

PHILIPPINE BIDDING DOCUMENTS

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

**Under Framework Agreement
IB GOP 2025-DSWD-014**

Government of the Republic of the Philippines
Department of Social Welfare Development
Field Office V
April 2025

**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

**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, General Appropriation Act CY 2025 intends to apply the sum of the following:

Lot No.	Particulars	Approved Budget for the Contract (ABC)
1	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY	₱4,795,532.33
2	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE	₱2,169,530.00
3	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR	₱3,152,370.00
4	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CATANDUANES	₱1,623,890.00
5	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-MASBATE	₱2,287,380.00
6	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-SORSOGON	₱2,297,180.00
	TOTAL	₱16,325,882.33

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 *Ten (10) 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 *April 8, 2025* 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:*

Lot No.	Particulars	Approved Budget for the Contract (ABC)	Bid Documents Fee
1	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY	₱4,795,532.33	₱5,000.00
2	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE	₱2,169,530.00	₱5,000.00
3	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR	₱3,152,370.00	₱5,000.00
4	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CATANDUANES	₱1,623,890.00	₱5,000.00
5	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-MASBATE	₱2,287,380.00	₱5,000.00
6	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-SORSOGON	₱2,297,180.00	₱5,000.00
	TOTAL	₱16,325,882.33	₱25,000.00

Note: If joining several lots, the total fee for the Bidding Documents shall be based on the sum of the ABC of all lots to be joined.

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 submit payments through the DSWD FOV Rawis Office, Cash Section.

6. The ***Department of Social Welfare and Development Field Office V*** will hold a Pre-Bid Conference¹ on ***April 15, 2025, 10:00 am*** 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 on or before ***12:00PM, April 28, 2025***. 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 ***April 28, 2025, 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:

KIMBERLEE G. LANUZA
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

¹.

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-014*.

The Procurement Project (referred to herein as “Project”) is composed of six (6) lots, 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 *Sixteen Million Three Hundred Twenty-Five Thousand Eight Hundred Eighty-Two and Thirty-Three Centavos (₱16,325,882.33)*

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> <p style="margin-left: 40px;">a. <i>Procurement/ Supply and Delivery of office or school supplies</i></p> <p style="margin-left: 40px;">b. completed within 10 years prior to the deadline for the submission and receipt of bids.</p>															
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> <p style="margin-left: 40px;">a. The amount of not less than <u>two percent (2%) of ABC</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <u>five percent (5%) of ABC</u> if bid security is in Surety Bond.</p>															
19.3	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Approved Budget for the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY</td> <td style="text-align: right;">₱4,795,532.33</td> </tr> <tr> <td style="text-align: center;">2</td> <td>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE</td> <td style="text-align: right;">₱2,169,530.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR</td> <td style="text-align: right;">₱3,152,370.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>SUPPLY AND DELIVERY OF OFFICE SUPPLIES</td> <td style="text-align: right;">₱1,623,890.00</td> </tr> </tbody> </table>	Lot No.	Particulars	Approved Budget for the Contract (ABC)	1	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY	₱4,795,532.33	2	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE	₱2,169,530.00	3	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR	₱3,152,370.00	4	SUPPLY AND DELIVERY OF OFFICE SUPPLIES	₱1,623,890.00
Lot No.	Particulars	Approved Budget for the Contract (ABC)														
1	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY	₱4,795,532.33														
2	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE	₱2,169,530.00														
3	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR	₱3,152,370.00														
4	SUPPLY AND DELIVERY OF OFFICE SUPPLIES	₱1,623,890.00														

			FOR USE OF DSWD FO V- CATANDUANES	
		5	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-MASBATE	₱2,287,380.00
		6	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-SORSOGON	₱2,297,180.00
			TOTAL	₱16,325,882.33
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 style="text-align: center;"><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 style="text-align: center;">“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</p>

	<p>Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<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
LOT NO. 1 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	253	Bottle		Delivery Period: <u>within 15 calendar days upon issuance of Call-off</u> Delivery Site: <u>within Legazpi City</u>
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	286	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	286	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	6	tube		
5	BATTERY, Double AA, 4pcs/pack	44	pack		
6	CLIP, backfold, all metal, clamping, 50 mm (-1mm), 12's	242	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 80gsm, 25 sheets/pack	127	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	110	Bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	77	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	22	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	22	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	22	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	22	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	22	pack		
15	CORRECTION TAPE, 12 meters	2,860	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	110	pack		

17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	220	pack	
18	ERASER, plastic/rubber, rectangular	231	pcs	
19	EXPANDING ENVELOPE, with garter, Legal	935	pcs	
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	110	pcs	
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	17	pack	
22	FOLDER WITH TAB, Legal, White, 100s/pack	260	pack	
23	GLUE, All-purpose, 200 grams, Non-Toxic	198	pcs	
24	HAND SOAP, 500 ml	88	Bottle	
25	LAMINATING FILM, A4, 125 microns, 100 pcs/pack	33	pack	
26	MARKER, Permanent, Black, Bullet type, 12 pcs/box	55	box	
27	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	66	box	
28	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	55	box	
29	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	55	box	
30	Paper Clip, Vinyl/Plastic Coated, 33mm	330	box	
31	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	578	box	
32	PAPER FASTENER, Plastic, 50's/box	2,701	box	
33	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	1,474	ream	
34	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	9,083	ream	
35	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	95	pack	
36	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	204	box	
37	PHOTO PAPER, Glossy, 210 gsm, 20 pcs/pack	60	pack	
38	PLASTIC TWINE, 1 kg	22	pcs	
39	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	176	pcs	
40	RUBBER BAND, No. 18	99	box	
41	SCISSORS, Stainless Steel, 160MM	478	pcs	

