

# **PHILIPPINE BIDDING DOCUMENTS**

## ***Purchase of Office Supplies for Different Offices (2<sup>nd</sup> Quarter)***

**PID NO. 2023-064**

Government of the Republic of the Philippines

**Sixth Edition  
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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 (2<sup>nd</sup> Quarter)***

1. The *Municipality of Compostela*, through the *General Fund and Trust Fund* intends to apply the sum *Three Hundred Sixty Six Thousand Six Hundred Ninety One Pesos and Sixteen Centavos (P366,691.16)* being the ABC to payments under the contract for *Purchase of Office Supplies for Different Offices (2<sup>nd</sup> Quarter) with Project Identification No. 2023-064*. 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 **May 05, 2023 to May 12, 2023** 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 One Thousand Pesos (P1,000.00)*. 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 **May 16, 2023 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 **May 16, 2023 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  
2<sup>nd</sup> 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](http://www.philgeps.gov.ph) and search for Municipality of Compostela for downloading of Bidding Documents.

*May 05, 2023*

**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 (2<sup>nd</sup> Quarter)* with Project Identification Number 2023-064.

*[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 Forty Three* (143) 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 2023* in the amount of *Three Hundred Sixty Six Thousand Six Hundred Ninety One Pesos and Sixteen Centavos (P366,691.16)*.

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"> <li>a. <i>Office Supplies</i></li> <li>b. completed within 5 years prior to the deadline for the submission and receipt of bids.</li> </ul>				
7.1	<b><i>Subcontract is not allowed.</i></b>				
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"> <li>a. The amount of not less than P7,333.82 [<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</li> <li>b. The amount of not less than P18,334.56 [<i>five percent (5%) of ABC</i>] if bid security is in Surety Bond.</li> </ul>				
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	3	ream	1,350.00
	2	Alcohol 70% Ethyl (500ml)	11	bottle	1,320.00
	3	Alcohol Isoprophyl, 70% (500ml)	27	bottle	2,970.00
	4	Aluminum Duct Tape 2" x 150 ft	1	piece	200.00
	5	Ballpen black - standard	185	piece	3,515.00
	6	Ballpen blue- standard	14	piece	266.00
	7	Ballpen BPS - black	59	piece	1,652.00
	8	Ballpen BPS -green	10	piece	280.00
	9	Ballpen Ordinary-black	374	piece	2,618.00
	10	Ballpen Standard 50's	1	box	250.00
	11	Ballpen with eraser black	2	piece	258.00

12	Battery size AA 4pcs/pack	3	pack	474.00
13	Battery size AAA 4pcs/pack	4	pack	712.00
14	Blade for heavy duty cutter, L500,10pcs/tube	2	tube	480.00
15	Bond paper long subs. 16	100	ream	17,500.00
16	Bond paper short subs. 16	110	ream	18,260.00
17	Book paper long Subs 20 70gsm	179	ream	42,960.00
18	Book Paper long Subs. 24 80gsm	31	ream	8,463.00
19	Book paper short Subs 20 70gsm	164	ream	36,900.00
20	Book Paper short, subs.24, 80gsm	20	ream	4,300.00
21	Brown folder kraft long	198	piece	1,386.00
22	Brown folder kraft short	72	piece	432.00
23	Calculator, Desktop, LCD display, 2 way power source, AS-120	2	piece	1,246.00
24	Cartolina - yellow	2	piece	14.34
25	Cartolina colored, 572mmx 724mm 20pcs/pack	2	pack	308.00
26	Cellophane cover- thick	3	meter	174.00
27	Certificate frame - A4	10	piece	1,520.00
28	Certificate holder - A4	216	piece	11,448.00
29	Clip backfold 25mm (1"), 12pcs/box	4	box	200.00
30	Clip backfold 32mm (double/binder),(1-1/4"), 12pcs/box	3	box	195.00
31	Clip backfold 50mm 12 pcs./box	8	box	728.00
32	Clip Backfold, 19mm (3/4"), 12pcs./boX	11	box	407.00
33	Columnar book 24 cols.	34	piece	2,312.00
34	Columnar book 4 cols. (black & maroon color)	5	piece	250.00

35	Columnar book 5 cols.	1	piece	44.00
36	Columnar book 6 cols.	56	piece	2,520.00
37	Columnar book 8 cols.	4	piece	184.00
38	Computer Continuous Forms, 2ply (11x9-1/2) plain, GSP Bond, 55gsm. 1000set/box	2	box	2,400.00
39	Correction Tape Big 5mm x 8m	102	piece	3,468.00
40	Correction Tape Small	8	piece	216.00
41	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring	1	box	328.00
42	Double sided tape 1"	15	roll	525.00
43	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	4	piece	2,440.00
44	Envelope brown expanded long	259	piece	4,144.00
45	Envelope brown long	67	piece	335.00
46	Envelope brown short	134	piece	402.00
47	Envelope expanded long (colored)	25	piece	375.00
48	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	1	box	363.00
49	Envelope, plastic, long w/ handle	22	piece	2,024.00
50	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm	6	piece	396.00
51	File rack plastic ( 2 layer)	1	piece	480.00
52	Flashdrive 16GB USB 2.0 and play	1	piece	540.00
53	Flashdrive 32GB USB 3.0 and play	1	piece	660.00
54	Folder Cream long	247	piece	2,717.00
55	folder Cream short	69	piece	621.00
56	Folder green w/o steel long	25	piece	400.00

