

PHILIPPINE BIDDING DOCUMENTS

***DELIVERY OF VARIOUS OFFICE SUPPLIES AT VARIOUS
OFFICES, LINGAYEN, PANGASINAN***

**Sixth Edition
July 2020**

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission,*” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are

not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Republic of the Philippines
Province of Province
Municipality of Lingayen

INVITATION TO BID FOR *Delivery of Various Office Supplies at Various Offices, Lingayen, Pangasinan*

1. The ***Municipality of Lingayen***, through the ***General Fund CY 2020*** intends to apply the sum of ***Three Million One Hundred Six Thousand Three Hundred Ninety-Eight Pesos and Thirty-Two Centavos Only (P3,106,398.32)*** being the ABC to payments under the contract for ***Delivery of Various Office Supplies at Various Offices, Lingayen, Pangasinan***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***Municipality of Lingayen*** now invites bids for the above Procurement Project. Delivery of the Goods is required by ***thirty(30) days***. Bidders should have completed, within ***two (2) 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.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from ***Municipality of Lingayen*** and inspect the Bidding Documents at the address given below during ***8:00 A.M. to 5:00 P.M., Monday to Friday except holidays***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 11, 2020 to December 7, 2020*** from the given address and website 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 Thousand Pesos (P5,000.00)***. The

Procuring Entity shall allow the bidder to present its proof of payment for the fees *and will be presented in person.*

6. The *Municipality of Lingayen* will hold a Pre-Bid Conference¹ on **November 23, 2020, 9:00 A.M. at ABC Conference Hall, Municipal Hall, Building, Lingayen, Pangasinan**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 7, 2020, 9:00 A.M.**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 7, 2020, 9:00 A.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Municipality of Lingayen* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*BAC Secretariat
BAC Office
Municipal Hall Building
Lingayen, Pangasinan*
12. You may visit the following websites:

For downloading of Bidding Documents: *www.lingayen.gov.ph*

November 11, 2020
Date of Issue

JOAN JUDE R. LOPEZ, LLB,MBM
BAC Chairperson, Mun. Civil Registrar

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Municipality of Lingayen* wishes to receive Bids for the *Delivery of various office supplies at various offices, Lingayen, Pangasinan* with purchase request number- 100-20-11-272

The Procurement Project (referred to herein as “Project”) is composed of *Delivery of various office supplies at various office*, 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 *CY 2020* in the amount of *Three Million One Hundred Six Thousand Three Hundred Ninety-Eight Pesos and Thirty-Two Centavos Only (P3,106,398.32)* .

2.2. The source of funding is:

a. LGUs, the proposed Local Expenditure Program.

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 limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

a. 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

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 *two (2) 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.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *one hundred twenty (120) days upon the date opening of bids*. 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 two copies of the first and second components of its Bid.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time at its physical address 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 the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. 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.

19.3. The Project shall be awarded as follows:

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

- 19.4. 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

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

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>Supply and delivery of Office Supplies.</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Not applicable.</i>
12	The price of the Goods shall be quoted DDP <i>LGU-Lingayen, Pangasinan, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <i>Sixty-Two Thousand One Hundred Twenty-Seven Pesos and Ninety Seven Centavos only (P62,127.97 (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>One Hundred Fifty-Five Thousand Three Hundred Nineteen Pesos and Ninety-Two Centavos only (P155,319.92 (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	<i>Not applicable</i>
20.2	<ol style="list-style-type: none"> 1. <i>Philgeps Certificate</i> 2. <i>Business Permit</i> 3. <i>Latest Income and Business Tax Return</i> 4. <i>Tax Clearance</i>

21.2	<i>Mayor's Permit</i>
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Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project In addition to tests in the **SCC**,

Section IV (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	<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>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>General Services Officer</i>.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>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>
2.2	<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><i>Not applicable.</i></p>
4	<p>The inspections and tests that will be conducted are: <i>checking of specifications.</i></p>