42	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	393	box	
43	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	394	box	
44	STAMP PAD INK, 60 ml, Blue	110	pcs	
45	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	165	pcs	
46	STAPLE WIRE, no. 35	539	box	
47	STAPLER, with Staple Remover, Heavy Duty, Standard Type	429	pcs	
48	STICKY NOTES (3"x3") Assorted Colors	110	pad	
49	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	440	pad	
50	STICKY NOTES (3"x5") Assorted Colors	110	pad	
51	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	528	box	
52	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	17	box	
53	TAPE, Double-sided, 24 mm, 50 meters	110	roll	
54	TAPE, Masking, 48 mm, 50 meters	305	roll	
55	TAPE, Transparent, 48 mm, 50 meters	385	roll	
56	TISSUE, 2 ply, 12 pcs/pack	660	pack	
57	TRASH BAG, XL, 10 pcs/roll, black	275	roll	
58	TRASH BAG, XXL, 10 pcs/roll, black	275	roll	
59	DATER STAMP, 3 variations sizes, endless rubber bands with deep-face characters make perfect impressions, each belt can freely rotate different dates, months and years, band wheels rotate for up to 12 years of date, Handy size, easy to carry, Makes your work easier 12 year band, good from 2022 through 2034	8	pcs	
60	ENVELOPE, Expanding, Plastic File with String 12's, Long	55	pcs	
61	FILE TAB DIVIDER, A4 Office Basics	11	set	
62	FOLDER WITH TAB, A4, White, 100s/pack	110	pack	

63	MAGAZINE FILE BOX, Large Fits legal size folders	11	pcs	
64	MANILA PAPER, color yellow and yellowish, 48 GSM, Folded, 38"x48"	673	pcs	
65	MARKER, Flourescent Highlighter Marker, 4 colors	63	set	
66	STAPLE REMOVER, Plier Type, Metal	30	pcs	
67	TAPE, Transparent, 24 mm, 50 meters	110	roll	
68	WHITEBOARD, 60x90 cm	4	pcs	
69	ALCOHOL, Ethyl, 70% Solution, 1 galoon	10	gallon	
70	TISSUE, Interfolded Paper Towel, 175 pulls	55	pack	
71	EXTENSION WIRE, 16 gang, tower, heavy duty	10	pcs	
72	EXTENSION WIRE CORD, universal, 5 gang	6	pcs	
73	BULLETIN BOARD, 60x90 cm	6	pcs	
74	OSLO PAPER, A4, 250 sheets	2	ream	
75	MARKER, Permanent, Fine Tip, Blue	110	pcs	
76	MARKER, Permanent, Fine Tip, Red	55	pcs	
77	MARKER, Whiteboard, Black, Aluminum Barrel, Bullet nib dry-wipe	110	pcs	
78	MARKER, Whiteboard, Blue, Aluminum Barrel, Bullet nib dry-wipe	110	pcs	
79	MARKER, Whiteboard, Red, Aluminum Barrel, Bullet nib dry-wipe	55	pcs	
80	COLORED PAPER, A4, 70 gsm, 250's per ream, Assorted Color	11	ream	
81	NOTEBOOK, Steno, 60 leaves, high quality, 60-80 gsm	660	pcs	
82	MARKER, Permanent, Black, Refillable, Broad Tip	186	pcs	
83	COLORED PAPER, Short, 250's, 80 gsm, Assorted Colors, Lighter Colors	28	pack	
84	BALLPEN, Ball point Pen, 0.4 mm, Good Quality, Black, 12 pcs per box	5	box	
85	FOLDER, Long Pressboard, Expanding Side, White	297	pcs	
86	ACRYLIC NAME PLATE, 12" x 3", slanted	19	pcs	
87	SHARPENER, Two-Hole, Heavy Duty	11	pcs	
88	ID HOLDER with cord, clear, plastic case, landscape, A2 size	605	pcs	
89	MARKER, Permanent, Black, Refillable, Bullet/Fine Tip	93	pcs	
90	GLUE STICK for Glue Gun, Large	11	pcs	