57	Folder maroon, hard, long	20	piece	320.00
58	Glue all purpose 130 grams	2	bottle	106.00
59	Heavy Duty Staples 23/20	1	box	76.00
60	Heavy Duty Staples 23/24 - 23/25	2	box	300.00
61	High lighter pen	12	piece	480.00
62	HP 56X High Yiedl Black Original Laser Jet Toner	2	cartridge	9,600.00
63	Ink refill for Epson (6642)	5	bottle	1,974.65
64	Ink refill for epson , genuine for L110, L210 & L220 (magenta)	15	bottle	6,225.00
65	Ink refill for epson , genuine for L110, L210 & L220 (yellow)	15	bottle	6,225.00
66	Ink refill for Epson L120 (6641)	9	bottle	3,554.37
67	Ink refill for Epson L120 (6643)	5	bottle	1,974.65
68	Ink refill for Epson L120 (6644)	5	bottle	1,974.65
69	Ink refill for epson L15150 (Cyan-008)	1	bottle	795.00
70	Ink Refill for Epson L3110/L3150 (Black - 003)	68	bottle	28,900.00
71	Ink Refill for Epson L3110/L3150 (Cyan - 003)	31	bottle	13,268.00
72	Ink Refill for Epson L3110/L3150 (Magenta - 003)	28	bottle	11,984.00
73	Ink Refill for Epson L3110/L3150 (Yellow - 003)	30	bottle	12,840.00
74	Ink Refill for Epson L4260 (Black-001)	5	bottle	3,000.00
75	Ink Refill for Epson L4260 (Cyan-001)	2	bottle	1,200.00
76	Ink Refill for Epson L4260 (Magenta-001)	1	bottle	600.00
77	Ink Refill for Epson L4260 (Yellow-001)	2	bottle	1,200.00
78	Ink refill for epson, genuine for L110, L210	31	bottle	12,772.00

	& L220 (Black)			
79	Ink refill for epson, genuine for L110, L210 & L220 (cyan)	15	bottle	6,225.00
80	Ink Refill Genuine for Canon Pixma 790 - Black	4	bottle	2,200.00
81	Ink refill universal, for continuous printer color black	1	bottle	105.00
82	Ink refill universal, for continuous printer color magenta	1	bottle	105.00
83	Ink refill universal, for continuous printer color yellow	1	bottle	105.00
84	Ink refill universal, for continuous printer color cyan	1	bottle	105.00
85	Ink refill, for Whiteboard Marker, 30ml	1	bottle	130.00
86	Logbook 150pp	8	piece	464.00
87	Logbook 300pp	17	piece	1,530.00
88	Logbook 500pp	1	piece	104.00
89	Manila paper	49	piece	245.00
90	Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	3	piece	192.00
91	Masking Tape 1"	4	roll	316.00
92	Masking Tape, 24mm (1") width usable length of 50m	6	piece	300.00
93	Masking Tape, 24mm (2") width usable length of 50m	1	piece	90.00
94	Newsprint long subs. 18	14	ream	2,282.00
95	Newsprint short subs. 18	3	ream	456.00
96	Notebook 80 leaves	150	piece	2,700.00
97	Notebook stenographers, GSP bond, 40 leaves, 55gms	3	piece	60.00

98	Notepad 3" x 5"	2	pad	120.00
99	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	3	pad	435.00
100	Notepad 51mmx 51mm (3"x4"), 100 sheets/pad, assorted colors	2	pad	144.00
101	Notepad 76mmx 76mm (3"x3")	3	pad	222.00
102	Paper clip plastic coated big 100s (50mm, 120gms)	3	box	90.00
103	Paper clip plastic coated small 100s (33mm, 50gms)	8	box	160.00
104	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	3	box	150.00
105	Paper Fastener metal 8" 50s	2	box	236.00
106	Paper fastener plastic 50s/box	18	box	954.00
107	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	17	ream	4,063.00
108	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	4	ream	1,020.00
109	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	21	ream	5,019.00
110	Parchment Paper (Long)	35	piece	210.00
111	Pencil # 2	183	piece	1,647.00
112	Pencil #3	13	piece	117.00
113	Pentel pen broad	3	Box	1,440.00
114	Pentel pen ink refill 30ml	2	bottle	170.00
115	Pentel pen, broad, black	13	piece	650.00
116	Philippine Flag- standard size	5	piece	1,025.00
117	Photopaper A4 size 20s/pack	22	pack	2,552.00
118	Puncher standard size	1	piece	235.00

119	Push pin	2	box	83.50
120	Rubber band #18 445grms/box	5	box	1,710.00
121	Rubber band small	1	box	50.00
122	Ruler plastic 12"	20	piece	300.00
123	Scissor (Heavy Duty Big)	3	piece	840.00
124	Scissor size 15cm, 8"	13	piece	1,131.00
125	Scotch tape 1"	13	piece	442.00
126	Scotch tape 2"	6	piece	288.00
127	Sign pen 0.5 - blue	1	piece	43.00
128	Sign pen 0.5 black	19	piece	817.00
129	Sign pen G-2 black	4	piece	312.00
130	Sign pen G-tech C-4, black	6	piece	486.00
131	Sign pen refill G-2	3	piece	183.00
132	Silver Duct tape 2" x 1.50 ft	3	piece	600.00
133	Stamp pad felt pad	3	piece	153.00
134	Staple wire # 10 12 box/pack	3	box	429.00
135	Staple wire standard #35, 5000s/box	43	box	2,494.00
136	Stapler # 35 w/ remover max	6	piece	2,730.00
137	Sticker paper 20s/pack	5	pack	555.00
138	storage box big	1	piece	1,600.00
139	Storage box small	1	piece	562.00
140	Styrofoam 3 x 6 ft.	5	piece	950.00
141	Thumbtacks	10	box	130.00
142	Vellum paper (long)	62	pc	310.00
143	Yellow paper	20	pad	820.00

