

PHILIPPINE BIDDING DOCUMENTS

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FOV FOR FY 2025

**Under Framework Agreement
IB GOP 2025-DSWD-001**

Government of the Republic of the Philippine
Department of Social Welfare Development
Field Office V
November 2024

**Sixth Edition
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Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

**INVITATION TO BID FOR
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR
USE OF DSWD FOV FOR FY 2025 UNDER
FRAMEWORK AGREEMENT**

1. The *Department of Social Welfare and Development Field Office V*, using a *single year* Framework Agreement, through the NGA, **National Expenditure Program** intends to apply the sum of **SIX MILLION THREE HUNDRED SEVENTY-THREE THOUSAND SEVEN HUNDRED SIXTY-SIX PESOS AND NINETY-FIVE CENTAVOS ((P6,373,766.95)** being the ABC to payments under the contract for each item. Bids received in excess of the total cost per item shall be automatically rejected
2. The *Department of Social Welfare and Development* now invites bids for *Supply and Delivery of Office Supplies for use of DSWD FOV for FY 2025 under Framework Agreement*. Delivery of the Goods is required within after issuance of Call-off by the PE. 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 *Department of Social Welfare and Development Field Office V* and inspect the Bidding Documents at the address given below during **08:00AM to 04:00PM** (Except Saturdays, Sundays and Holidays)
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 20, 2024* 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 Ten Thousand Pesos Only (P10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by presenting it in person, or sending it through email*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bidders may pay through bank deposit or fund transfer to **DSWD – Trust Fund DBP Account No. 0-01077-615-4.**

6. The *Department of Social Welfare and Development Field Office V* will hold a Pre-Bid Conference¹ on **November 26, 2024, 09:00am** through video conferencing or webcasting *via Google Meet*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both/ on or before **12:00PM, December 10, 2024**. 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 10, 2024, 01:00PM** via **Google Meet** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Meeting links will be available upon request through the official BAC Secretariat email address below.
11. The *Department of Social Welfare and Development Field Office V* 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.
12. For further information, please refer to:

JINKY A. MANGAMPO
Concurrent Head, Procurement Section
DSWD FO V, Government Center Site
Rawis, Legazpi City, 4500
Email address: **bacsec.fo5@dswd.gov.ph**

13. You may visit the following websites:

For downloading of Bidding Documents: <https://fo5.dswd.gov.ph/philgeps2025/>

(SGD.)

CLAUDIO A. VILLAREAL JR.

BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development FO V wishes to receive Bids for the Supply and Delivery of Office Supplies for FY 2025 under a Framework Agreement*}, with identification number *IB-GOP-2025-DSWD-001*.

The Procurement Project (referred to herein as “Project”) is composed of 138 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 2025 in the amount of *Six Million Three Hundred Seventy-Three Thousand Seven Hundred Sixty-Six and Ninety-Five Centavos ((P6,373,766.95)*

2.2. The source of funding is:

a. NGA, the National 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.

- a. 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

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain 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 *[state relevant period as provided in paragraph 2 of the **IB**]* 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.
- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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**.

12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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**.

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.

- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

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**.
- 16.2. For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.
- 18.2. For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.
 - a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 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:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* 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**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

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**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Procurement/ Supply and Delivery of office or school supplies</i> b. completed within 2 years prior to the deadline for the submission and receipt of bids.
7.1	<i>Not allowed</i>
12	The price of the Goods shall be quoted DDP <i>Legazpi City, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	"Not applicable"
20.2	"Usual/ applicable permit/s required by the law"
21.2	"No additional contract documents required"

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**.
- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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 *In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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><i>“No additional requirements for the completion of this Contract”</i></p> <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>“The delivery terms applicable to this Contract are delivered at <i>DSWD FOV, Legzpi city</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Supply Officer</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *3 years*

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging –

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>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers</p>

	<p>risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>“Not allowed”</i>
4	The inspections and tests that will be conducted are: <i>Applicable inspections and tests</i>

Section VI.