91	PERMANENT MARKER INK REFILL, 32 ml, black	8	pcs		
92	TAPE, Masking, 24 mm, 50 meters	247	roll		
93	LIQUID BLEACH, at least 887 ml	22	bottle		
94	STAMP PAD INK, 50 ml, Purple	110	pcs		
95	SPECIALTY PAPER, Cream, A4, ≤80 gsm, 10's/pack	11	pack		
96	COLORED PAPER, A4, 80 gsm, 250's, Assorted Color	4	pack		
97	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	220	box		
98	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	220	box		
99	NOTE PAD, Stick on, 2" x 3", assorted colors	165	pad		
100	FOLDER, Long Pressboard, Expanding Side, Green	200	pcs		
101	CALCULATOR, Compact, Electronic, 12 digits cap	17	pcs		
102	CORRECTION TAPE, 10 meters	264	pcs		
103	DATA FOLDER, with all steel lever arch file mechanism with taglia lock	11	pcs		
104	ERASER, felt, for blackboard/whiteboard	4	pcs		
105	FILE TAB DIVIDER, Legal Office Basics	11	set		
106	INDEX TAB, assorted colors, 100 up to 200 pcs/pad	22	pad		
107	TAPE DISPENSER, table top for 24 mm tape	7	pcs		
108	PENCIL SHARPENER, heavy duty, table top, rotary	7	pcs		
109	RECORD BOOK, 300 pages	6	pcs		
110	RECORD BOOK, 500 pages	7	pcs		
111	RULER, flexible, plastic, 450 mm	30	pcs		
112	CLEARBOOK, 20 transparent pockets, legal	5	pcs		
113	CLIP, backfold, all metal, clamping, 25 mm (-1mm), 12's	22	box		
114	FOLDER, L-type, legal	2	pack		
115	STICKER PAPER, matte, A4, 80 gms, 10's	4	pack		
116	CUTTER, general purpose, snap off blade	6	pcs		
117	CORRECTION TAPE, 8 meters	41	pcs		
<i>TOTAL (Approved Budget for the Contract for Lot 1)</i>				<i>₱4,795,532.33</i>	
Signature over Printed Name				Position	
				Department/ Division	
LOT NO. 2 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE					

1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		Delivery Period: <u>within 15 calendar days upon issuance of Call-off</u> Delivery Site: <u>Within Daet, Camarines Norte</u>
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	240	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	240	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	230	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherete paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	62	pack		

23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs	
24	HAND SOAP, 500 ml	50	bottle	
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box	
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box	
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box	
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box	
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box	
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box	
31	PAPER FASTENER, Plastic, 50's/box	2000	box	
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	770	ream	
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	3175	ream	
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack	
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box	
36	PLASTIC TWINE, 1 kg	20	pcs	
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs	
38	RUBBER BAND, No. 18	60	box	
39	SCISSORS, Stainless Steel, 160MM	230	pcs	
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	box	
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	box	
42	STAMP PAD INK, 60 ml, Blue	100	pcs	
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs	
44	STAPLE WIRE, no. 35	320	box	
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs	

46	STICKY NOTES (3"x3") Assorted Colors	50	pad		
47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad		
48	STICKY NOTES (3"x5") Assorted Colors	50	pad		
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H- 38.5 cm, Made of plastic Resin, White	450	box		
50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
51	TAPE, Double-sided, 24 mm, 50 meters	100	pcs		
52	TAPE, Masking, 48 mm, 50 meters	30	roll		
53	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs		
54	TISSUE, 2 ply, 12 pcs/pack	450	pack		
55	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
56	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
57	LIQUID BLEACH, at least 887 ml	20	bottle		
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
61	CORRECTION TAPE, 10 meters	50	pcs		
TOTAL (Approved Budget for the Contract for Lot 2)					₱2,169,530.00
Signature over Printed Name		Position		Department/Division	
LOT NO. 3 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	150	bottle		Delivery Period: <u>within</u>

2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	510	box		<u>15 calendar days upon issuance of Call-off</u> Delivery Site: <u>Within Naga City, Camarines Sur</u>
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	510	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	2	tube		
5	BATTERY, Double AA, 4pcs/pack	60	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	300	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	100	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	50	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	30	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	30	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	30	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	30	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	30	pack		
15	CORRECTION TAPE, 12 meters	3400	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	100	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	300	pack		
18	ERASER, plastic/rubber, rectangular	300	pcs		
19	EXPANDING ENVELOPE, with garter, Legal"	400	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherete paper for outside cover	150	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	20	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	47	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	180	pcs		

24	HAND SOAP, 500 ml	50	bottle	
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	30	box	
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	30	box	
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	30	box	
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	30	box	
29	Paper Clip, Vinyl/Plastic Coated, 33mm	100	box	
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box	
31	PAPER FASTENER, Plastic, 50's/box	3200	box	
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	1260	ream	
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	4050	ream	
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack	
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	210	box	
36	PLASTIC TWINE, 1 kg	30	pcs	
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	180	pcs	
38	RUBBER BAND, No. 18	560	box	
39	SCISSORS, Stainless Steel, 160MM	330	pcs	
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	390	box	
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	390	Box	
42	STAMP PAD INK, 60 ml, Blue	150	pcs	
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	300	pcs	
44	STAPLE WIRE, no. 35	420	box	
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	182	pcs	
46	STICKY NOTES (3"x3") Assorted Colors	50	pad	

47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	600	pad		
48	STICKY NOTES (3"x5") Assorted Colors	50	pad		
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H- 38.5 cm, Made of plastic Resin, White	660	box		
50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
51	TAPE, Double-sided, 24 mm, 50 meters	150	pcs		
52	TAPE, Masking, 48 mm, 50 meters	30	roll		
53	TAPE, Packaging, Transparent, 48 mm, 50 meters	30	pcs		
54	TISSUE, 2 ply, 12 pcs/pack	700	pack		
55	TRASH BAG, XL, 10 pcs/roll, black	100	roll		
56	TRASH BAG, XXL, 10 pcs/roll, black	100	roll		
57	LIQUID BLEACH, at least 887 ml	20	bottle		
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
61	CORRECTION TAPE, 10 meters	90	pcs		
TOTAL (Approved Budget for the Contract for Lot No. 3)					₱3,152,370.00
<i>Signature over Printed Name</i>		<i>Position</i>		<i>Division/Department</i>	
LOT NO. 4 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CATANDUANES					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		Delivery Period: <u>within</u> <u>15 calendar</u> <u>days upon</u>
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	120	box		