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1.	3 layered filling organizer	8 units	P3,106,398.32	thirty (30) days upon receipt of Purchase Order and Notice to Proceed
2.	Alcohol, ethyl, 68%-70%, scented, 500ml (-5ml)	362 bottles		
3.	Alcohol, ethyl, 68%-72%, 1 gal	160 bottles		
4.	Art paper, assorted colors	5 pack		
5.	Automatic Voltage Regulator (AVR)	1 pc.		
6	Ballpen black	926 pcs.		
7.	Ballpen, blue	156 pcs.		
8.	Ballpen, red	204 pcs.		
9.	Balls (different colors and different shapes)	5 packs		
10.	BATTERY, dry cell, AA, 2 pieces per blister pack	3 packs		
11.	BATTERY, dry cell, AA, 1.5 volts alkaline	62 packs		
12.	BATTERY, dry cell, AAA, 1.5 volts alkaline/pack	55 packs		
13.	Battery D, alkaline 2 pcs/packet	9 packs		
14.	Binder Clip - 51mm	13 boxes		
15.	Binder Clip - 41mm	3 boxes		
16.	Binder Clip - 25mm	15 boxes		
17.	Blade for xerox machine (AR 6023)	3 pc.s		
18.	Board Paper	15 pcs.		
19.	Book of Birth	1 pc.		
20.	Book of Court Decree/s	1 pc.		

21.	Book of Death	1 pc.		
22.	Book of Legal Instrument	1 pc.		
23.	Book of Marriage	1 pc.		
24.	Book of Marriage License	1 pc.		
25.	Broom soft (tambo)	59 pcs.		
26.	Broom Stick (ting-ting) usable length: 760mm min	14 pcs.		
27.	Cabinet	1 pc.		
28.	CALCULATOR, compact, electronic 12 digits	36 units		
29.	CARBON FILM, PE, black, size 210mm x 297mm (A4)	3 boxes		
30.	CARBON FILM, PE, black, size 216mm x 330mm	16 boxes		
31.	CARTOLINA, assorted colors, 78gsm min	21 bundle		
32.	cashbook	4 pcs.		
33.	Certificate Holder A4	30 pcs.		
34.	CHAIR, monobloc, beige,w/o armrest	10 pcs.		
35.	CHAIR, monobloc, beige, with backrest, w/o armrest	5 pcs.		
36.	CHAIR, monobloc, white, with backrest, w/o armrest	17 pcs.		
37.	Child Information sheet	3 reams		
38.	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	92 bottles		
39.	Cleaning Plate for Xerox Machine (AR-203E)	2 pc.		
40.	CLEANSER, SCOURING POWDER, 350g min./can	22 cans		
41.	CLEARBOOK, 20 transparent pockets, for A4 size	13 pcs.		
42.	CLEARBOOK, 20 transparent pockets, for LEGAL size	13 pcs.		

43.	CLEARBOOK short 80 pages	10 pcs.		
44.	CLEARBOOK long 80 pages	10 pcs.		
45.	Clip, backfold, all metal, clamping 19mm (-1mm)	23 boxes		
46.	Clip, backfold, all metal, clamping 25mm (-1mm)	48 boxes		
47.	Clip, backfold, all metal, clamping 32mm (-1mm)	11 boxes		
48.	CLIP, backfold, all metal, clamping 50mm (-1mm)	6 boxes		
49.	Clip Board (long)	5 pcs.		
50.	Color Pastel	5 boxes		
51.51	Consent of Parents	3 reams		
52.	Cork Board, 50x70 cm	2 pcs.		
53.	Cork board 25"x35"	2 pcs.		
54.	Correction Fluid	5 pcs.		
55.	Correction Pen	5 pcs.		
56.	CORRECTION TAPE, film base type, UL 6m min	325 pcs.		
57.	Cotton balls x 300 pcs	12 packs		
58.	Crayon x 24	3 boxes		
59.	CUTTER KNIFE, for general purpose	35 pcs.		
60.	DATA FOLDER, made of chipboard, taglia lock	4 pcs.		
61.	DATING AND STAMPING MACHINE, heavy duty	5 pcs.		
62.	DETERGENT BAR, 140 grams as packed	33 bars		
63.	DETERGENT POWDER, all purpose, 1kg	135 pouch		
64.	Desktop filer box	5 pcs.		
65.	Desk file organizer - 3 layer	2 pcs.		
66.	Developer for xerox machine (AR-203E)	2 pcs.		