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

Item Number	Description	Quantity	Unit of Quantity	Brand Offer	Delivered, Weeks/Months
1	ALCOHOL, Ethyl, 500 mL, 70% solution, scented	4,309	Bottle		within 15 calendar days upon issuance of Call-off
2	ALCOHOL, Ethyl, 1 Gallon or at least 3.785L, 70% solution	8	Gallon		
3	CLEARBOOK, A4 size (for A4 size documents), Refillable, transparent plastic, can fit at least 20 pockets , any color	148	Piece		
4	CLEARBOOK, Legal size (for legal size documents: Dimension: 345mm x 235mm), refillable, transparent plastic, can fit at least 20 pockets, any color	150	Piece		
5	ERASER, plastic/rubber, rectangular,	190	Piece		
6	SIGN PEN, Extra Fine Tip, Black, liquid or gel, 0.3mm tip, 12pcs per box	1,352	Piece		
7	SIGN PEN, Fine Tip, Black, liquid or gel ink,0.5mm tip,12pcs per box	3,200	Piece		
8	SIGN PEN, Medium Tip, Black, liquid or gel ink,0.7mm tip, 12pcs/ box	1,362	Piece		
9	SIGN PEN, Extra Fine Tip, Blue, liquid or gel ink, 0.3mm tip, 12pcs/box	1,210	Piece		

10	SIGN PEN, Fine Tip, Blue, liquid or gel ink, 0.5mm tip, 12pcs/box	3,300	Piece	
11	SIGN PEN, Medium Tip, Blue, liquid or gel ink, 0.7mm tip, 12pcs/box	1,512	Piece	
12	SIGN PEN, Extra Fine Tip, Red, liquid or gel ink, 0.3mm tip, 12pcs/box	184	Piece	
13	SIGN PEN, Fine Tip, Red liquid or gel ink, 0.5mm tip, 12pcs/box	184	Piece	
14	SIGN PEN, Medium Tip, Red, liquid or gel ink, 0.7mm, 12pcs/box	204	Piece	
15	WRAPPING PAPER, Kraft, 65gsm, 100 sheets/pack	144	Pack	
16	BATTERY, dry cell, size AA, 2 pieces per blister pack	126	Pack	
17	BATTERY, dry cell, size AAA, 2 pieces per blister pack	102	Pack	
18	AIR FRESHENER, Aerosol type, 150g (min.) 12cans/ box, long lasting fragrance, (at least 3 scent)	387	can	
19	BROOM (Walis Tambo)	180	Piece	
20	BROOM (Walis Ting-ting)	160	Piece	
21	CLEANER, Toilet Bowl and Urinal, clear or color blue, 1000mL,	594	Bottle	
22	CLEANSER, Scouring Powder, 350grams	177	Plastic	
23	DETERGENT BAR, (-2.5%) 140 grams as packed, 1 piece individually wrap in plastic, 144pcs / carton	858	Piece	
24	DETERGENT POWDER, all purpose (-2.5%) 1 kilogram per pouch	790	Pouch	
25	DISINFECTANT SPRAY, Aerosol type, 400grams	128	Can	
26	DUST PAN, made of rigid non-breakable plastic, with detachable handle, Diameter: (min) 30mm, Length: 600mm	96	Piece	
27	FLOOR WAX, paste type, red, petroleum based, for wood and cemented surfaces, 450grams	10	Can	

28	FURNITURE CLEANER, Aerosol type, for all types of surfaces, 300ml per can (min.),	78	Can	
29	HAND SOAP, liquid, 500mL, scented, bottle: pump dispenser plastic	218	Bottle	
30	MOP BUCKET, heavy duty, made of hard plastic, approx. size: Width: 370mm,Length: 475mm, Height: 245mm, Capacity: 30Liters, with four (4) heavy duty rotating wheels/ ball casters, with squeezer, with precautionary markings	39	Unit	
31	RAGS, Absorbent fabric, minimum of 1kg per bundle, 30-35pcs per bundle	96	Kilo	
32	SCOURING PAD, made of synthetic nylon, size: (W x L) (min): 150mm x 200mm, thickness: (min) 8mm, color green or any available color	132	Pack	
33	TRASHBAG, XXL size, color: black, white or green, 10pcs per roll/ pack	295	roll/pack	
34	TRASHBAG, Large size, color: black, white or green, 10pcs per roll/pack	220	roll/pack	
35	TRASHBAG, XL size, color: black, white or green, 10pcs per roll/ pack	764	roll/pack	
36	WASTEBASKET, made of rigid plastic, square, rectangular, oval or round shape, thickness: (min): 1.20mm, height: 225mm, Full volume (min)8.5Liters, colors: Red, Blue and Green	46	Piece	
37	INK, for stamp pad, 50ml, with applicator, color violet	160	Bottle	
38	ACETATE, transparent, thickness: (min.) 0.08mm, width: 1.20 meters, length: 50 meters/ roll	10	Roll	
39	CARBON FILM, Legal size, material: polyethylene film, color black, size: (\pm 2mm)	20	Box	