3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	120	box		<u>issuance of Call-off</u> Delivery Site: <u>Within Virac, Catanduanes</u>
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	20	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	100	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	10	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	10	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	10	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	10	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	10	pack		
15	CORRECTION TAPE, 12 meters	1,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	100	pack		
18	ERASER, plastic/rubber, rectangular	100	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	400	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	50	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	10	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	57	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	80	pcs		
24	HAND SOAP, 500 ml	50	bottle		

25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box	
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box	
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box	
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box	
29	PAPER CLIP, Vinyl/Plastic Coated, 33mm	200	box	
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	300	box	
31	PAPER FASTENER, Plastic, 50's/box	1,000	box	
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	570	ream	
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2650	ream	
34	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	90	box	
35	PLASTIC TWINE, 1 kg	10	pcs	
36	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	80	pcs	
37	RUBBER BAND, No. 18	30	box	
38	SCISSORS, Stainless Steel, 160MM	130	pcs	
39	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	150	box	
40	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	150	box	
41	STAMP PAD INK, 60 ml, Blue	50	pcs	
42	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	100	pcs	
43	STAPLE WIRE, no. 35	220	box	
44	STAPLER, with Staple Remover, Heavy Duty, Standard Type	102	pcs	
45	STICKY NOTES (3"x3") Assorted Colors	50	pad	
46	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	200	pad	
47	STICKY NOTES (3"x5") Assorted Colors	50	pad	

48	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	250	box		
49	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
50	TAPE, Double-sided, 24 mm, 50 meters	50	pcs		
51	TAPE, Masking, 48 mm, 50 meters	30	roll		
52	TAPE, Packaging, Transparent, 48 mm, 50 meters	150	pcs		
53	TISSUE, 2 ply, 12 pcs/pack	250	pack		
54	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
55	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
56	LIQUID BLEACH, at least 887 ml	20	bottle		
57	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
58	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
59	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
60	CORRECTION TAPE, 10 meters	50	pcs		
TOTAL (Approved Budget for the Contract for Lot No. 4)					1,623,890.00
Signature over Printed Name		Position		Division/Department	
LOT NO. 5 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-MASBATE					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml, Scented	100	bottle		Delivery Period: within 15 calendar days upon issuance of Call-off Delivery Site:
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	340	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	340	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		

6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		<u>Within Masbate City, Masbate</u>
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	500	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	212	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		

28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box	
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box	
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box	
31	PAPER FASTENER, Plastic, 50's/box	2,250	box	
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	730	ream	
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2,700	ream	
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack	
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box	
36	PHOTO PAPER, Glossy, 210 gsm, 20 pcs/pack	30	pack	
37	PLASTIC TWINE, 1 kg	20	pcs	
38	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs	
39	RUBBER BAND, No. 18	60	box	
40	SCISSORS, Stainless Steel, 160MM	230	pcs	
41	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	box	
42	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	box	
43	STAMP PAD INK, 60 ml, Blue	100	pcs	
44	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs	
45	STAPLE WIRE, no. 35	320	box	
46	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs	
47	STICKY NOTES (3"x3") Assorted Colors	50	pad	
48	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad	
49	STICKY NOTES (3"x5") Assorted Colors	50	pad	
50	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-	450	pcs	

	38.5 cm, Made of plastic Resin, White				
51	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
52	TAPE, Double-sided, 24 mm, 50 meters	100	pcs		
53	TAPE, Masking, 48 mm, 50 meters	30	roll		
54	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs		
55	TISSUE, 2 ply, 12 pcs/pack	450	pack		
56	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
57	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
58	LIQUID BLEACH, at least 887 ml	20	bottle		
59	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	100	box		
60	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	100	box		
61	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
62	CORRECTION TAPE, 10 meters	60	pcs		
<i>TOTAL (Approved Budget for the Contract for Lot No. 5)</i>					₱2,287,380.00
<i>Signature over Printed Name</i>		<i>Position</i>	<i>Division/Department</i>		
LOT NO. 6 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V- SORSOGON					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		Delivery Period: within 15 calendar days upon issuance of Call-off Delivery Site:
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	390	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	390	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		

6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		<u>Within</u> <u>Sorsogon City,</u> <u>Sorsogon</u>
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	500	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	212	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		

28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box	
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box	
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box	
31	PAPER FASTENER, Plastic, 50's/box	2,250	box	
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	730	ream	
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2,700	ream	
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack	
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box	
36	PLASTIC TWINE, 1 kg	20	pcs	
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs	
38	RUBBER BAND, No. 18	60	box	
39	SCISSORS, Stainless Steel, 160MM	230	pcs	
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	pcs	
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	pcs	
42	STAMP PAD INK, 60 ml, Blue	100	pcs	
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs	
44	STAPLE WIRE, no. 35	320	box	
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs	
46	STICKY NOTES (3"x3") Assorted Colors	50	pad	
47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad	
48	STICKY NOTES (3"x5") Assorted Colors	50	pad	
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	450	pcs	