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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from 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 <b><i>Municipality of Compostela</i></b>. 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;"><b>1. 1. MS. MARIA ROSALINDA T. MERILOS – OIC-GSO</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</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><b>Spare Parts –</b> N/A</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points</p>

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

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

## *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	3	ream	1,350.00	<b>15 CD</b>
2	Alcohol 70% Ethyl (500ml)	11	bottle	1,320.00	<b>15 CD</b>
3	Alcohol Isoprophyl, 70% (500ml)	27	bottle	2,970.00	<b>15 CD</b>
4	Aluminum Duct Tape 2" x 150 ft	1	piece	200.00	<b>15 CD</b>
5	Ballpen black - standard	185	piece	3,515.00	<b>15 CD</b>
6	Ballpen blue- standard	14	piece	266.00	<b>15 CD</b>
7	Ballpen BPS - black	59	piece	1,652.00	<b>15 CD</b>
8	Ballpen BPS -green	10	piece	280.00	<b>15 CD</b>
9	Ballpen Ordinary-black	374	piece	2,618.00	<b>15 CD</b>
10	Ballpen Standard 50's	1	box	250.00	<b>15 CD</b>
11	Ballpen with eraser black	2	piece	258.00	<b>15 CD</b>
12	Battery size AA 4pcs/pack	3	pack	474.00	<b>15 CD</b>
13	Battery size AAA 4pcs/pack	4	pack	712.00	<b>15 CD</b>
14	Blade for heavy duty cutter, L500,10pcs/tube	2	tube	480.00	<b>15 CD</b>
15	Bond paper long subs. 16	100	ream	17,500.00	<b>15 CD</b>



16	Bond paper short subs. 16	110	ream	18,260.00	<b>15 CD</b>
17	Book paper long Subs 20 70gsm	179	ream	42,960.00	<b>15 CD</b>
18	Book Paper long Subs. 24 80gsm	31	ream	8,463.00	<b>15 CD</b>
19	Book paper short Subs 20 70gsm	164	ream	36,900.00	<b>15 CD</b>
20	Book Paper short, subs.24, 80gsm	20	ream	4,300.00	<b>15 CD</b>
21	Brown folder kraft long	198	piece	1,386.00	<b>15 CD</b>
22	Brown folder kraft short	72	piece	432.00	<b>15 CD</b>
23	Calculator, Desktop, LCD display, 2 way power source, AS-120	2	piece	1,246.00	<b>15 CD</b>
24	Cartolina - yellow	2	piece	14.34	<b>15 CD</b>
25	Cartolina colored, 572mmx 724mm 20pcs/pack	2	pack	308.00	<b>15 CD</b>
26	Cellophane cover- thick	3	meter	174.00	<b>15 CD</b>
27	Certificate frame - A4	10	piece	1,520.00	<b>15 CD</b>
28	Certificate holder - A4	216	piece	11,448.00	<b>15 CD</b>
29	Clip backfold 25mm (1"), 12pcs/box	4	box	200.00	<b>15 CD</b>
30	Clip backfold 32mm (double/binder),(1-1/4"), 12pcs/box	3	box	195.00	<b>15 CD</b>
31	Clip backfold 50mm 12 pcs./box	8	box	728.00	<b>15 CD</b>
32	Clip Backfold, 19mm (3/4"), 12pcs./boX	11	box	407.00	<b>15 CD</b>

33	Columnar book 24 cols.	34	piece	2,312.00	<b>15 CD</b>
34	Columnar book 4 cols. (black & maroon color)	5	piece	250.00	<b>15 CD</b>
35	Columnar book 5 cols.	1	piece	44.00	<b>15 CD</b>
36	Columnar book 6 cols.	56	piece	2,520.00	<b>15 CD</b>
37	Columnar book 8 cols.	4	piece	184.00	<b>15 CD</b>
38	Computer Continuous Forms, 2ply (11x9-1/2) plain, GSP Bond, 55gsm. 1000set/box	2	box	2,400.00	<b>15 CD</b>
39	Correction Tape Big 5mm x 8m	102	piece	3,468.00	<b>15 CD</b>
40	Correction Tape Small	8	piece	216.00	<b>15 CD</b>
41	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring	1	box	328.00	<b>15 CD</b>
42	Double sided tape 1"	15	roll	525.00	<b>15 CD</b>
43	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	4	piece	2,440.00	<b>15 CD</b>
44	Envelope brown expanded long	259	piece	4,144.00	<b>15 CD</b>
45	Envelope brown long	67	piece	335.00	<b>15 CD</b>
46	Envelope brown short	134	piece	402.00	<b>15 CD</b>
47	Envelope expanded long (colored)	25	piece	375.00	<b>15 CD</b>
48	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	1	box	363.00	<b>15 CD</b>