	216mm x 330mm, 100 sheets per pack			
40	GLUE, all-purpose, 240grams	477	Bottle	
41	STAPLE WIRE, heavy duty (binder type), 23/13,	50	Box	
42	STAPLE WIRE, standard	673	Box	
43	TAPE, electrical, made of Polyvinyl Chloride (PVC), width: (± 1.0 mm): 19mm, length: (min) 16 meters, thickness: (min) 0.15mm, color black	16	Roll	
44	TAPE, masking, 24mm	404	Roll	
45	TAPE, masking, 48 mm	520	Roll	
46	TAPE, packaging, 48 mm	400	Roll	
47	TAPE, transparent, 24mm	386	Roll	
48	TAPE, transparent, 48 mm	368	Roll	
49	TWINE, plastic, 1000g per roll(min.)	34	Roll	
50	RULER, plastic, 450mm, transparent/ clear, ruler scale: millimeters, centimeters, inches	40	Piece	
51	BLADE, for general purpose cutter/utility knife, with minimum of seven (7) snap off blade to provide new sharp cutting points.	22	Tube	
52	BINDING RING/COMB, plastic, 32 mm, 84 rings, length: 1.2meters, assorted colors, 10pcspcr bundle	4	Bundl e	
53	CALCULATOR, Compact, width: 100mm-130mm,12 digits	199	Unit	
54	CLIP, back fold, 19mm, all metal, 12pcs per box	472	Box	
55	CLIP, back fold, 25mm, all metal, 12pcs per box	435	Box	
56	CLIP, back fold, 32mm, all metal, 12pcs per box	429	Box	
57	CLIP, back fold, 50mm, all metal, 12pcs per box	405	Box	
58	CORRECTION TAPE, film bases, Usable length: 8 meters, any color	2,713	Piece	
59	CUTTER/UTILITY KNIFE, for general purpose, with anti-slip grip plastic molded body,	26	Piece	

	measurements: length: 100mm(±2mm), width: 16mm(±2mm), thickness: at least 0.40mm, with built-in bladed snapper, with steel blade track, with safety screw locking mechanism			
60	DATA FILE BOX, made of chipboard (min):3mm thick, with closed ends, with finger ring and pocket for label insert, width (min): 125mm, height (min): 230mm, length (min): 400mm, assorted colors (red, green, blue and maroon)	198	Piece	
61	DATA FOLDER, made of chipboard (min) 2.5mm thick, leatherette paper and/or Polypropylene (PP) material made of linen design, coated paper for inside cover including spine portion, (Dimensions: width:75mm, height: 230mm, length: 380mm, assorted colors	2,148	Piece	
62	DATER STAMP, self-inking stamp pad, with removable and refillable ink pad, size of imprint: (min) 30mm x 45mm, date format (mm/dd/yy)	29	Piece	
63	ENVELOPE, Documentary, A4, Kraft, 500 pcs/ box	70	Box	
64	ENVELOPE, Documentary, legal, Kraft, 500pcspers box	32	Box	
65	ENVELOPE, Expanding, Kraft, smooth surface, with string and eyelet or elastic strap, 100pcs/box	648	Box	
66	ENVELOPE, Expanding, Plastic, with elastic strap,	28	Piece	
67	ENVELOPE, Mailing, color white, 500pcs/box	128	Box	