50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box	
51	TAPE, Double-sided, 24 mm, 50 meters	100	pcs	
52	TAPE, Masking, 48 mm, 50 meters	30	roll	
53	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs	
54	TISSUE, 2 ply, 12 pcs/pack	450	pack	
55	TRASH BAG, XL, 10 pcs/roll, black	150	roll	
56	TRASH BAG, XXL, 10 pcs/roll, black	150	roll	
57	LIQUID BLEACH, at least 887 ml	20	bottle	
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box	
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box	
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad	
61	CORRECTION TAPE, 10 meters	60	pcs	
TOTAL (Approved Budget for the Contract for Lot No. 6)				₱2,297,180.00
<i>Signature over Printed Name</i>		<i>Position</i>	<i>Division/Department</i>	

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	Statement of Compliance
LOT NO. 1 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-ALBAY					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	253	Bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	286	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	286	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	6	tube		
5	BATTERY, Double AA, 4pcs/pack	44	pack		
6	CLIP, backfold, all metal, clamping, 50 mm (-1mm), 12's	242	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 80gsm, 25 sheets/pack	127	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	110	Bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	77	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	22	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	22	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	22	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	22	pack		

14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	22	pack		
15	CORRECTION TAPE, 12 meters	2,860	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	110	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	220	pack		
18	ERASER, plastic/rubber, rectangular	231	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	935	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	110	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	17	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	260	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	198	pcs		
24	HAND SOAP, 500 ml	88	Bottle		
25	LAMINATING FILM, A4, 125 microns, 100 pcs/pack	33	pack		
26	MARKER, Permanent, Black, Bullet type, 12 pcs/box	55	box		
27	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	66	box		
28	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	55	box		
29	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	55	box		
30	Paper Clip, Vinyl/Plastic Coated, 33mm	330	box		
31	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	578	box		
32	PAPER FASTENER, Plastic, 50's/box	2,701	box		
33	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	1,474	ream		
34	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	9,083	ream		
35	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	95	pack		
36	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	204	box		
37	PHOTO PAPER, Glossy, 210 gsm, 20 pcs/pack	60	pack		
38	PLASTIC TWINE, 1 kg	22	pcs		
39	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	176	pcs		

40	RUBBER BAND, No. 18	99	box		
41	SCISSORS, Stainless Steel, 160MM	478	pcs		
42	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	393	box		
43	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	394	box		
44	STAMP PAD INK, 60 ml, Blue	110	pcs		
45	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	165	pcs		
46	STAPLE WIRE, no. 35	539	box		
47	STAPLER, with Staple Remover, Heavy Duty, Standard Type	429	pcs		
48	STICKY NOTES (3"x3") Assorted Colors	110	pad		
49	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	440	pad		
50	STICKY NOTES (3"x5") Assorted Colors	110	pad		
51	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	528	box		
52	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	17	box		
53	TAPE, Double-sided, 24 mm, 50 meters	110	roll		
54	TAPE, Masking, 48 mm, 50 meters	305	roll		
55	TAPE, Transparent, 48 mm, 50 meters	385	roll		
56	TISSUE, 2 ply, 12 pcs/pack	660	pack		
57	TRASH BAG, XL, 10 pcs/roll, black	275	roll		
58	TRASH BAG, XXL, 10 pcs/roll, black	275	roll		
59	DATER STAMP, 3 variations sizes, endless rubber bands with deep-face characters make perfect impressions, each belt can freely rotate different dates, months and years, band wheels rotate for up to 12 years of date, Handy size, easy to carry, Makes your work easier 12 year band, good from 2022 through 2034	8	pcs		
60	ENVELOPE, Expanding, Plastic File with String 12's, Long	55	pcs		
61	FILE TAB DIVIDER, A4 Office Basics	11	set		
62	FOLDER WITH TAB, A4, White, 100s/pack	110	pack		
63	MAGAZINE FILE BOX, Large Fits legal size folders	11	pcs		
64	MANILA PAPER, color yellow and yellowish, 48 GSM, Folded, 38"x48"	673	pcs		

