pack)	
51	153 piece Correction Tape Big 5mm x 8m	
52	18 piece Correction Tape Small	

53	1 piece Cutter heavy duty, retractable, L500	
54	5 box Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring	
55	1 piece Data Folder(3"x9"x15")76mmx229mmx381 mm, w/ finger ring & clear plastic pocket	
56	1 piece Dater, Stamp	
57	19 roll Double sided tape 1"	
58	3 piece DVD Rewriteble, 4x speed, 4.7GB Capacity, 120 mins. Recording time	
59	1 piece Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	
60	142 piece Envelope brown expanded long	
61	196 piece Envelope brown long	
62	135 piece Envelope brown short	
63	110 piece Envelope expanded long (colored)	
64	1 box Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	
65	6 piece Envelope, plastic, long w/ handle	
66	17 piece Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm	
67	2 piece External hard drive (1.0 TB)	
68	6 piece File Organizer expanding, w/ 13 inside pockets and index tabs, 216mm x 330mm	

69	1 piece File rack steel (2 layer)	
70	1 piece File rack steel (3 layer)	
71	3 piece Flashdrive 32GB USB 3.0 and play	
72	1 piece Flashdrive 8GB USB 2.0 and play	
73	151 piece Folder Cream long	
74	97 piece folder Cream short	
75	40 piece Folder green w/o steel long	
76	34 piece Folder maroon, hard, long	
77	48 bottle Glue all purpose 130 grams	
78	2 box Heavy Duty Staples 23/10	
79	3 box Heavy Duty Staples 23/13	
80	35 piece High lighter pen	
81	28 bottle Ink refill for epson , genuine for L110, L210 & L220 (magenta)	
82	29 bottle Ink refill for epson , genuine for L110, L210 & L220 (yellow)	
83	2 bottle Ink refill for epson L15150 (Black-008)	
84	2 bottle Ink refill for epson L15150 (Cyan-008)	
85	2 bottle Ink refill for epson L15150 (Magenta-008)	
86	2 bottle Ink refill for epson L15150 (Yellow-008)	
87	8 set Ink Refill for Epson L3110 (003)	
88	75 bottle Ink Refill for Epson L3110/L3150 (Black - 003)	
89	22 bottle Ink Refill for Epson L3110/L3150 (Cyan - 003)	

90	27 bottle Ink Refill for Epson L3110/L3150 (Magenta - 003)	
91	29 bottle Ink Refill for Epson L3110/L3150 (Yellow - 003)	
92	42 bottle Ink refill for epson, genuine for L110, L210 & L220 (Black)	
93	24 bottle Ink refill for epson, genuine for L110, L210 & L220 (cyan)	
94	4 set Ink refill Genuine for Canon Pixma 790	
95	6 bottle Ink Refill Genuine for Canon Pixma 790 - Black	
96	3 bottle Ink refill, for Whiteboard Marker, 30ml	
97	14 piece Leave Card	
98	50 piece Logbook 150pp	
99	15 piece Logbook 200pp	
100	48 piece Logbook 300pp	
101	13 piece Manila paper	
102	2 set Marker, Fluorescent, asstd. Colors, 3 colors per set	
103	9 piece Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	
104	3 piece Marking Pen for Whiteboard, blue felt tip, bullet tip, non-toxic	
105	3 piece Marking Pen for Whiteboard, Red felt tip, billet tip, non-toxic	
106	14 piece Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	
107	3 tube Mechanical Lead 0.5 steadler	
108	1 piece Mechanical Pencil steadler 0.5	
109	4 piece Mouse Pad	

110	14 ream Newsprint long subs. 18	
111	6 ream Newsprint short subs. 18	
112	3 piece Notebook 80 leaves	
113	2 piece Notebook stenographers, GSP bond, 40 leaves, 55gms	
114	2 pad Notepad 3" x 4"	
115	13 pad Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	
116	13 pad Notepad 51mmx 51mm (2"x3"), 100 sheets/pad, assorted colors	
117	7 pad Notepad 51mmx 51mm (3"x3"), 100 sheets/pad, assorted colors	
118	3 pad Notepad 76mmx 76mm (3"x3")	
119	9 piece Packaging tape 2"	
120	21 box Paper clip plastic coated big 100s (50mm, 120gms)	
121	1 box Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	
122	1 unit Paper Cutter	
123	61 box Paper fastener plastic 50s/box	
124	5 ream Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	
125	28 ream Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	
126	2 ream Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	
127	250 piece Parchment Paper (Long)	
128	250 piece Parchment Paper (Short)	