68	ENVELOPE, Mailing, with window	45	Box	
69	ERASER, felt, for blackboard/whiteboard	28	Piece	
70	FASTENER, metal, 50 pcs per box	238	Box	
71	FILE ORGANIZER, expanding, plastic, legal, with 12 plastic inside pocket with index tab, with elastic strap	72	piece	
72	FILE TAB DIVIDER, A4,	24	Set	
73	FILE TAB DIVIDER, Legal,	24	Set	
74	FOLDER, Fancy with slide, A4	37	Bundl e	
75	FOLDER, Fancy with slide, legal	16	Bundl e	
76	FOLDER, L-type, A4	8	Bundl e	
77	FOLDER, L-type, Legal	44	Bundl e	
78	FOLDER, pressboard, 100pcs/box	33	Bundl e	
79	FOLDER with tab, A4	26	Bundl e	
80	FOLDER with tab, Legal	27	Bundl e	
81	INDEX TAB, transparent, self-adhesive, 5 sets per box,	8	Box	
82	MARKER, Fluorescent, chisel point, 3 colors per set (yellow, orange and green)	147	Set	
83	MARKER, Permanent, Black, felt tip, 12pcs/box	1,301	Piece	
84	MARKER, Permanent, Blue, felt tip. 12pcs/ box	709	Piece	
85	MARKER, Permanent, Red, felt tip, 12pcs box	644	Piece	
86	MARKER, Whiteboard, Black, felt tip, 12pcs per box	363	Piece	
87	MARKER, Whiteboard, Blue, felt tip, 12pcsp per box	291	Piece	
88	MARKER, Whiteboard, Red, felt tip, 12pcs/ box	236	Piece	
89	PAPER CLIP, vinyl/plastic coated, 33mm	1,048	Box	
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	956	Box	

91	PAPER TRIMMER/CUTTING MACHINE, table top and non-skid, guillotine paper cutter, with ruler and marking paper size markings printed on the base, B7, B6, A5, B5,A4, legal and A3, capacity: (min.) 25 sheets of 70gsm paper, with stationary blade guard, includes securable sliding paper size marker/ gauge	1	unit		
92	PENCIL, lead/graphite, with eraser, 12 pieces per box	389	box		
93	PENCIL SHARPENER, manual, table top mountable type, with metal clamp, single cutter head	22	piece		
94	PUNCHER, paper, heavy duty, with two hole guide,	292	Piece		
95	RUBBER BAND No. 18, 350grams	93	Box		
96	STAMP PAD, felt, width: (min) 61mm, length (min) 102mm	88	Piece		
97	SCISSORS, symmetrical/asymmetrical	178	Piece		
98	STAPLER, standard type	267	Piece		
99	STAPLER, heavy duty (binder), desktop, high capacity / volume, compatible with the following staple wire sizes: 13mm and 17mm, material: body-metal	27	Unit		
100	STAPLE REMOVER, plier-typ	80	Piece		
101	TAPE DISPENSER, table top, weight: (min) 1.2kg, shall hold 24mm wide tapes with up to 75mm core,	30	Piece		
102	CARTOLINA, assorted colors	12	Pack		
103	NOTEPAD, stick-on, 50mm x 76mm	198	pad		
104	NOTEPAD, stick-on, 76mm x 100mm	294	pad		
105	NOTEPAD, stick-on, 76mm x 76mm	204	pad		
106	STENO NOTEBOOK, spiral, 60 leaves,	156	piece		

107	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	7,312	Ream	
108	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	173	Ream	
109	PAPER, MULTIPURPOSE A4, 70gsm, 500 sheets per ream	180	Ream	
110	PAPER, MULTIPURPOSE LEGAL, 70gsm, 500 sheets per ream	40	Ream	
111	PAPER, parchment, size: (± 2 mm in either direction) 210mm x 297mm, 80gsm, fine translucent, suitable for laser/ inkjet printing	120	Box	
112	RECORD BOOK, 300 PAGES	158	Book	
113	RECORD BOOK, 500 PAGES	168	Book	
114	TISSUE, INTERFOLDED PAPER TOWEL, 1 ply, 150 pulls,	324	pack	
115	TOILET TISSUE PAPER, 2 ply, 150 pull per roll, 12 pcs / pack	817	pack	
116	HAND SANITIZER, scented, liquid or gel, 500ml, alcohol based (Isopropyl / Ethyl alcohol / n-propanol 60% min), pump dispenser plastic.	337	Bottle	
117	INSECTICIDE, aerosol type, water based, quick/ fast/ instant kill. Cautionary scent/ odor required, multi-insect killer, 600ml	268	Can	
118	BALLPEN (additional specs: ball point pen, 0.5mm, good quality, black, 12 pcs/ box)	1,806	Piece	
119	LAMINATING FILM, 80 microns, A4 size	70	unit	
120	STICKER PAPER, white, A4 size, 10 sheets per pack, matte or glossy,	250	pack	
121	DOUBLE SIDED TAPE (24mm)	90	Roll	
122	PHOTO PAPER (additional specs: a4, 230gsm, 10 pcs/ pack)	237	pack	