67.	Developer for xerox machine (AR-6020)	1 pc.		
68.	Developer for xerox machine (AR-6023)	2 pcs.		
69.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	184 cans		
70.	Dishwashing liquid soap 800ml	120 bottles		
71.	Double Lock Fastener	10 packs		
72.	Double sided tape	21 rolls		
73.	Double sided tape 1/2"	13 rolls		
74.	drumkit for Xerox machine (AR-203E)	2 set		
75.	drumkit for Xerox machine (AR-6020)	1 set		
76.	drumkit for Xerox machine (AR-6023)	2 sets		
77.	Dry Seal	1 pc.		
78.	DUST PAN, non-rigid plastic, w/ detachable handle	18 pcs.		
79.	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	5 pcs.		
80.	ECCD Checklist	1000 booklets		
81.	ECCD Intake Sheet	3 reams		
82.	ELECTRIC FAN, STAND type, plastic blade	17 unit		
83.	ENVELOPE Brown A4	5 boxes		
84.	ENVELOPE Brown long	8 boxes		
85.	ENVELOPE, DOCUMENTARY, for A4 size document	15 boxes		
86.	ENVELOPE, DOCUMENTARY, for legal size document	44 boxes		
87.	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	7 boxes		
88.	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	64 pcs.		

89.	ENVELOPE, MAILING,white, 70gsm (-5%)	32 boxes		
90.	ENVELOPE, MAILING With Letterhead	4 box		
91.	Printer (print/copy/scan), Print resolution of 5,760 x 1,440 dpi, copy speed of 5 sec/copy B&W, 10 sec/copy(color), scan resolution of up to 600 x 1,200 dpi(optical)	1 unit		
92.	ERASER, PLASTIC/RUBBER, for pencil draft/writing	35 pcs.		
93.	Expanding Folder, legal	13 box		
94.	Expanding Folder, short	15 pcs.		
95.	Extension cord (4 outlet)	2 pc.		
96.	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	33 unit		
97.	External Hard drive, 500gb, 25 HDD, usb 3.0 5400	3 pcs.		
98.	Facial Tissue (250 pulls)	5 packs		
99.	FASTENER, METAL, 70mm between prongs	132 boxes		
100.	FASTENER, plastic for paper 4-1/2" 50 sheets	5 pboxes		
101.	FASTENER, plastic 70mm x 6-1/2" long	18 boxes		
102.	FILE ORGANIZER, expanding, plastic, 12 pockets	66 pcs.		
103.	File Rack	7 pcs.		
104.	File Rack (metal) 3 layer	22 pcs.		
105.	FILE Tab divider, bristol board for A4	2 set		
106.	FILE Tab divider, bristol board for legal size	2 set		
107.	FLASH DRIVE, 16 GB capacity	128 pcs.		
108.	Fluorescent Lighting Fixture, 1x 40 W	5 set		
109.	FOLDER, FANCY, for A4 size documents	11 bundles		
110.	FOLDER, FANCY, for legal size documents	25 bundles		

111.	FOLDER, TAB for A4	34 packs		
112.	FOLDER, TAB for legal	57 packs		
113.	FOLDER, TAGBOARD, for A4 size documents	37 packs		
114.	FOLDER, TAGBOARD, for legal size documents	44 packs		
115.	Gentian Violet (60ml)	100 bottles		
116.	Glass Cleaner 500ml	6 bottles		
117.	GLUE, all purpose, gross weight: 200 grams min	71 jars		
118.	Glue Stick	5 pcs.		
119.	Handbook (RA 9184). 8th Edition	12 booklets		
120.	Hand Wash 500ml	10 bottles		
121.	Hard Folder front & Back Cover (8.5" x 14)	75 pcs.		
122.	Ineo 164 toner xerox	2 pc.s		
123.	INK, CANON PG810 black	6 pcs.		
124.	INK CANON CL811 colored	3 cart		
125.	INK CART, EPSON C13T664100 (T6641), Black	253 cart		
126.	INK CART, EPSON C13T664200 (T6642), Cyan	140 cart		
127.	INK CART, EPSON C13T664300 (T6643), Magenta	140 cart		
128.	INK CART, EPSON C13T664400 (T6644), Yellow	139 cart		
129.	INK CART, EPSON 003, Black	88 cart		
130.	INK CART, EPSON 003, cyan	59 cart		
131.	INK CART, EPSON 003, magenta	61 cart		
132.	INK CART, EPSON 003, yellow	59 cart		
133.	Ink cartridge HP GT51 Black	34 cart		