129	76 piece Pencil # 2	
130	12 piece Pencil #3	
131	1 dozen Pencil Lead, w/ eraser medium size 12pcs/box	
132	1 box Pentel pen broad	
133	5 piece Pentel pen fine black	
134	2 bottle Pentel pen ink refill 30ml	
135	6 piece Pentel pen, broad, black	
136	3 piece Philippine Flag- standard size	
137	10 pack Photopaper A4 size 20s/pack	
138	19 piece Plastic Folder Long	
139	5 piece Plastic Folder Long Thick	
140	3 piece Puncher standard size	
141	9 piece Record Book 500pages non-blot, 215mm x 275mm, 55gsm black and red cover	
142	5 box Rubber band #18 445grms/box	
143	3 piece Ruler plastic 18"	
144	6 piece Scissor (Heavy Duty Big)	
145	8 piece Scissor size 15cm, 8"	
146	3 piece Scissors size 15cm (6")	
147	19 piece Scotch tape 1"	
148	13 piece Scotch tape 2"	
149	1 piece Sign pen 0.5 - blue	
150	43 piece Sign pen 0.5 black	
151	15 piece Sign pen G-2 black	
152	5 piece Sign pen G-tech C-4, black -	

153	4 piece Sign pen high tech pen black	
154	2 piece Sign pen refill G-2	
155	7 piece Sign pen refill G-tech C-4	
156	1 pc Stainless Ruler 18 inches	
157	6 piece Stamp pad felt pad	
158	2 bottle Stamp pad ink (473ml.)	
159	71 box Staple wire standard #35, 5000s/box	
160	26 piece Stapler # 35 w/ remover max	
161	6 pack Sticker paper 20s/pack	
162	1 piece storage box big	
163	1 piece Triangular ruler 45 degrees	
164	1 piece Triangular ruler 60 degrees	
165	13 pack Vellum paper colored long 10 sheets/pack	
166	8 pack Vellum paper colored short 10sheets/pack	
167	4 pack Vellum paper short 10sheets/pack	

Company Name

Name and Signature of Authorized Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Note: If the bidder submits item (a), bidder may not submit requirements (b), (c) & (d) unless it is expired.

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications; **and**
- (i) Production/delivery schedule; **and**
- (j) Manpower requirements; **and**
- (k) After-sales/parts; **and**
- (l) 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.
- (m) Mayor's Permit (Municipality of Compostela);
- (n) Bidder's Fee (Official Receipt);

Financial Documents

- (o) 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**
- (p) 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

- (q) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (t) *[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.
- (u) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bidding Forms

Bid Form for the Procurement of Goods

BID FORM

Date: _____

Project Identification No.: _____

*To: MUNICIPALITY OF COMPOSTELA
Poblacion, Compostela, Davao de Oro*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver/perform* _____ in conformity with the said PBDs for the sum of _____ [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of _____ as evidenced by the attached _____.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**Price Schedule for Goods Offered from Within the Philippines
For Goods Offered from Within the Philippines**

Name of Bidder _____ Project ID No.: **2022- 083**

Project Name: *Purchase of Office Supplies for Different Offices (3rd Quarter)*
ABC (Php): 452,868.62

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	A3 paper		7	ream						
2	Alcohol 70% Ethyl (500ml)		28	bottle						
3	Alcohol 70% Isoprophyl (500ml)		56	bottle						
4	Aluminum Duct Tape 2" x 150 ft		2	piece						
5	Ballpen black - standard		147	piece						
6	Ballpen blue- standard		17	piece						
7	Ballpen BPS - black		118	piece						
8	Ballpen BPS - blue		2	piece						
9	Ballpen Ordinary - blue		75	piece						
10	Ballpen Ordinary - Red		60	piece						
11	Ballpen Ordinary-black		360	piece						
12	Ballpen Standard 50's		2	box						

13	Ballpen with eraser black		7	piece						
14	Battery size AA 4pcs/pack		8	pack						
15	Battery size AAA 4pcs/pack		38	pack						
16	Blade for heavy duty cutter, L500,10pcs/tube		1	tube						
17	Bond Paper A4 Sub 20		5	ream						
18	Bond paper long subs. 16		128	ream						
19	Bond paper short subs. 16		147	ream						
20	Book Paper assorted colored sub 80 long		6	ream						
21	Book paper long Subs 20 70gsm		223	ream						
22	Book paper short Subs 20 70gsm		173	ream						
23	Book rack (paperboard) 1 layer		2	piece						
24	Brother DR-2355		1	drum						
25	Brother TN-2355		1	tube						
26	Brown folder kraft long		637	piece						
27	Brown folder kraft short		254	piece						
28	Calculator scientific heavy duty FX-300MS,color black, 2 way power source		1	piece						
29	Cartolina colored, 572mmx 724mm 20pcs/pack		11	pack						
30	Cartolina, White		5	piece						
31	Certificate frame - Long		2	piece						
32	Certificate holder - A4		104	piece						
33	Certificate holder - Short		2	piece						