49	Envelope, plastic, long w/ handle	22	piece	2,024.00	<b>15 CD</b>
50	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm	6	piece	396.00	<b>15 CD</b>
51	File rack plastic ( 2 layer)	1	piece	480.00	<b>15 CD</b>
52	Flashdrive 16GB USB 2.0 and play	1	piece	540.00	<b>15 CD</b>
53	Flashdrive 32GB USB 3.0 and play	1	piece	660.00	<b>15 CD</b>
54	Folder Cream long	247	piece	2,717.00	<b>15 CD</b>
55	folder Cream short	69	piece	621.00	<b>15 CD</b>
56	Folder green w/o steel long	25	piece	400.00	<b>15 CD</b>
57	Folder maroon, hard, long	20	piece	320.00	<b>15 CD</b>
58	Glue all purpose 130 grams	2	bottle	106.00	<b>15 CD</b>
59	Heavy Duty Staples 23/20	1	box	76.00	<b>15 CD</b>
60	Heavy Duty Staples 23/24 - 23/25	2	box	300.00	<b>15 CD</b>
61	High lighter pen	12	piece	480.00	<b>15 CD</b>
62	HP 56X High Yiedl Black Original Laser Jet Toner	2	cartridge	9,600.00	<b>15 CD</b>
63	Ink refill for Epson (6642)	5	bottle	1,974.65	<b>15 CD</b>
64	Ink refill for epson , genuine for L110, L210 & L220 (magenta)	15	bottle	6,225.00	<b>15 CD</b>
65	Ink refill for epson , genuine for L110, L210 & L220 (yellow)	15	bottle	6,225.00	<b>15 CD</b>

66	Ink refill for Epson L120 (6641)	9	bottle	3,554.37	<b>15 CD</b>
67	Ink refill for Epson L120 (6643)	5	bottle	1,974.65	<b>15 CD</b>
68	Ink refill for Epson L120 (6644)	5	bottle	1,974.65	<b>15 CD</b>
69	Ink refill for epson L15150 (Cyan-008)	1	bottle	795.00	<b>15 CD</b>
70	Ink Refill for Epson L3110/L3150 (Black - 003)	68	bottle	28,900.00	<b>15 CD</b>
71	Ink Refill for Epson L3110/L3150 (Cyan - 003)	31	bottle	13,268.00	<b>15 CD</b>
72	Ink Refill for Epson L3110/L3150 (Magenta - 003)	28	bottle	11,984.00	<b>15 CD</b>
73	Ink Refill for Epson L3110/L3150 (Yellow - 003)	30	bottle	12,840.00	<b>15 CD</b>
74	Ink Refill for Epson L4260 (Black-001)	5	bottle	3,000.00	<b>15 CD</b>
75	Ink Refill for Epson L4260 (Cyan-001)	2	bottle	1,200.00	<b>15 CD</b>
76	Ink Refill for Epson L4260 (Magenta-001)	1	bottle	600.00	<b>15 CD</b>
77	Ink Refill for Epson L4260 (Yellow-001)	2	bottle	1,200.00	<b>15 CD</b>
78	Ink refill for epson, genuine for L110, L210 & L220 (Black)	31	bottle	12,772.00	<b>15 CD</b>
79	Ink refill for epson, genuine for L110, L210 & L220 (cyan)	15	bottle	6,225.00	<b>15 CD</b>
80	Ink Refill Genuine for Canon Pixma 790 - Black	4	bottle	2,200.00	<b>15 CD</b>
81	Ink refill universal, for continuous printer color black	1	bottle	105.00	<b>15 CD</b>
82	Ink refill universal, for continuous printer color magenta	1	bottle	105.00	<b>15 CD</b>

83	Ink refill universal, for continuous printer color yellow	1	bottle	105.00	<b>15 CD</b>
84	Ink refill universal, for continuous printer color cyan	1	bottle	105.00	<b>15 CD</b>
85	Ink refill, for Whiteboard Marker, 30ml	1	bottle	130.00	<b>15 CD</b>
86	Logbook 150pp	8	piece	464.00	<b>15 CD</b>
87	Logbook 300pp	17	piece	1,530.00	<b>15 CD</b>
88	Logbook 500pp	1	piece	104.00	<b>15 CD</b>
89	Manila paper	49	piece	245.00	<b>15 CD</b>
90	Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	3	piece	192.00	<b>15 CD</b>
91	Masking Tape 1"	4	roll	316.00	<b>15 CD</b>
92	Masking Tape, 24mm (1") width usable length of 50m	6	piece	300.00	<b>15 CD</b>
93	Masking Tape, 24mm (2") width usable length of 50m	1	piece	90.00	<b>15 CD</b>
94	Newsprint long subs. 18	14	ream	2,282.00	<b>15 CD</b>
95	Newsprint short subs. 18	3	ream	456.00	<b>15 CD</b>
96	Notebook 80 leaves	150	piece	2,700.00	<b>15 CD</b>
97	Notebook stenographers, GSP bond, 40 leaves, 55gms	3	piece	60.00	<b>15 CD</b>
98	Notepad 3" x 5"	2	pad	120.00	<b>15 CD</b>
99	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	3	pad	435.00	<b>15 CD</b>