134.	Ink cartridge HP GT52 Cyan	22 cart		
135.	Ink cartridge HP GT52 Magenta	23 cart		
136.	Ink cartridge HP GT52 Yellow	22 cart		
137.	INK CART, HP F6V26AA (HP680) Tri-color	4 cart		
138.	INK CART, HP F6V27AA (HP680) Black	4 cart		
139.	Insecticide,aerosol type, net content;600 min	58 can		
140.	Kyocera Xerox Machine Toner, Ecosys M2540dn/L	4 cart		
141.	Kyocera Toner Tk-6113N for ECOSYS M4125IDN	3 cart		
142.	LED Bulb 8 Watts	8 pcs.		
143.	Letterhead w/ logo long	12 reams		
144.	Letterhead w/ logo short	15 reams		
145.	Magnet	51 pcs.		
146.	MARKER PEN INK	29 bottles		
147.	MARKER, PERMANENT, bullet type, blue	50 pcs.		
148.	MARKER, PERMANENT, bullet type, red	49 pcs.		
149.	MARKER, PERMANENT, chisel type, black	2 pcs.		
150.	MARKER, PERMANENT, chisel type, red	14 pcs.		
151.	MARKER, whiteboard, red, felt tip, bullet type	37 pcs.		
152.	MARKER, whiteboard , chisel type, blue	12 pcs.		
153.	MARKER, whiteboard , chisel type, red	12 pcs.		
154.	Medicine Cabinet	1 unit		
155.	MOP BUCKET, heavy duty, hard plastic	5 unit		
156.	MOP complete set 360 degrees	1 pc.		

157.	Morocco Folder- Short Color Blue	50 pcs.		
158.	Morocco Folder- Short Color Yellow	50 pcs.		
159.	MOUSE, optical, USB connection type	37 unit		
160.	NOTEPAD, stick on, 76mm x 76mm (3 x 3) min	18 pad		
161.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	40 pad		
162.	Paper Cutter Metal Base (A4/Legal size)	1 pc.		
163.	Paper Fastener, plastic 25mm 50s/box	36 boxes		
164.	Paper multi copy (short) blue	12 reams		
165.	Paper multi copy (short) pink	12 reams		
166.	Paper multi copy (short) yellow	12 reams		
167.	PAPER, MULTICOPY, Letter: 216mm x 279mm, Short	80 reams		
168.	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	3 pcs.		
169.	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm A4	440 reams		
170.	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	446 reams		
171.	PAPER, Multi-Purpose (COPY) A4, 70 gsm	123 reams		
172.	PAPER, Multi-copy, 80gsm, A3	13 reams		
173.	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	17 packs		
174.	PENCIL SHARPENER, manual, single cutter head	13 pcs.		
175.	PENCIL, lead w/ eraser, wood cased, hardness: HB	95 dozen		
176.	Pentel Pen Black permanent	9 pcs.		
177.	Pentel Pen Blue	5 pcs.		
178.	Pentel Pen Red	9 pcs.		

179.	Photo paper	60 packs		
180.	Plastic Cover	1 roll		
181.	Popsicle Stick	10 packs		
182.	Post screw 110m	30 pcs.		
183.	Providone Iodine (120ml)	3 bottles		
184.	PUNCHER, paper, heavy duty, with two hole guide	22 pcs.		
185.	Purchased Booklet for medicines for PWD	2800 booklets		
186.	Purchased Booklet for groceries for PWD	2800 booklets		
187.	Pushpin, Hammerhead 100pcs	6 boxes		
188.	Puzzles Educational	10 pcs.		
189.	PWD ID	400 pcs.		
190.	RAGS, all cotton, 32 pieces per kilogram min	50 kilos		
191.	RECORD BOOK, 300 PAGES, size 214mm x 278mm min	145 books		
192.	RECORD BOOK, 500 PAGES, size 214mm x 278mm min	135 books		
193.	Ribbon cart. Epson L565 black	17 cart		
194.	Ribbon Cart. Epson 590 black	2 cart		
195.	RING BINDER with PVC	5 pcs.		
196.	RING BINDING machine	1 unit		
197.	RUBBER BAND, 70mm min lay flat length (#18)	40 boxes		
198.	RW CD	3 pcs.		
199.	Sack	3 pcs.		
200.	Scented Aloe Wipes (80s)	5 packs		
201.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	578 pcs.		