65	MARKER, Flourescent Highlighter Marker, 4 colors	63	set		
66	STAPLE REMOVER, Plier Type, Metal	30	pcs		
67	TAPE, Transparent, 24 mm, 50 meters	110	roll		
68	WHITEBOARD, 60x90 cm	4	pcs		
69	ALCOHOL, Ethyl, 70% Solution, 1 galoon	10	gallon		
70	TISSUE, Interfolded Paper Towel, 175 pulls	55	pack		
71	EXTENSION WIRE, 16 gang, tower, heavy duty	10	pcs		
72	EXTENSION WIRE CORD, universal, 5 gang	6	pcs		
73	BULLETIN BOARD, 60x90 cm	6	pcs		
74	OSLO PAPER, A4, 250 sheets	2	ream		
75	MARKER, Permanent, Fine Tip, Blue	110	pcs		
76	MARKER, Permanent, Fine Tip, Red	55	pcs		
77	MARKER, Whiteboard, Black, Aluminum Barrel, Bullet nib dry-wipe	110	pcs		
78	MARKER, Whiteboard, Blue, Aluminum Barrel, Bullet nib dry-wipe	110	pcs		
79	MARKER, Whiteboard, Red, Aluminum Barrel, Bullet nib dry-wipe	55	pcs		
80	COLORED PAPER, A4, 70 gsm, 250's per ream, Assorted Color	11	ream		
81	NOTEBOOK, Steno, 60 leaves, high quality, 60-80 gsm	660	pcs		
82	MARKER, Permanent, Black, Refillable, Broad Tip	186	pcs		
83	COLORED PAPER, Short, 250's, 80 gsm, Assorted Colors, Lighter Colors	28	pack		
84	BALLPEN, Ball point Pen, 0.4 mm, Good Quality, Black, 12 pcs per box	5	box		
85	FOLDER, Long Pressboard, Expanding Side, White	297	pcs		
86	ACRYLIC NAME PLATE, 12" x 3", slanted	19	pcs		
87	SHARPENER, Two-Hole, Heavy Duty	11	pcs		
88	ID HOLDER with cord, clear, plastic case, landscape, A2 size	605	pcs		
89	MARKER, Permanent, Black, Refillable, Bullet/Fine Tip	93	pcs		
90	GLUE STICK for Glue Gun, Large	11	pcs		
91	PERMANENT MARKER INK REFILL, 32 ml, black	8	pcs		
92	TAPE, Masking, 24 mm, 50 meters	247	roll		
93	LIQUID BLEACH, at least 887 ml	22	bottle		
94	STAMP PAD INK, 50 ml, Purple	110	pcs		
95	SPECIALTY PAPER, Cream, A4, ≤80 gsm, 10's/pack	11	pack		
96	COLORED PAPER, A4, 80 gsm, 250's, Assorted Color	4	pack		
97	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	220	box		

98	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	220	box		
99	NOTE PAD, Stick on, 2" x 3", assorted colors	165	pad		
100	FOLDER, Long Pressboard, Expanding Side, Green	200	pcs		
101	CALCULATOR, Compact, Electronic, 12 digits cap	17	pcs		
102	CORRECTION TAPE, 10 meters	264	pcs		
103	DATA FOLDER, with all steel lever arch file mechanism with taglia lock	11	pcs		
104	ERASER, felt, for blackboard/whiteboard	4	pcs		
105	FILE TAB DIVIDER, Legal Office Basics	11	set		
106	INDEX TAB, assorted colors, 100 up to 200 pcs/pad	22	pad		
107	TAPE DISPENSER, table top for 24 mm tape	7	pcs		
108	PENCIL SHARPENER, heavy duty, table top, rotary	7	pcs		
109	RECORD BOOK, 300 pages	6	pcs		
110	RECORD BOOK, 500 pages	7	pcs		
111	RULER, flexible, plastic, 450 mm	30	pcs		
112	CLEARBOOK, 20 transparent pockets, legal	5	pcs		
113	CLIP, backfold, all metal, clamping, 25 mm (-1mm), 12's	22	box		
114	FOLDER, L-type, legal	2	pack		
115	STICKER PAPER, matte, A4, 80 gms, 10's	4	pack		
116	CUTTER, general purpose, snap off blade	6	pcs		
117	CORRECTION TAPE, 8 meters	41	pcs		
LOT NO. 2 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES NORTE					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	240	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	240	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		

10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	230	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	62	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box		
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box		
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box		
31	PAPER FASTENER, Plastic, 50's/box	2000	box		
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	770	ream		
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	3175	ream		
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack		

35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box		
36	PLASTIC TWINE, 1 kg	20	pcs		
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs		
38	RUBBER BAND, No. 18	60	box		
39	SCISSORS, Stainless Steel, 160MM	230	pcs		
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	box		
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	box		
42	STAMP PAD INK, 60 ml, Blue	100	pcs		
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs		
44	STAPLE WIRE, no. 35	320	box		
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs		
46	STICKY NOTES (3"x3") Assorted Colors	50	pad		
47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad		
48	STICKY NOTES (3"x5") Assorted Colors	50	pad		
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	450	box		
50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
51	TAPE, Double-sided, 24 mm, 50 meters	100	pcs		
52	TAPE, Masking, 48 mm, 50 meters	30	roll		
53	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs		
54	TISSUE, 2 ply, 12 pcs/pack	450	pack		
55	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
56	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
57	LIQUID BLEACH, at least 887 ml	20	bottle		
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
61	CORRECTION TAPE, 10 meters	50	pcs		
LOT NO. 3 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CAMARINES SUR					

1	ALCOHOL, Ethyl, 70% Solution, 500 ml	150	bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	510	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	510	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	2	tube		
5	BATTERY, Double AA, 4pcs/pack	60	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	300	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	100	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	50	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	30	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	30	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	30	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	30	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	30	pack		
15	CORRECTION TAPE, 12 meters	3400	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	100	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	300	pack		
18	ERASER, plastic/rubber, rectangular	300	pcs		
19	EXPANDING ENVELOPE, with garter, Legal"	400	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert,leatherete paper for outside cover	150	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	20	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	47	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	180	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	30	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	30	box		