100	Notepad 51mmx 51mm (3"x4"), 100 sheets/pad, assorted colors	2	pad	144.00	<b>15 CD</b>
101	Notepad 76mmx 76mm (3"x3")	3	pad	222.00	<b>15 CD</b>
102	Paper clip plastic coated big 100s (50mm, 120gms)	3	box	90.00	<b>15 CD</b>
103	Paper clip plastic coated small 100s (33mm, 50gms)	8	box	160.00	<b>15 CD</b>
104	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	3	box	150.00	<b>15 CD</b>
105	Paper Fastener metal 8" 50s	2	box	236.00	<b>15 CD</b>
106	Paper fastener plastic 50s/box	18	box	954.00	<b>15 CD</b>
107	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	17	ream	4,063.00	<b>15 CD</b>
108	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	4	ream	1,020.00	<b>15 CD</b>
109	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	21	ream	5,019.00	<b>15 CD</b>
110	Parchment Paper (Long)	35	piece	210.00	<b>15 CD</b>
111	Pencil # 2	183	piece	1,647.00	<b>15 CD</b>
112	Pencil #3	13	piece	117.00	<b>15 CD</b>
113	Pentel pen broad	3	Box	1,440.00	<b>15 CD</b>
114	Pentel pen ink refill 30ml	2	bottle	170.00	<b>15 CD</b>
115	Pentel pen, broad, black	13	piece	650.00	<b>15 CD</b>

116	Philippine Flag- standard size	5	piece	1,025.00	<b>15 CD</b>
117	Photopaper A4 size 20s/pack	22	pack	2,552.00	<b>15 CD</b>
118	Puncher standard size	1	piece	235.00	<b>15 CD</b>
119	Push pin	2	box	83.50	<b>15 CD</b>
120	Rubber band #18 445grms/box	5	box	1,710.00	<b>15 CD</b>
121	Rubber band small	1	box	50.00	<b>15 CD</b>
122	Ruler plastic 12"	20	piece	300.00	<b>15 CD</b>
123	Scissor (Heavy Duty Big)	3	piece	840.00	<b>15 CD</b>
124	Scissor size 15cm, 8"	13	piece	1,131.00	<b>15 CD</b>
125	Scotch tape 1"	13	piece	442.00	<b>15 CD</b>
126	Scotch tape 2"	6	piece	288.00	<b>15 CD</b>
127	Sign pen 0.5 - blue	1	piece	43.00	<b>15 CD</b>
128	Sign pen 0.5 black	19	piece	817.00	<b>15 CD</b>
129	Sign pen G-2 black	4	piece	312.00	<b>15 CD</b>
130	Sign pen G-tech C-4, black	6	piece	486.00	<b>15 CD</b>
131	Sign pen refill G-2	3	piece	183.00	<b>15 CD</b>
132	Silver Duct tape 2" x 1.50 ft	3	piece	600.00	<b>15 CD</b>
133	Stamp pad felt pad	3	piece	153.00	<b>15 CD</b>

134	Staple wire # 10 12 box/pack	3	box	429.00	<b>15 CD</b>
135	Staple wire standard #35, 5000s/box	43	box	2,494.00	<b>15 CD</b>
136	Stapler # 35 w/ remover max	6	piece	2,730.00	<b>15 CD</b>
137	Sticker paper 20s/pack	5	pack	555.00	<b>15 CD</b>
138	storage box big	1	piece	1,600.00	<b>15 CD</b>
139	Storage box small	1	piece	562.00	<b>15 CD</b>
140	Styrofoam 3 x 6 ft.	5	piece	950.00	<b>15 CD</b>
141	Thumbtacks	10	box	130.00	<b>15 CD</b>
142	Vellum paper (long)	62	pc	310.00	<b>15 CD</b>
143	Yellow paper	20	pad	820.00	<b>15 CD</b>

\_\_\_\_\_  
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	3 ream A3 paper	
2	11 bottle Alcohol 70% Ethyl (500ml)	
3	27 bottle Alcohol Isopropyl, 70% (500ml)	
4	1 piece Aluminum Duct Tape 2" x 150 ft	
5	185 piece Ballpen black - standard	
6	14 piece Ballpen blue- standard	
7	59 piece Ballpen BPS - black	
8	10 piece Ballpen BPS -green	
9	374 piece Ballpen Ordinary-black	
10	1 box Ballpen Standard 50's	

11	2 piece Ballpen with eraser black	
12	3 pack Battery size AA 4pcs/pack	
13	3 pack Battery size AAA 4pcs/pack	
14	2 tube Blade for heavy duty cutter, L500,10pcs/tube	
15	100 ream Bond paper long subs. 16	
16	110 ream Bond paper short subs. 16	
17	179 ream Book paper long Subs 20 70gsm	
18	31 ream Book Paper long Subs. 24 80gsm	
19	164 ream Book paper short Subs 20 70gsm	
20	20 ream Book Paper short, subs.24, 80gsm	
21	198 piece Brown folder kraft long	
22	72 piece Brown folder kraft short	
23	2 piece Calculator, Desktop, LCD display, 2 way power source, AS-120	
24	2 piece Cartolina - yellow	
25	25 pack Cartolina colored, 572mmx 724mm 20pcs/pack	
26	3 meter Cellophane cover- thick	
27	10 piece Certificate frame - A4	
28	216 piece Certificate holder - A4	
29	4 box Clip backfold 25mm (1"), 12pcs/box	
30	3 box Clip backfold 32mm (double/binder),(1-1/4"), 12pcs/box	
31	8 box Clip backfold 50mm 12 pcs./box	