202.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	233 pcs.		
203.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	178 pcs.		
204.	Sharpener (Mechanical)	1 pc.		
205.	Sliding Folder Long (Plastic) - Assorted Color	15 pcs.		
206.	Solo Parent ID	200 pcs.		
207.	Special paper	30 packs		
208.	STAMP PAD INK (blue)	2 pcs.		
209.	STAPLE REMOVER, PLIER-TYPE	50 pcs.		
210.	STAPLER WIRE, heavy duty, 23/10	14 boxes		
211.	STAPLER WIRE, heavy duty, 23/13	30 boxes		
212.	STAPLE WIRE, STANDARD, #35, 5000s/box	30 boxes		
213.	STAPLE WIRE, STANDARD, (26/6)	125 boxes		
214.	STAPLER, BINDER TYPE, heavy duty, desktop	2 pcs.		
215.	Stapler, heavy duty (big)	8 pcs.		
216.	Sterile glove large	45 boxes		
217.	Sticker Paper (matt)	35 packs		
218.	Sticky Notes 3 x 3 in	8 pads		
219.	Sticky Notes, 15mmx50mm, assorted colors	10 pads		
220.	Sticky Notes (Rectangular in Shape)	29 pads		
221.	Sticky Notes (square in Shape)	29 pads		
222.	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	2 pcs.		
223.	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	6 pcs.		
224.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	9 pcs.		

225.	TAPE DISPENSER, TABLE TOP, for 32mm width tape	7 pcs.		
226.	TAPE, MASKING, width: 24mm (±1mm)	83 rolls		
227.	TAPE, MASKING, width: 48mm (±1mm)	42 rolls		
228.	TAPE, TRANSPARENT, width: 28mm (±1mm)	20 rolls		
229.	TAPE, TRANSPARENT, width: 24mm (±1mm)	123 rolls		
230.	TAPE, TRANSPARENT, width: 48mm (±1mm)	106 rolls		
231.	TAPE, TRANSPARENT (2"), width: 48mm	3 rolls		
232.	Textliner 48 refill	10 pcs.		
233.	TIME CARD for Amano 100pcs/pack	19 packs		
234.	Toilet deodorant cake	20 packs		
235.	TOILET TISSUE PAPER 2-plys sheets (150pulls)	306 packs		
236.	Toner AR 6020	1 pc.		
237.	Toner Filter	2 pcs.		
238.	Toner HP 1006 HP	1 pc.		
239.	Toner cartridge TN1000 Brother	4 cart		
240.	Toner -TK 1175	1 pc.		
241.	Toner TK-1147	3 pcs.		
242.	Toner TN 3428 Brother	2 pcs.		
243.	TRASHBAG, GPP specs black 940mm x 1016mm, 10pcs	78 packs		
244.	Twine, plastic, one kilo per roll	11 rolls		
245.	Typewriter Ribbon	13 pcs.		
246.	UPS	2 pc.s		
247.	USB Hub (4 ports)	2 pcs.		

248.	Wall clock (big)	1 pc.		
249.	White Board	1 pc.		
250.	White board 50x70 cm	2 unit		
251.	Whiteboard Magnetic Aluminum Frame Wall Mouth	2 pcs.		
252.	White Flower 10ml	15 bottles		
253.	Xerox Machine Toner (AR-203E)	2 pcs.		
254.	Xerox Machine Toner (AR-6023)	4 pcs.		
255.	Yellow pad	35 pads		
256.	Surgical Mask	3440 pcs.		
257.	KN95 Mask	250 pcs.		
258.	MULTI PURPOSE, SCUBBING SPONGE	15 packs		
259.	Face Shield	140 pcs.		
260.	Thermogun, non contact laser LCD display	10 unit		
261.	Doormat/Floormat	6 pcs.		
262.	Foot Disinfectant Mat (22x15)	1 pc.		
263.	Flashlight	15 pcs.		
264.	POSO Uniform	40 pcs.		
265.	Soldering Iron Lead, 1mm	2 rolls		
266.	Teflon Tape, 12mmX0.075mmX10mX0.35g/cm	10 rolls		
267.	INDEX Tab	10 boxes		
268.	Senior Citizen ID	1632 pcs.		
269.	Soap, bathroom, 55g	10 pcs.		
270.	Sticky Note ("Sign Here")	2 packs		