123	BLEACHING SOLUTION, liquid, 1L,	66	Bottle	
124	CERTIFICATE FRAME (wood with glass cover, A4)	158	Piece	
125	CERTIFICATE HOLDER (Additional specs: A4, 210mm x 297mm)	223	Piece	
126	WHITE BOARD, magnetic, dry erase whiteboard, 90cm x 120cm, smooth, glossy finish, wall mounted or free standing,	1	Piece	
127	DISHWASHING LIQUID, 500ml, lemon scent,	210	Bottle	
128	PLASTIC FASTENER, vinyl coated, 50pcs per box, assorted colors	253	Box	
129	VELLUM BOARD PAPER (additional specs: color white, 180gsm, A4, 10 sheets/pack)	90	Pack	
130	COLORLED PAPER (additional specs: single color, 250sheets. 80gsm .A4 size)	174	Pack	
131	PUSH PIN, standard, assorted colors, 100pcs/ pack	2	Pack	
132	GLUE STICK (PASTE), water based, 21g, color white,	144	Piece	
133	GLUE STICK (FOR GLUE GUN), solid stick, sizes 11mm, Length: 10-20cm, 15-20 sticks per pack	54	Pack	
134	DEODORANT CAKE, for air freshening, round, 50g, color white, blue or green, fragrance: floral, citrus, lavender, ocean breeze, or neutral scents,	130	Piece	
135	DISPOSABLE GLOVES, 50-100 gloves per box, color white	34	Box	
136	MANILA PAPER (additional specs: 36x48, 48gsm)	30	Pack	
137	STORAGE BOX (additional specs: 70L, transparent)	5	Piece	
138	GLUE GUN, for general purpose, hot melt glue gun, corded, 100-240 voltage, 20-100 watts, compatible for glue stick sizes: 7mm, generally 3-5minutes heating time,	2	Piece	

	comfortable handle with anti-grip slip				
<i>TOTAL (Approved Budget for the Contract)</i>					₱6,373,766.95
Signature over Printed Name		Position			Department/ Division

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>					
Item no.	Particulars	Quantity	unit of Quantity	Brand offer	
1	ALCOHOL, Ethyl, 500 mL, 70% solution, scented	4,309	Bottle		
2	ALCOHOL, Ethyl, 1 Gallon or at least 3.785L, 70% solution	8	Gallon		
3	CLEARBOOK, A4 size (for A4 size documents), Refillable, transparent plastic, can fit at least 20 pockets , any color	148	Piece		
4	CLEARBOOK, Legal size (for legal size documents: Dimension: 345mm x 235mm), refillable, transparent plastic, can fit at least 20 pockets, any color	150	Piece		
5	ERASER, plastic/rubber, rectangular,	190	Piece		
6	SIGN PEN, Extra Fine Tip, Black, liquid or gel, 0.3mm tip, 12pcs per box	1,352	Piece		
7	SIGN PEN, Fine Tip, Black, liquid or gel ink,0.5mm tip,12pcs per box	3,200	Piece		
8	SIGN PEN, Medium Tip, Black, liquid or gel ink,0.7mm tip, 12pcs/ box	1,362	Piece		
9	SIGN PEN, Extra Fine Tip, Blue, liquid or gel ink, 0.3mm tip, 12pcs/box	1,210	Piece		