34	Clip backfold 2"		9	piece						
35	Clip backfold 25mm (1"), 12pcs/box		9	box						
36	Clip backfold 50mm 12 pcs./box		11	box						
37	Clip backfold, 19mm (3/4"), 12pcs/box		4	box						
38	Cloth (pongee) - for streamer (neon green)		101	meter						
39	Columnar book 24 cols.		8	piece						
40	Columnar book 4 cols. (black & maroon color)		1	piece						
41	Columnar book 5 cols.		73	piece						
42	Columnar book 6 cols.		49	piece						
43	Columnar book 8 cols.		5	piece						
44	Columnar pad 24 cols.		2	piece						
45	Columnar pad 6 cols.		5	piece						
46	Computer Keyboard		1	piece						
47	Computer mouse		1	piece						
48	Computer Mouse, USB connection type, optical, 400dpi resolution		1	piece						
49	Computer ribbon nylon refill for Fullmark Ribbon Cartridge		27	piece						
50	Construction Paper long assorted color (20s/pack)		5	pack						
51	Correction Tape Big 5mm x 8m		153	piece						
52	Correction Tape Small		18	piece						
53	Cutter heavy duty, retractable, L500		1	piece						

54	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring		5	box						
55	Data Folder (3"x9"x15") 76mmx229mmx381mm, w/ finger ring & clear plastic pocket		1	piece						
56	Dater, Stamp		1	piece						
57	Double sided tape 1"		19	roll						
58	DVD Rewriteble, 4x speed, 4.7GB Capacity, 120 mins. Recording time		3	piece						
59	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC		1	piece						
60	Envelope brown expanded long		142	piece						
61	Envelope brown long		196	piece						
62	Envelope brown short		135	piece						
63	Envelope expanded long (colored)		110	piece						
64	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm		1	box						
65	Envelope, plastic, long w/ handle		6	piece						
66	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm		17	piece						
67	External hard drive (1.0 TB)		2	piece						
68	File Organizer expanding, w/ 13 inside pockets and index tabs, 216mm x 330mm		6	piece						
69	File rack steel (2 layer)		1	piece						
70	File rack steel (3 layer)		1	piece						

71	Flashdrive 32GB USB 3.0 and play		3	piece						
72	Flashdrive 8GB USB 2.0 and play		1	piece						
73	Folder Cream long		151	piece						
74	folder Cream short		97	piece						
75	Folder green w/o steel long		40	piece						
76	Folder maroon, hard, long		34	piece						
77	Glue all purpose 130 grams		48	bottle						
78	Heavy Duty Staples 23/10		2	box						
79	Heavy Duty Staples 23/13		3	box						
80	High lighter pen		35	piece						
81	Ink refill for epson , genuine for L110, L210 & L220 (magenta)		28	bottle						
82	Ink refill for epson , genuine for L110, L210 & L220 (yellow)		29	bottle						
83	Ink refill for epson L15150 (Black-008)		2	bottle						
84	Ink refill for epson L15150 (Cyan-008)		2	bottle						
85	Ink refill for epson L15150 (Magenta-008)		2	bottle						
86	Ink refill for epson L15150 (Yellow-008)		2	bottle						
87	Ink Refill for Epson L3110 (003)		8	set						
88	Ink Refill for Epson L3110/L3150 (Black - 003)		75	bottle						
89	Ink Refill for Epson L3110/L3150 (Cyan - 003)		22	bottle						

90	Ink Refill for Epson L3110/L3150 (Magenta - 003)		27	bottle						
91	Ink Refill for Epson L3110/L3150 (Yellow - 003)		29	bottle						
92	Ink refill for epson, genuine for L110, L210 & L220 (Black)		42	bottle						
93	Ink refill for epson, genuine for L110, L210 & L220 (cyan)		24	bottle						
94	Ink refill Genuine for Canon Pixma 790		4	set						
95	Ink Refill Genuine for Canon Pixma 790 - Black		6	bottle						
96	Ink refill, for Whiteboard Marker, 30ml		3	bottle						
97	Leave Card		14	piece						
98	Logbook 150pp		50	piece						
99	Logbook 200pp		15	piece						
100	Logbook 300pp		48	piece						
101	Manila paper		13	piece						
102	Marker, Fluorescent, asstd. Colors, 3 colors per set		2	set						
103	Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic		9	piece						
104	Marking Pen for Whiteboard, blue felt tip, bullet tip, non-toxic		3	piece						
105	Marking Pen for Whiteboard, Red felt tip, billet tip, non-toxic		3	piece						
106	Masking Tape, 24mm (1") width usable length of 50m		14	piece						
107	Mechanical Lead 0.5 steadler		3	tube						