27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	30	box		
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	30	box		
29	Paper Clip, Vinyl/Plastic Coated, 33mm	100	box		
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box		
31	PAPER FASTENER, Plastic, 50's/box	3200	box		
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	1260	ream		
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	4050	ream		
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack		
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	210	box		
36	PLASTIC TWINE, 1 kg	30	pcs		
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	180	pcs		
38	RUBBER BAND, No. 18	560	box		
39	SCISSORS, Stainless Steel, 160MM	330	pcs		
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	390	box		
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	390	Box		
42	STAMP PAD INK, 60 ml, Blue	150	pcs		
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	300	pcs		
44	STAPLE WIRE, no. 35	420	box		
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	182	pcs		
46	STICKY NOTES (3"x3") Assorted Colors	50	pad		
47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	600	pad		
48	STICKY NOTES (3"x5") Assorted Colors	50	pad		
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	660	box		
50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
51	TAPE, Double-sided, 24 mm, 50 meters	150	pcs		
52	TAPE, Masking, 48 mm, 50 meters	30	roll		

53	TAPE, Packaging, Transparent, 48 mm, 50 meters	30	pcs		
54	TISSUE, 2 ply, 12 pcs/pack	700	pack		
55	TRASH BAG, XL, 10 pcs/roll, black	100	roll		
56	TRASH BAG, XXL, 10 pcs/roll, black	100	roll		
57	LIQUID BLEACH, at least 887 ml	20	bottle		
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
61	CORRECTION TAPE, 10 meters	90	pcs		
LOT NO. 4 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-CATANDUANES					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	120	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	120	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	20	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	100	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	10	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	10	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	10	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	10	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	10	pack		
15	CORRECTION TAPE, 12 meters	1,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	100	pack		
18	ERASER, plastic/rubber, rectangular	100	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	400	pcs		

20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	50	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	10	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	57	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	80	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box		
29	PAPER CLIP, Vinyl/Plastic Coated, 33mm	200	box		
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	300	box		
31	PAPER FASTENER, Plastic, 50's/box	1,000	box		
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	570	ream		
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2,650	ream		
34	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	90	box		
35	PLASTIC TWINE, 1 kg	10	pcs		
36	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	80	pcs		
37	RUBBER BAND, No. 18	30	box		
38	SCISSORS, Stainless Steel, 160MM	130	pcs		
39	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	150	box		
40	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	150	box		
41	STAMP PAD INK, 60 ml, Blue	50	pcs		
42	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	100	pcs		
43	STAPLE WIRE, no. 35	220	box		
44	STAPLER, with Staple Remover, Heavy Duty, Standard Type	102	pcs		
45	STICKY NOTES (3"x3") Assorted Colors	50	pad		

46	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	200	pad		
47	STICKY NOTES (3"x5") Assorted Colors	50	pad		
48	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	250	box		
49	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
50	TAPE, Double-sided, 24 mm, 50 meters	50	pcs		
51	TAPE, Masking, 48 mm, 50 meters	30	roll		
52	TAPE, Packaging, Transparent, 48 mm, 50 meters	150	pcs		
53	TISSUE, 2 ply, 12 pcs/pack	250	pack		
54	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
55	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
56	LIQUID BLEACH, at least 887 ml	20	bottle		
57	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
58	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
59	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
60	CORRECTION TAPE, 10 meters	50	pcs		
LOT NO. 5 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V-MASBATE					
1	ALCOHOL, Ethyl, 70% Solution, 500 ml, Scented	100	bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	340	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	340	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		

11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	500	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	212	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		
27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box		
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box		
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box		
31	PAPER FASTENER, Plastic, 50's/box	2,250	box		
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	730	ream		
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2,700	ream		
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack		
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box		

36	PHOTO PAPER, Glossy, 210 gsm, 20 pcs/pack	30	pack		
37	PLASTIC TWINE, 1 kg	20	pcs		
38	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs		
39	RUBBER BAND, No. 18	60	box		
40	SCISSORS, Stainless Steel, 160MM	230	pcs		
41	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	box		
42	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	box		
43	STAMP PAD INK, 60 ml, Blue	100	pcs		
44	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs		
45	STAPLE WIRE, no. 35	320	box		
46	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs		
47	STICKY NOTES (3"x3") Assorted Colors	50	pad		
48	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad		
49	STICKY NOTES (3"x5") Assorted Colors	50	pad		
50	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	450	pcs		
51	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
52	TAPE, Double-sided, 24 mm, 50 meters	100	pcs		
53	TAPE, Masking, 48 mm, 50 meters	30	roll		
54	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs		
55	TISSUE, 2 ply, 12 pcs/pack	450	pack		
56	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
57	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
58	LIQUID BLEACH, at least 887 ml	20	bottle		
59	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	100	box		
60	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	100	box		
61	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
62	CORRECTION TAPE, 10 meters	60	pcs		
LOT NO. 6 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF DSWD FO V- SORSOGON					