10	SIGN PEN, Fine Tip, Blue, liquid or gel ink, 0.5mm tip, 12pcs/box	3,300	Piece		
11	SIGN PEN, Medium Tip, Blue, liquid or gel ink, 0.7mm tip, 12pcs/box	1,512	Piece		
12	SIGN PEN, Extra Fine Tip, Red, liquid or gel ink, 0.3mm tip, 12pcs/box	184	Piece		
13	SIGN PEN, Fine Tip, Red liquid or gel ink, 0.5mm tip, 12pcs/box	184	Piece		
14	SIGN PEN, Medium Tip, Red, liquid or gel ink, 0.7mm, 12pcs/box	204	Piece		
15	WRAPPING PAPER, Kraft, 65gsm, 100 sheets/pack	144	Pack		
16	BATTERY, dry cell, size AA, 2 pieces per blister pack	126	Pack		
17	BATTERY, dry cell, size AAA, 2 pieces per blister pack	102	Pack		
18	AIR FRESHENER, Aerosol type, 150g (min.) 12cans/ box, long lasting fragrance, (at least 3 scent)	387	can		
19	BROOM (Walis Tambo)	180	Piece		
20	BROOM (Walis Ting-ting)	160	Piece		
21	CLEANER, Toilet Bowl and Urinal, clear or color blue, 1000mL,	594	Bottle		
22	CLEANSER, Scouring Powder, 350grams	177	Plastic		
23	DETERGENT BAR, (-2.5%) 140 grams as packed, 1 piece individually wrap in plastic, 144pcs / carton	858	Piece		
24	DETERGENT POWDER, all purpose (-2.5%) 1 kilogram per pouch	790	Pouch		
25	DISINFECTANT SPRAY, Aerosol type, 400grams	128	Can		
26	DUST PAN, made of rigid non-breakable plastic, with detachable handle, Diameter: (min) 30mm, Length: 600mm	96	Piece		
27	FLOOR WAX, paste type, red, petroleum based, for wood and cemented surfaces, 450grams	10	Can		
28	FURNITURE CLEANER, Aerosol type, for all types of surfaces, 300ml per can (min.),	78	Can		

29	HAND SOAP, liquid, 500mL, scented, bottle: pump dispenser plastic	218	Bottle		
30	MOP BUCKET, heavy duty, made of hard plastic, approx. size: Width: 370mm,Length: 475mm, Height: 245mm, Capacity: 30Liters, with four (4) heavy duty rotating wheels/ ball casters, with squeezer, with precautionary markings	39	Unit		
31	RAGS, Absorbent fabric, minimum of 1kg per bundle, 30-35pcs per bundle	96	Kilo		
32	SCOURING PAD, made of synthetic nylon, size: (W x L) (min): 150mm x 200mm, thickness: (min) 8mm, color green or any available color	132	Pack		
33	TRASHBAG, XXL size, color: black, white or green, 10pcs per roll/ pack	295	roll/pack		
34	TRASHBAG, Large size, color: black, white or green, 10pcs per roll/pack	220	roll/pack		
35	TRASHBAG, XL size, color: black, white or green, 10pcs per roll/ pack	764	roll/pack		
36	WASTEBASKET, made of rigid plastic, square, rectangular, oval or round shape, thickness: (min): 1.20mm, height: 225mm, Full volume (min)8.5Liters, colors: Red, Blue and Green	46	Piece		
37	INK, for stamp pad, 50ml, with applicator, color violet	160	Bottle		
38	ACETATE, transparent, thickness: (min.) 0.08mm, width: 1.20 meters, length: 50 meters/ roll	10	Roll		
39	CARBON FILM, Legal size, material: polyethylene film, color black, size: (\pm 2mm) 216mm x 330mm, 100 sheets per pack	20	Box		
40	GLUE, all-purpose, 240grams	477	Bottle		
41	STAPLE WIRE, heavy duty (binder type), 23/13,	50	Box		
42	STAPLE WIRE, standard	673	Box		

43	TAPE, electrical, made of Polyvinyl Chloride (PVC), width: (± 1.0 mm): 19mm, length: (min) 16 meters, thickness: (min) 0.15mm, color black	16	Roll		
44	TAPE, masking, 24mm	404	Roll		
45	TAPE, masking, 48 mm	520	Roll		
46	TAPE, packaging, 48 mm	400	Roll		
47	TAPE, transparent, 24mm	386	Roll		
48	TAPE, transparent, 48 mm	368	Roll		
49	TWINE, plastic, 1000g per roll(min.)	34	Roll		
50	RULER, plastic, 450mm, transparent/ clear, ruler scale: millimeters, centimeters, inches	40	Piece		
51	BLADE, for general purpose cutter/utility knife, with minimum of seven (7) snap off blade to provide new sharp cutting points.	22	Tube		
52	BINDING RING/COMB, plastic, 32 mm, 84 rings, length: 1.2meters, assorted colors, 10pcsp per bundle	4	Bundle		
53	CALCULATOR, Compact, width: 100mm-130mm, 12 digits	199	Unit		
54	CLIP, back fold, 19mm, all metal, 12pcs per box	472	Box		
55	CLIP, back fold, 25mm, all metal, 12pcs per box	435	Box		
56	CLIP, back fold, 32mm, all metal, 12pcs per box	429	Box		
57	CLIP, back fold, 50mm, all metal, 12pcs per box	405	Box		
58	CORRECTION TAPE, film bases, Usable length: 8 meters, any color	2,713	Piece		
59	CUTTER/UTILITY KNIFE, for general purpose, with anti-slip grip plastic molded body, measurements: length: 100mm(± 2 mm), width: 16mm(± 2 mm), thickness: at least 0.40mm, with built-in bladed snapper, with steel blade track, with safety screw locking mechanism	26	Piece		
60	DATA FILE BOX, made of chipboard (min):3mm thick, with closed ends, with finger ring and	198	Piece		