32	11 box Clip Backfold, 19mm (3/4"), 12pcs./boX	
33	34 piece Columnar book 24 cols.	
34	5 piece Columnar book 4 cols. (black & maroon color)	
35	1 piece Columnar book 5 cols.	
36	56 piece Columnar book 6 cols.	
37	4 piece Columnar book 8 cols.	
38	2 box Computer Continuous Forms, 2ply (11x9-1/2) plain, GSP Bond, 55gsm. 1000set/box	
39	102 piece Correction Tape Big 5mm x 8m	
40	8 piece Correction Tape Small	
41	1 box Data File Box (5"x9"x15- 3/4")127mmx229mmx400mm w/close ends & finger Ring	
42	15 roll Double sided tape 1"	
43	4 piece Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC	
44	259 piece Envelope brown expanded long	
45	67 piece Envelope brown long	
46	134 piece Envelope brown short	
47	25 piece Envelope expanded long (colored)	
48	1 box Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm	
49	22 piece Envelope, plastic, long w/ handle	
50	6 piece Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x	

	10mm	
51	1 piece File rack plastic ( 2 layer)	
52	1 piece Flashdrive 16GB USB 2.0 and play	
53	1 piece Flashdrive 32GB USB 3.0 and play	
54	247 piece Folder Cream long	
55	69 piece folder Cream short	
56	25 piece Folder green w/o steel long	
57	20 piece Folder maroon, hard, long	
58	2 bottle Glue all purpose 130 grams	
59	1 box Heavy Duty Staples 23/20	
60	2 box Heavy Duty Staples 23/24 - 23/25	
61	12 piece High lighter pen	
62	2 cartridge HP 56X High Yiedl Black Original Laser Jet Toner	
63	5 bottle Ink refill for Epson (6642)	
64	15 bottle Ink refill for epson , genuine for L110, L210 & L220 (magenta)	
65	15 bottle Ink refill for epson , genuine for L110, L210 & L220 (yellow)	
66	9 bottle Ink refill for Epson L120 (6641)	
67	5 bottle Ink refill for Epson L120 (6643)	
68	5 bottle Ink refill for Epson L120 (6644)	
69	1 bottle Ink refill for epson L15150 (Cyan-008)	
70	68 bottle Ink Refill for Epson	

	L3110/L3150 (Black - 003)	
71	31 bottle Ink Refill for Epson L3110/L3150 (Cyan - 003)	
72	28 bottle Ink Refill for Epson L3110/L3150 (Magenta - 003)	
73	30 bottle Ink Refill for Epson L3110/L3150 (Yellow - 003)	
74	5 bottle Ink Refill for Epson L4260 (Black-001)	
75	2 bottle Ink Refill for Epson L4260 (Cyan-001)	
76	1 bottle Ink Refill for Epson L4260 (Magenta-001)	
77	2 bottle Ink Refill for Epson L4260 (Yellow-001)	
78	31 bottle Ink refill for epson, genuine for L110, L210 & L220 (Black)	
79	15 bottle Ink refill for epson, genuine for L110, L210 & L220 (cyan)	
80	4 bottle Ink Refill Genuine for Canon Pixma 790 - Black	
81	1 bottle Ink refill universal, for continuous printer color black	
82	1 bottle Ink refill universal, for continuous printer color magenta	
83	1 bottle Ink refill universal, for continuous printer color yellow	
84	1 bottle Ink refill universal, for continuous printer color cyan	
85	1 bottle Ink refill, for Whiteboard Marker, 30ml	
86	8 piece Logbook 150pp	
87	17 piece Logbook 300pp	

88	1 piece Logbook 500pp	
89	49 piece Manila paper	
90	3 piece Marking Pen for Whiteboard, black felt tip, bullet tip, non-toxic	
91	4 roll Masking Tape 1"	
92	6 piece Masking Tape, 24mm (1") width usable length of 50m	
93	1 piece Masking Tape, 24mm (2") width usable length of 50m	
94	14 ream Newsprint long subs. 18	
95	3 ream Newsprint short subs. 18	
96	150 piece Notebook 80 leaves	
97	3 piece Notebook stenographers, GSP bond, 40 leaves, 55gms	
98	2 pad Notepad 3" x 5"	
99	3 pad Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors	
100	2 pad Notepad 51mmx 51mm (3"x4"), 100 sheets/pad, assorted colors	
101	3 pad Notepad 76mmx 76mm (3"x3")	
102	3 box Paper clip plastic coated big 100s (50mm, 120gms)	
103	8 box Paper clip plastic coated small 100s (33mm, 50gms)	
104	3 box Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box	
105	2 box Paper Fastener metal 8" 50s	
106	18 box Paper fastener plastic 50s/box	
107	17 ream Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm	