Section VII. Technical Specifications

Technical Specifications

Item	Specification	<i>Statement of compliance</i>
1.	3 layered filling organizer	
2.	Alcohol, ethyl, 68%-70%, scented, 500ml (-5ml)	
3.	Alcohol, ethyl, 68%-72%, 1 gal	
4.	Art paper, assorted colors	
5.	Automatic Voltage Regulator (AVR)	
6	Ballpen black	
7.	Ballpen, blue	
8.	Ballpen, red	
9.	Balls (different colors and different shapes)	
10.	BATTERY, dry cell, AA, 2 pieces per blister pack	
11.	BATTERY, dry cell, AA, 1.5 volts alkaline	
12.	BATTERY, dry cell, AAA, 1.5 volts alkaline/pack	
13.	Battery D, alkaline 2 pcs/packet	
14.	Binder Clip - 51mm	
15.	Binder Clip - 41mm	
16.	Binder Clip - 25mm	

17.	Blade for xerox machine (AR 6023)	
18.	Board Paper	
19.	Book of Birth	
20.	Book of Court Decree/s	
21.	Book of Death	
22.	Book of Legal Instrument	
23.	Book of Marriage	
24.	Book of Marriage License	
25.	Broom soft (tambo)	
26.	Broom Stick (ting-ting) usable length: 760mm min	
27.	Cabinet	
28.	CALCULATOR, compact, electronic 12 digits	
29.	CARBON FILM, PE, black, size 210mm x 297mm (A4)	
30.	CARBON FILM, PE, black, size 216mm x 330mm	
31.	CARTOLINA, assorted colors, 78gsm min	
32.	cashbook	
33.	Certificate Holder A4	
34.	CHAIR, monobloc, beige, w/o armrest	
35.	CHAIR, monobloc, beige, with backrest, w/o armrest	
36.	CHAIR, monobloc, white, with backrest, w/o armrest	
37.	Child Information sheet	
38.	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	

39.	Cleaning Plate for Xerox Machine (AR-203E)	
40.	CLEANSER, SCOURING POWDER, 350g min./can	
41.	CLEARBOOK, 20 transparent pockets, for A4 size	
42.	CLEARBOOK, 20 transparent pockets, for LEGAL size	
43.	CLEARBOOK short 80 pages	
44.	CLEARBOOK long 80 pages	
45.	Clip, backfold, all metal, clamping 19mm (-1mm)	
46.	Clip, backfold, all metal, clamping 25mm (-1mm)	
47.	Clip, backfold, all metal, clamping 32mm (-1mm)	
48.	CLIP, backfold, all metal, clamping 50mm (-1mm)	
49.	Clip Board (long)	
50.	Color Pastel	
51.51	Consent of Parents	
52.	Cork Board, 50x70 cm	
53.	Cork board 25"x35"	
54.	Correction Fluid	
55.	Correction Pen	
56.	CORRECTION TAPE, film base type, UL 6m min	
57.	Cotton balls x 300 pcs	
58.	Crayon x 24	
59.	CUTTER KNIFE, for general purpose	

60.	DATA FOLDER, made of chipboard, taglia lock	
61.	DATING AND STAMPING MACHINE, heavy duty	
62.	DETERGENT BAR, 140 grams as packed	
63.	DETERGENT POWDER, all purpose, 1kg	
64.	Desktop filer box	
65.	Desk file organizer - 3 layer	
66.	Developer for xerox machine (AR-203E)	
67.	Developer for xerox machine (AR-6020)	
68.	Developer for xerox machine (AR-6023)	
69.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
70.	Dishwashing liquid soap 800ml	
71.	Double Lock Fastener	
72.	Double sided tape	
73.	Double sided tape 1/2"	
74.	drumkit for Xerox machine (AR-203E)	
75.	drumkit for Xerox machine (AR-6020)	
76.	drumkit for Xerox machine (AR-6023)	
77.	Dry Seal	
78.	DUST PAN, non-rigid plastic, w/ detachable handle	
79.	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	
80.	ECCD Checklist	
81.	ECCD Intake Sheet	

82.	ELECTRIC FAN, STAND type, plastic blade	
83.	ENVELOPE Brown A4	
84.	ENVELOPE Brown long	
85.	ENVELOPE, DOCUMENTARY, for A4 size document	
86.	ENVELOPE, DOCUMENTARY, for legal size document	
87.	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	
88.	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	
89.	ENVELOPE, MAILING,white, 70gsm (-5%)	
90.	ENVELOPE, MAILING With Letterhead	
91.	Printer (print/copy/scan), Print resolution of 5,760 x 1,440 dpi, copy speed of 5 sec/copy B&W, 10 sec/copy(color), scan resolution of up to 600 x 1,200 dpi(optical)	
92.	ERASER, PLASTIC/RUBBER, for pencil draft/writing	
93.	Expanding Folder, legal	
94.	Expanding Folder, short	
95.	Extension cord (4 outlet)	
96.	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	
97.	External Hard drive, 500gb, 25 HDD, usb 3.0 5400	
98.	Facial Tissue (250 pulls)	
99.	FASTENER, METAL, 70mm between prongs	
100.	FASTENER, plastic for paper 4-1/2" 50 sheets	