1	ALCOHOL, Ethyl, 70% Solution, 500 ml	100	bottle		
2	BALLPEN, Ordinary, 0.5 mm, Black, 12 pcs/box	390	box		
3	BALLPEN, Ordinary, 0.5 mm, Blue, 12 pcs/box	390	box		
4	BALLPEN, Ordinary, 0.5 mm, Blue, 50 pcs/tube	1	tube		
5	BATTERY, Double AA, 4pcs/pack	40	pack		
6	BINDER CLIPS, 2 inches, 50 mm, 1 dozen per box	200	box		
7	CARTOLINA, assorted colors, (excluding dark colors), pastel colors, 180gsm, 10sheets/pack	30	pack		
8	CLEANER, Toilet Bowl and Urinal, 500 ml	50	bottle		
9	COLORED PAPER, A4, 70 gsm, 20's per pack, Assorted Color	20	pack		
10	COLORED PAPER, A4, 70 gsm, 20's per pack, Green	20	pack		
11	COLORED PAPER, A4, 70 gsm, 20's per pack, Orange	20	pack		
12	COLORED PAPER, A4, 70 gsm, 20's per pack, Pink	20	pack		
13	COLORED PAPER, A4, 70 gsm, 20's per pack, Red	20	pack		
14	COLORED PAPER, A4, 70 gsm, 20's per pack, Yellow	20	pack		
15	CORRECTION TAPE, 12 meters	2,300	pcs		
16	DETERGENT POWDER, All-purpose, 1 kg	50	pack		
17	DISPOSABLE CUPS, 7oz., 50 pcs/pack	200	pack		
18	ERASER, plastic/rubber, rectangular	200	pcs		
19	EXPANDING ENVELOPE, with garter, Legal	500	pcs		
20	FILE BOX (ChipBoard 3mm Thick) Outside Dimension: At Least W-125mm x H-230mm x L-400mm with finger ring and pocket for label insert, leatherette paper for outside cover	100	pcs		
21	FILM CARBON BLUE, 8.5" x 13", 100's/pack	15	pack		
22	FOLDER WITH TAB, Legal, White, 100s/pack	212	pack		
23	GLUE, All-purpose, 200 grams, Non-Toxic	130	pcs		
24	HAND SOAP, 500 ml	50	bottle		
25	MARKER, Permanent, Black, Bullet type, 12 pcs/box	20	box		
26	MARKER, Permanent, Blue, Bullet type, 12 pcs/box	20	box		

27	MARKER, Whiteboard, Black, Bullet type, 12 pcs/box	20	box		
28	MARKER, Whiteboard, Blue, Bullet type, 12 pcs/box	20	box		
29	Paper Clip, Vinyl/Plastic Coated, 33mm	200	box		
30	PAPER CLIPS, Vinyl/Plastic Coated, 50 MM	400	box		
31	PAPER FASTENER, Plastic, 50's/box	2,250	box		
32	PAPER, MULTICOPY LEGAL, 80gsm, 500 sheets per ream	730	ream		
33	PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream	2,700	ream		
34	PARCHMENT PAPER, A4, 85 gsm, 10 pcs/pack	30	pack		
35	PENCIL, lead/graphite, with eraser, no. 2, 12 pcs/box	150	box		
36	PLASTIC TWINE, 1 kg	20	pcs		
37	PUNCHER, Paper, Heavy Duty, 2 Holes with Adjustable Paper Guide	130	pcs		
38	RUBBER BAND, No. 18	60	box		
39	SCISSORS, Stainless Steel, 160MM	230	pcs		
40	SIGN PEN, Fine Tip, 0.5 mm tip, Black, 12 pcs/box	270	pcs		
41	SIGN PEN, Fine Tip, 0.5 mm tip, Blue, 12 pcs/box	270	pcs		
42	STAMP PAD INK, 60 ml, Blue	100	pcs		
43	STAMP PAD, at least 4.88 inches x 3.35 inches, Blue	200	pcs		
44	STAPLE WIRE, no. 35	320	box		
45	STAPLER, with Staple Remover, Heavy Duty, Standard Type	152	pcs		
46	STICKY NOTES (3"x3") Assorted Colors	50	pad		
47	STICKY NOTES (3"x4") Assorted Color: Blue, Red, Pink, Orange and Yellow	400	pad		
48	STICKY NOTES (3"x5") Assorted Colors	50	pad		
49	STORAGE BOX, 70 liters, at least L-63cm x W-43.5 cm x H-38.5 cm, Made of plastic Resin, White	450	pcs		
50	STORAGE BOX, 95L capacity, heavy-duty stackable, snap lock storage box, transparent white color, with wheel Dimension: at least 67.6cm in length, 47.8cm in width and 41 cm in height	5	box		
51	TAPE, Double-sided, 24 mm, 50 meters	100	pcs		
52	TAPE, Masking, 48 mm, 50 meters	30	roll		

53	TAPE, Packaging, Transparent, 48 mm, 50 meters	250	pcs		
54	TISSUE, 2 ply, 12 pcs/pack	450	pack		
55	TRASH BAG, XL, 10 pcs/roll, black	150	roll		
56	TRASH BAG, XXL, 10 pcs/roll, black	150	roll		
57	LIQUID BLEACH, at least 887 ml	20	bottle		
58	BALLPEN, Ordinary, 0.7 mm, Black, 12 pcs/box	150	box		
59	BALLPEN, Ordinary, 0.7 mm, Blue, 12 pcs/box	150	box		
60	NOTE PAD, Stick on, 2" x 3", assorted colors	100	pad		
61	CORRECTION TAPE, 10 meters	60	pcs		
<p>Conformed by:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date: _____</p>					

***Section VIII. Checklist of Technical and
Financial Documents***

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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

- (l) government procurement activities for the same item or product.
- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