108	4 ream Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm	
109	21 ream Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	
110	35 piece Parchment Paper (Long)	
111	183 piece Pencil # 2	
112	13 piece Pencil #3	
113	3 box Pentel pen broad	
114	2 bottle Pentel pen ink refill 30ml	
115	13 piece Pentel pen, broad, black	
116	5 piece Philippine Flag- standard size	
117	22 pack Photopaper A4 size 20s/pack	
118	1 piece Puncher standard size	
119	2 box Push pin	
120	5 box Rubber band #18 445grms/box	
121	1 box Rubber band small	
122	20 piece Ruler plastic 12"	
123	3 piece Scissor (Heavy Duty Big)	
124	13 piece Scissor size 15cm, 8"	
125	13 piece Scotch tape 1"	
126	6 piece Scotch tape 2"	
127	1 piece Sign pen 0.5 - blue	
128	19 piece Sign pen 0.5 black	
129	4 piece Sign pen G-2 black	
130	6 piece Sign pen G-tech C-4, black	
131	3 piece Sign pen refill G-2	



132	3 piece Silver Duct tape 2" x 1.50 ft	
133	3 piece Stamp pad felt pad	
134	3 box Staple wire # 10 12 box/pack	
135	43 box Staple wire standard #35, 5000s/box	
136	6 piece Stapler # 35 w/ remover max	
137	5 pack Sticker paper 20s/pack	
138	1 piece storage box big	
139	1 piece Storage box small	
140	5 piece Styrofoam 3 x 6 ft.	
141	10 box Thumbtacks	
142	62 piece Vellum paper (long)	
143	20 pad Yellow paper	

\_\_\_\_\_  
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**

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**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.: **2023-064**

Project Name: *Purchase of Office Supplies for Different offices (2<sup>nd</sup> Quarter)*

ABC (Php): 366,691.16

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		3	ream						
2	Alcohol 70% Ethyl (500ml)		11	bottle						
3	Alcohol Isoprophyl, 70% (500ml)		27	bottle						
4	Aluminum Duct Tape 2" x 150 ft		1	piece						
5	Ballpen black - standard		185	piece						
6	Ballpen blue- standard		14	piece						
7	Ballpen BPS - black		59	piece						
8	Ballpen BPS -green		10	piece						
9	Ballpen Ordinary-black		374	piece						
10	Ballpen Standard 50's		1	box						
11	Ballpen with eraser black		2	piece						
12	Battery size AA 4pcs/pack		3	pack						

13	Battery size AAA 4pcs/pack		4	pack						
14	Blade for heavy duty cutter, L500,10pcs/tube		2	tube						
15	Bond paper long subs. 16		100	ream						
16	Bond paper short subs. 16		110	ream						
17	Book paper long Subs 20 70gsm		179	ream						
18	Book Paper long Subs. 24 80gsm		31	ream						
19	Book paper short Subs 20 70gsm		164	ream						
20	Book Paper short, subs.24, 80gsm		20	ream						
21	Brown folder kraft long		198	piece						
22	Brown folder kraft short		72	piece						
23	Calculator, Desktop, LCD display, 2 way power source, AS-120		2	piece						
24	Cartolina - yellow		2	piece						
25	Cartolina colored, 572mmx 724mm 20pcs/pack		2	pack						
26	Cellophane cover- thick		3	meter						
27	Certificate frame - A4		10	piece						
28	Certificate holder - A4		216	piece						
29	Clip backfold 25mm (1"), 12pcs/box		4	box						
30	Clip backfold 32mm (double/binder),(1-1/4"), 12pcs/box		3	box						
31	Clip backfold 50mm 12 pcs./box		8	box						
32	Clip Backfold, 19mm (3/4"), 12pcs./boX		11	box						
33	Columnar book 24 cols.		34	piece						

34	Columnar book 4 cols. (black & maroon color)		5	piece						
35	Columnar book 5 cols.		1	piece						
36	Columnar book 6 cols.		56	piece						
37	Columnar book 8 cols.		4	piece						
38	Computer Continuous Forms, 2ply (11x9-1/2) plain, GSP Bond, 55gsm. 1000set/box		2	box						
39	Correction Tape Big 5mm x 8m		102	piece						
40	Correction Tape Small		8	piece						
41	Data File Box (5"x9"x15-3/4")127mmx229mmx400mm w/close ends & finger Ring		1	box						
42	Double sided tape 1"		15	roll						
43	Electronic Calculator HL 122 TV-heavy duty, 12 digit display, 1.5V DC		4	piece						
44	Envelope brown expanded long		259	piece						
45	Envelope brown long		67	piece						
46	Envelope brown short		134	piece						
47	Envelope expanded long (colored)		25	piece						
48	Envelope mailing, white, premium grade bond quality, 102mm x 241mm (4"x9-1/2") 70gsm		1	box						
49	Envelope, plastic, long w/ handle		22	piece						
50	Eraser Rubber soft for pencil draft/draft writing, 60mm x 20mm x 10mm		6	piece						
51	File rack plastic ( 2 layer)		1	piece						

52	Flashdrive 16GB USB 2.0 and play		1	piece						
53	Flashdrive 32GB USB 3.0 and play		1	piece						
54	Folder Cream long		247	piece						
55	folder Cream short		69	piece						
56	Folder green w/o steel long		25	piece						
57	Folder maroon, hard, long		20	piece						
58	Glue all purpose 130 grams		2	bottle						
59	Heavy Duty Staples 23/20		1	box						
60	Heavy Duty Staples 23/24 - 23/25		2	box						
61	High lighter pen		12	piece						
62	HP 56X High Yiedl Black Original Laser Jet Toner		2	cartridge						
63	Ink refill for Epson (6642)		5	bottle						
64	Ink refill for epson , genuine for L110, L210 & L220 (magenta)		15	bottle						
65	Ink refill for epson , genuine for L110, L210 & L220 (yellow)		15	bottle						
66	Ink refill for Epson L120 (6641)		9	bottle						
67	Ink refill for Epson L120 (6643)		5	bottle						
68	Ink refill for Epson L120 (6644)		5	bottle						
69	Ink refill for epson L15150 (Cyan-008)		1	bottle						
70	Ink Refill for Epson L3110/L3150 (Black - 003)		68	bottle						
71	Ink Refill for Epson L3110/L3150 (Cyan - 003)		31	bottle						
72	Ink Refill for Epson L3110/L3150 (Magenta - 003)		28	bottle						