101.	FASTENER, plastic 70mm x 6-1/2" long	
102.	FILE ORGANIZER, expanding, plastic, 12 pockets	
103.	File Rack	
104.	File Rack (metal) 3 layer	
105.	FILE Tab divider, bristol board for A4	
106.	FILE Tab divider, bristol board for legal size	
107.	FLASH DRIVE, 16 GB capacity	
108.	Fluorescent Lighting Fixture, 1x 40 W	
109.	FOLDER, FANCY, for A4 size documents	
110.	FOLDER, FANCY, for legal size documents	
111.	FOLDER, TAB for A4	
112.	FOLDER, TAB for legal	
113.	FOLDER, TAGBOARD, for A4 size documents	
114.	FOLDER, TAGBOARD, for legal size documents	
115.	Gentian Violet (60ml)	
116.	Glass Cleaner 500ml	
117.	GLUE, all purpose, gross weight: 200 grams min	
118.	Glue Stick	
119.	Handbook (RA 9184). 8th Edition	
120.	Hand Wash 500ml	
121.	Hard Folder front & Back Cover (8.5" x 14)	
122.	Ineo 164 toner xerox	

123.	INK, CANON PG810 black	
124.	INK CANON CL811 colored	
125.	INK CART, EPSON C13T664100 (T6641), Black	
126.	INK CART, EPSON C13T664200 (T6642), Cyan	
127.	INK CART, EPSON C13T664300 (T6643), Magenta	
128.	INK CART, EPSON C13T664400 (T6644), Yellow	
129.	INK CART, EPSON 003, Black	
130.	INK CART, EPSON 003, cyan	
131.	INK CART, EPSON 003, magenta	
132.	INK CART, EPSON 003, yellow	
133.	Ink cartridge HP GT51 Black	
134.	Ink cartridge HP GT52 Cyan	
135.	Ink cartridge HP GT52 Magenta	
136.	Ink cartridge HP GT52 Yellow	
137.	INK CART, HP F6V26AA (HP680) Tri-color	
138.	INK CART, HP F6V27AA (HP680) Black	
139.	Insecticide,aerosol type, net content;600 min	
140.	Kyocera Xerox Machine Toner, Ecosys M2540dn/L	
141.	Kyocera Toner Tk-6113N for ECOSYS M4125IDN	
142.	LED Bulb 8 Watts	
143.	Letterhead w/ logo long	

144.	Letterhead w/ logo short	
145.	Magnet	
146.	MARKER PEN INK	
147.	MARKER, PERMANENT, bullet type, blue	
148.	MARKER, PERMANENT, bullet type, red	
149.	MARKER, PERMANENT, chisel type, black	
150.	MARKER, PERMANENT, chisel type, red	
151.	MARKER, whiteboard, red, felt tip, bullet type	
152.	MARKER, whiteboard , chisel type, blue	
153.	MARKER, whiteboard , chisel type, red	
154.	Medicine Cabinet	
155.	MOP BUCKET, heavy duty, hard plastic	
156.	MOP complete set 360 degrees	
157.	Morocco Folder- Short Color Blue	
158.	Morocco Folder- Short Color Yellow	
159.	MOUSE, optical, USB connection type	
160.	NOTEPAD, stick on, 76mm x 76mm (3 x 3) min	
161.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
162.	Paper Cutter Metal Base (A4/Legal size)	
163.	Paper Fastener, plastic 25mm 50s/box	
164.	Paper multi copy (short) blue	
165.	Paper multi copy (short) pink	

166.	Paper multi copy (short) yellow	
167.	PAPER, MULTICOPY, Letter: 216mm x 279mm, Short	
168.	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	
169.	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm A4	
170.	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
171.	PAPER, Multi-Purpose (COPY) A4, 70 gsm	
172.	PAPER, Multi-copy, 80gsm, A3	
173.	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	
174.	PENCIL SHARPENER, manual, single cutter head	
175.	PENCIL, lead w/ eraser, wood cased, hardness: HB	
176.	Pentel Pen Black permanent	
177.	Pentel Pen Blue	
178.	Pentel Pen Red	
179.	Photo paper	
180.	Plastic Cover	
181.	Popsicle Stick	
182.	Post screw 110m	
183.	Providone Iodine (120ml)	
184.	PUNCHER, paper, heavy duty, with two hole guide	
185.	Purchased Booklet for medicines for PWD	
186.	Purchased Booklet for groceries for PWD	