	pocket for label insert, width (min): 125mm, height (min): 230mm, length (min): 400mm, assorted colors (red, green, blue and maroon)				
61	DATA FOLDER, made of chipboard (min) 2.5mm thick, leatherette paper and/or Polypropylene (PP) material made of linen design, coated paper for inside cover including spine portion, (Dimensions: width:75mm, height: 230mm, length: 380mm, assorted colors	2,148	Piece		
62	DATER STAMP, self-inking stamp pad, with removable and refillable ink pad, size of imprint: (min) 30mm x 45mm, date format (mm/dd/yy)	29	Piece		
63	ENVELOPE, Documentary, A4, Kraft, 500 pcs/ box	70	Box		
64	ENVELOPE, Documentary, legal, Kraft, 500pcspers box	32	Box		
65	ENVELOPE, Expanding, Kraft, smooth surface, with string and eyelet or elastic strap, 100pcs/box	648	Box		
66	ENVELOPE, Expanding, Plastic, with elastic strap,	28	Piece		
67	ENVELOPE, Mailing, color white, 500pcs/box	128	Box		
68	ENVELOPE, Mailing, with window	45	Box		
69	ERASER, felt, for blackboard/whiteboard	28	Piece		
70	FASTENER, metal, 50 pcs per box	238	Box		
71	FILE ORGANIZER, expanding, plastic, legal, with 12 plastic inside pocket with index tab, with elastic strap	72	piece		
72	FILE TAB DIVIDER, A4,	24	Set		
73	FILE TAB DIVIDER, Legal,	24	Set		
74	FOLDER, Fancy with slide, A4	37	Bundle		
75	FOLDER, Fancy with slide, legal	16	Bundle		
76	FOLDER, L-type, A4	8	Bundle		
77	FOLDER, L-type, Legal	44	Bundle		
78	FOLDER, pressboard, 100pcs/box	33	Bundle		
79	FOLDER with tab, A4	26	Bundle		

80	FOLDER with tab, Legal	27	Bundle		
81	INDEX TAB, transparent, self-adhesive, 5 sets per box,	8	Box		
82	MARKER, Fluorescent, chisel point, 3 colors per set (yellow, orange and green)	147	Set		
83	MARKER, Permanent, Black, felt tip, 12pcs/box	1,301	Piece		
84	MARKER, Permanent, Blue, felt tip. 12pcs/ box	709	Piece		
85	MARKER, Permanent, Red, felt tip, 12pcs box	644	Piece		
86	MARKER, Whiteboard, Black, felt tip, 12pcs per box	363	Piece		
87	MARKER, Whiteboard, Blue, felt tip, 12pcspers box	291	Piece		
88	MARKER, Whiteboard, Red, felt tip, 12pcs/ box	236	Piece		
89	PAPER CLIP, vinyl/plastic coated, 33mm	1,048	Box		
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	956	Box		
91	PAPER TRIMMER/CUTTING MACHINE, table top and non-skid, guillotine paper cutter, with ruler and marking paper size markings printed on the base, B7, B6, A5, B5,A4, legal and A3, capacity: (min.) 25 sheets of 70gsm paper, with stationary blade guard, includes securable sliding paper size marker/ gauge	1	unit		
92	PENCIL, lead/graphite, with eraser, 12 pieces per box	389	box		
93	PENCIL SHARPENER, manual, table top mountable type, with metal clamp, single cutter head	22	piece		
94	PUNCHER, paper, heavy duty, with two hole guide,	292	Piece		
95	RUBBER BAND No. 18, 350grams	93	Box		
96	STAMP PAD, felt, width: (min) 61mm, length (min) 102mm	88	Piece		
97	SCISSORS, symmetrical/asymmetrical	178	Piece		
98	STAPLER, standard type	267	Piece		
99	STAPLER, heavy duty (binder), desktop, high capacity / volume, compatible with the following	27	Unit		