73	Ink Refill for Epson L3110/L3150 (Yellow - 003)		30	bottle						
74	Ink Refill for Epson L4260 (Black-001)		5	bottle						
75	Ink Refill for Epson L4260 (Cyan-001)		2	bottle						
76	Ink Refill for Epson L4260 (Magenta-001)		1	bottle						
77	Ink Refill for Epson L4260 (Yellow-001)		2	bottle						
78	Ink refill for epson, genuine for L110, L210 & L220 (Black)		31	bottle						
79	Ink refill for epson, genuine for L110, L210 & L220 (cyan)		15	bottle						
80	Ink Refill Genuine for Canon Pixma 790 - Black		4	bottle						
81	Ink refill universal, for continuous printer color black		1	bottle						
82	Ink refill universal, for continuous printer color magenta		1	bottle						
83	Ink refill universal, for continuous printer color yellow		1	bottle						
84	Ink refill universal, for continuous printer color cyan		1	bottle						
85	Ink refill, for Whiteboard Marker, 30ml		1	bottle						
86	Logbook 150pp		8	piece						
87	Logbook 300pp		17	piece						
88	Logbook 500pp		1	piece						
89	Manila paper		49	piece						
90	Marking Pen for Whiteboard, black		3	piece						

	felt tip, bullet tip, non-toxic								
91	Masking Tape 1"		4	roll					
92	Masking Tape, 24mm (1") width usable length of 50m		6	piece					
93	Masking Tape, 24mm (2") width usable length of 50m		1	piece					
94	Newsprint long subs. 18		14	ream					
95	Newsprint short subs. 18		3	ream					
96	Notebook 80 leaves		150	piece					
97	Notebook stenographers, GSP bond, 40 leaves, 55gms		3	piece					
98	Notepad 3" x 5"		2	pad					
99	Notepad 51mm x 51mm (2"x2"), 400 sheets/pad, assorted colors		3	pad					
100	Notepad 51mmx 51mm (3"x4"), 100 sheets/pad, assorted colors		2	pad					
101	Notepad 76mmx 76mm (3"x3")		3	pad					
102	Paper clip plastic coated big 100s (50mm, 120gms)		3	box					
103	Paper clip plastic coated small 100s (33mm, 50gms)		8	box					
104	Paper Clip, gem type, 50mm, jumbo, vinyl coated, 100's/box or 146g/box		3	box					
105	Paper Fastener metal 8" 50s		2	box					
106	Paper fastener plastic 50s/box		18	box					
107	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 70gsm		17	ream					
108	Paper Multicopy A4 size, for laser/ink jet printers, 210mm x 297mm 80gsm		4	ream					

109	Paper multicopy Legal size, for Laser/ink jet printers 216mm x 330mm (8-1/2"x13") 80gsm	21	ream						
110	Parchment Paper (Long)	35	piece						
111	Pencil # 2	183	piece						
112	Pencil #3	13	piece						
113	Pentel pen broad	3	Box						
114	Pentel pen ink refill 30ml	2	bottle						
115	Pentel pen, broad, black	13	piece						
116	Philippine Flag- standard size	5	piece						
117	Photopaper A4 size 20s/pack	22	pack						
118	Puncher standard size	1	piece						
119	Push pin	2	box						
120	Rubber band #18 445grms/box	5	box						
121	Rubber band small	1	box						
122	Ruler plastic 12"	20	piece						
123	Scissor (Heavy Duty Big)	3	piece						
124	Scissor size 15cm, 8"	13	piece						
125	Scotch tape 1"	13	piece						
126	Scotch tape 2"	6	piece						
127	Sign pen 0.5 - blue	1	piece						
128	Sign pen 0.5 black	19	piece						
129	Sign pen G-2 black	4	piece						
130	Sign pen G-tech C-4, black	6	piece						

131	Sign pen refill G-2		3	piece						
132	Silver Duct tape 2" x 1.50 ft		3	piece						
133	Stamp pad felt pad		3	piece						
134	Staple wire # 10 12 box/pack		3	box						
135	Staple wire standard #35, 5000s/box		43	box						
136	Stapler # 35 w/ remover max		6	piece						
137	Sticker paper 20s/pack		5	pack						
138	storage box big		1	piece						
139	Storage box small		1	piece						
140	Styrofoam 3 x 6 ft.		5	piece						
141	Thumbtacks		10	box						
142	Vellum paper (long)		62	piece						
143	Yellow paper		20	pad						

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



## Bid Securing Declaration Form

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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)

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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
<b><u>GOVERNMENT</u></b>							
<b><u>PRIVATE</u></b>							
<b><i>TOTAL OF OUTSTANDING CONTRACT</i></b>							

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]*

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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]*

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**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]*