187.	Pushpin, Hammerhead 100pcs	
188.	Puzzles Educational	
189.	PWD ID	
190.	RAGS, all cotton, 32 pieces per kilogram min	
191.	RECORD BOOK, 300 PAGES, size 214mm x 278mm min	
192.	RECORD BOOK, 500 PAGES, size 214mm x 278mm min	
193.	Ribbon cart. Epson L565 black	
194.	Ribbon Cart. Epson 590 black	
195.	RING BINDER with PVC	
196.	RING BINDING machine	
197.	RUBBER BAND, 70mm min lay flat length (#18)	
198.	RW CD	
199.	Sack	
200.	Scented Aloe Wipes (80s)	
201.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
202.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
203.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
204.	Sharpener (Mechanical)	
205.	Sliding Folder Long (Plastic) - Assorted Color	
206.	Solo Parent ID	
207.	Special paper	

208.	STAMP PAD INK (blue)	
209.	STAPLE REMOVER, PLIER-TYPE	
210.	STAPLER WIRE, heavy duty, 23/10	
211.	STAPLER WIRE, heavy duty, 23/13	
212.	STAPLE WIRE, STANDARD, #35, 5000s/box	
213.	STAPLE WIRE, STANDARD, (26/6)	
214.	STAPLER, BINDER TYPE, heavy duty, desktop	
215.	Stapler, heavy duty (big)	
216.	Sterile glove large	
217.	Sticker Paper (matt)	
218.	Sticky Notes 3 x 3 in	
219.	Sticky Notes, 15mmx50mm, assorted colors	
220.	Sticky Notes (Rectangular in Shape)	
221.	Sticky Notes (square in Shape)	
222.	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	
223.	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	
224.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
225.	TAPE DISPENSER, TABLE TOP, for 32mm width tape	
226.	TAPE, MASKING, width: 24mm (± 1 mm)	
227.	TAPE, MASKING, width: 48mm (± 1 mm)	
228.	TAPE, TRANSPARENT, width: 28mm (± 1 mm)	

229.	TAPE, TRANSPARENT, width: 24mm (±1mm)	
230.	TAPE, TRANSPARENT, width: 48mm (±1mm)	
231.	TAPE, TRANSPARENT (2"), width: 48mm	
232.	Textliner 48 refill	
233.	TIME CARD for Amano 100pcs/pack	
234.	Toilet deodorant cake	
235.	TOILET TISSUE PAPER 2-plys sheets (150pulls)	
236.	Toner AR 6020	
237.	Toner Filter	
238.	Toner HP 1006 HP	
239.	Toner cartridge TN1000 Brother	
240.	Toner -TK 1175	
241.	Toner TK-1147	
242.	Toner TN 3428 Brother	
243.	TRASHBAG, GPP specs black 940mm x 1016mm, 10pcs	
244.	Twine, plastic, one kilo per roll	
245.	Typewriter Ribbon	
246.	UPS	
247.	USB Hub (4 ports)	
248.	Wall clock (big)	
249.	White Board	
250.	White board 50x70 cm	

251.	Whiteboard Magnetic Aluminum Frame Wall Mouth	
252.	White Flower 10ml	
253.	Xerox Machine Toner (AR-203E)	
254.	Xerox Machine Toner (AR-6023)	
255.	Yellow pad	
256.	Surgical Mask	
257.	KN95 Mask	
258.	MULTI PURPOSE, SCUBBING SPONGE	
259.	Face Shield	
260.	Thermogun, non contact laser LCD display	
261.	Doormat/Floormat	
262.	Foot Disinfectant Mat (22x15)	
263.	Flashlight	
264.	POSO Uniform	
265.	Soldering Iron Lead, 1mm	
266.	Teflon Tape, 12mmX0.075mmX10mX0.35g/cm	
267.	INDEX Tab	
268.	Senior Citizen ID	
269.	Soap, bathroom, 55g	
270.	Sticky Note ("Sign Here")	

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).

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, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) 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**
- ☐ (k) 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

- ☐ (l) 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

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