108	Mechanical Pencil steadler 0.5		1	piece						
109	Mouse Pad		4	piece						
110	Newsprint long subs. 18		14	ream						
111	Newsprint short subs. 18		6	ream						
112	Notebook 80 leaves		3	piece						
113	Notebook stenographers, GSP bond, 40 leaves, 55gms		2	piece						
114	Notepad 3" x 4"		2	pad						
115	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors		13	pad						
116	Notepad 51mmx 51mm (2"x3"), 100 sheets/pad, assorted colors		13	pad						
117	Notepad 51mmx 51mm (3"x3"), 100 sheets/pad, assorted colors		7	pad						
118	Notepad 76mmx 76mm (3"x3")		3	pad						
119	Packaging tape 2"		9	piece						
120	Paper clip plastic coated big 100s (50mm, 120gms)		21	box						
121	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box		1	box						
122	Paper Cutter		1	unit						
123	Paper fastener plastic 50s/box		61	box						
124	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm		5	ream						
125	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm		28	ream						
126	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm		2	ream						

127	Parchment Paper (Long)		250	piece						
128	Parchment Paper (Short)		250	piece						
129	Pencil # 2		76	piece						
130	Pencil #3		12	piece						
131	Pencil Lead, w/ eraser medium size 12pcs/box		1	dozen						
132	Pentel pen broad		1	Box						
133	Pentel pen fine black		5	piece						
134	Pentel pen ink refill 30ml		2	bottle						
135	Pentel pen, broad, black		6	piece						
136	Philippine Flag- standard size		3	piece						
137	Photopaper A4 size 20s/pack		10	pack						
138	Plastic Folder Long		19	piece						
139	Plastic Folder Long Thick		5	piece						
140	Puncher standard size		3	piece						
141	Record Book 500pages non-blot, 215mm x 275mm, 55gsm black and red cover		9	piece						
142	Rubber band #18 445grms/box		5	box						
143	Ruler plastic 18"		3	piece						
144	Scissor (Heavy Duty Big)		6	piece						
145	Scissor size 15cm, 8"		8	piece						
146	Scissors size 15cm (6")		3	piece						
147	Scotch tape 1"		19	piece						
148	Scotch tape 2"		13	piece						

149	Sign pen 0.5 - blue		1	piece						
150	Sign pen 0.5 black		43	piece						
151	Sign pen G-2 black		15	piece						
152	Sign pen G-tech C-4, black		5	piece						
153	Sign pen high tech pen black		4	piece						
154	Sign pen refill G-2		2	piece						
155	Sign pen refill G-tech C-4		7	piece						
156	Stainless Ruler 18 inches		1	pc						
157	Stamp pad felt pad		6	piece						
158	Stamp pad ink (473ml.)		2	bottle						
159	Staple wire standard #35, 5000s/box		71	box						
160	Stapler # 35 w/ remover max		26	piece						
161	Sticker paper 20s/pack		6	pack						
162	storage box big		1	piece						
163	Triangular ruler 45 degrees		1	piece						
164	Triangular ruler 60 degrees		1	piece						
165	Vellum paper colored long 10 sheets/pack		13	pack						
166	Vellum paper colored short 10sheets/pack		8	pack						
167	Vellum paper short 10sheets/pack		4	pack						

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: [Insert number]**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

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

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of contract	Value of outstanding contracts	Dates of Delivery
<u>GOVERNMENT</u>							
<u>PRIVATE</u>							
<i>TOTAL OF OUTSTANDING CONTRACT</i>							

Note: State "NONE" if no ongoing contracts. This statement shall be supported with:

1. Notice of Award
2. Contract Agreement

Submitted by: _____

Printed Name and Signature

Designation: _____

Date: _____

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACTS
(SLCC)**

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name & Address	Kinds of Goods	Amount of completed contracts	Date of Delivery	End user's acceptance or official receipt(s) or sales invoice issued for the contract

Note: This statement shall be supported with:

1. End – Users Acceptance; **or**
2. Official Receipt; **or**
3. Sales Invoice

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

NFCC COMPUTATION

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2- 4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current Asset – Current Liabilities) (15)] minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the

Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