	staple wire sizes: 13mm and 17mm, material: body-metal				
100	STAPLE REMOVER, plier-type	80	Piece		
101	TAPE DISPENSER, table top, weight: (min) 1.2kg, shall hold 24mm wide tapes with up to 75mm core,	30	Piece		
102	CARTOLINA, assorted colors	12	Pack		
103	NOTEPAD, stick-on, 50mm x 76mm	198	pad		
104	NOTEPAD, stick-on, 76mm x 100mm	294	pad		
105	NOTEPAD, stick-on, 76mm x 76mm	204	pad		
106	STENO NOTEBOOK, spiral, 60 leaves,	156	piece		
107	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	7,312	Ream		
108	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	173	Ream		
109	PAPER, MULTIPURPOSE A4, 70gsm, 500 sheets per ream	180	Ream		
110	PAPER, MULTIPURPOSE LEGAL, 70gsm, 500 sheets per ream	40	Ream		
111	PAPER, parchment, size: (± 2 mm in either direction) 210mm x 297mm, 80gsm, fine translucent, suitable for laser/ inkjet printing	120	Box		
112	RECORD BOOK, 300 PAGES	158	Book		
113	RECORD BOOK, 500 PAGES	168	Book		
114	TISSUE, INTERFOLDED PAPER TOWEL, 1 ply, 150 pulls,	324	pack		
115	TOILET TISSUE PAPER, 2 ply, 150 pull per roll, 12pcs / pack	817	pack		
116	HAND SANITIZER, scented, liquid or gel, 500ml, alcohol based (Isopropyl / Ethyl alcohol / n-propanol 60% min), pump dispenser plastic.	337	Bottle		
117	INSECTICIDE, aerosol type, water based, quick/ fast/ instant kill. Cautionary scent/ odor required, multi-insect killer, 600ml	268	Can		
118	BALLPEN (additional specs: ball pointpen, 0.5mm, good quality, black, 12pcs/ box)	1,806	Piece		

119	LAMINATING FILM, 80 microns, A4 size	70	unit		
120	STICKER PAPER, white, A4 size,10 sheets per pack, matte or glossy,	250	pack		
121	DOUBLE SIDED TAPE (24mm)	90	Roll		
122	PHOTO PAPER (additional specs: a4, 230gsm, 10pcs/pack)	237	pack		
123	BLEACHING SOLUTION, liquid, 1L,	66	Bottle		
124	CERTIFICATE FRAME (wood with glass cover, A4)	158	Piece		
125	CERTIFICATE HOLDER (Additional specs: A4, 210mm x 297mm)	223	Piece		
126	WHITE BOARD, magnetic, dry erase whiteboard, 90cm x 120cm, smooth, glossy finish, wall mounted or free standing,	1	Piece		
127	DISHWASHING LIQUID, 500ml, lemon scent,	210	Bottle		
128	PLASTIC FASTENER, vinyl coated, 50pcs per box, assorted colors	253	Box		
129	VELLUM BOARD PAPER (additional specs: color white, 180gsm, A4, 10 sheets/pack)	90	Pack		
130	COLORED PAPER (additional specs: single color, 250sheets. 80gsm .A4 size)	174	Pack		
131	PUSH PIN, standard, assorted colors, 100pcs/ pack	2	Pack		
132	GLUE STICK (PASTE), water based, 21g, color white,	144	Piece		
133	GLUE STICK (FOR GLUE GUN), solid stick, sizes 11mm, Length: 10-20cm, 15-20 sticks per pack	54	Pack		
134	DEODORANT CAKE, for air freshening, round, 50g, color white, blue or green, fragrance: floral, citrus, lavender, ocean breeze, or neutral scents,	130	Piece		
135	DISPOSABLE GLOVES, 50-100 gloves per box, color white	34	Box		
136	MANILA PAPER (additional specs: 36x48, 48gsm)	30	Pack		
137	STORAGE BOX (additional specs: 70L, transparent)	5	Piece		

138	GLUE GUN, for general purpose, hot melt glue gun, corded, 100-240 voltage, 20-100 watts, compatible for glue stick sizes: 7mm, generally 3-5minutes heating time, comfortable handle with anti-grip slip	2	Piece		
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Conformed by:

Signature: _____

Name: _____

Position: _____

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) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) 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**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) 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

- (h) 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

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

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

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

