



Republic of Philippines  
Province of Quezon  
**MUNICIPALITY OF REAL**

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**BIDDING DOCUMENTS FOR  
SUPPLY AND DELIVERY OF OFFICE  
MATERIALS AND SUPPLIES FOR MMO**

**Sixth Edition PBD**

# 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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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## **BIDS AND AWARDS COMMITTEE**

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# **INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE MATERIALS AND SUPPLIES FOR MMO**

1. The **Municipality of Real, Quezon**, through the **Municipal General Fund CY 2022** intends to apply the sum of **PhP 461,382.00** being the ABC to payments under the contract for **Supply and Delivery of Office Materials and Supplies for MMO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipality of Real, Quezon**, now invites bids for the above Procurement Project. Delivery of the Goods is required within thirty (30) calendar days after the issuance of Notice to Proceed. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Bids and Awards Committee of the Municipal Government of Real, Quezon**, and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders **on 17 February 2022 to 08 March 2022** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP 500.00**.
6. The **Municipality of Real, Quezon**, will hold a Pre-Bid Conference on **24 February 2022, 9:00 AM**, at **BAC Office, 1<sup>st</sup> Floor, Municipal Government Center, Poblacion 1, Real, Quezon**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **08 March 2022, 9:00 AM**. Late bids shall not be accepted.

**BAC Office, 1<sup>st</sup> Floor, Municipal Government Center, Poblacion 1, Real, Quezon**

8. Bid opening shall be on **08 March 2022, 9:00 AM**, at the **BAC Office, 1<sup>st</sup> Floor, Municipal Government Center, Poblacion 1, Real, Quezon**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Municipality of Real, Quezon**, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ISABELITO F. AGUDA**  
BAC Chairperson/ Municipal Assessor  
Municipal Assessor's Office  
1st Flr., Municipal Government Center  
Poblacion 1, Real, Quezon  
(042) 331 1442/ 0912 536 5103

11. You may visit the following websites downloading of Bidding Documents:

<https://realquezon.gov.ph/government/bids-and-awards/>

  
**ISABELITO F. AGUDA**  
BAC Chairperson/ Municipal Assessor  
Municipal Assessor's Office  
1st Flr., Municipal Government Center  
Poblacion 1, Real, Quezon

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Municipality of Real, Quezon**, wishes to receive Bids for the **Supply and Delivery of Office Materials and Supplies for MMO** with identification number **RQ-APP-2022-2(A)**.

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of **PhP 461,382.00**

2.2. The source of funding is:

Municipal General Fund CY 2022 as Approved by Sangguniang Bayan

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address - **BAC Office, 1<sup>st</sup> Floor, Municipal Government Center, Poblacion 1, Real, Quezon,**

## **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 **Three (3) Years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- 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 **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **06 July 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>1</sup> 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.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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

19.2. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.3. The Project shall be awarded as follows:

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

19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li><b>a. Supply and Delivery of Office Supplies and Equipment</b></li> <li><b>b. Supply and Delivery of School Supplies and Equipment</b></li> </ul> <p>Completed within <b>Three (3) Years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP – <b>Real, Quezon</b> , or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PhP 9,227.64</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PhP 23,069.10</b> if bid security is in Surety Bond.</li> </ul>
19.3	One Project having several items that shall be awarded as one contract.
20.2	Permit or accreditation from concerned government agency to sell the product, if applicable.
21.2	Not applicable

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## **1. Scope of Contract**

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

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

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

## **2. Advance Payment and Terms of Payment**

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project.

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

## **5. Warranty**

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to the Contract are DDP delivered at <b>Municipal Government Center, Poblacion 1, Real, Quezon</b>. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered at Municipal Government Center, Poblacion 1, Real, Quezon. 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 <b>Mr. Reuben Friginal, Municipal General Services Officer – Municipal Government of Real, Quezon</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>b. 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>c. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>A. In accordance with Presidential Decree 1445, advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the contract amount, unless otherwise directed by the President; Provided, however, that for cases mentioned under 4.3, 4.4, and 4.5 of Annex “D” of the 2016 Revised IRR of RA 9048, no prior approval by the President shall be necessary.</p> <p>B. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted, unless otherwise approved by the President.</p> <p>C. Advance payment not to exceed fifteen percent (15%) of the contract amount, unless otherwise directed by the President, shall also be allowed for procurement of goods required to address contingencies arising from natural or man-made calamities in areas where a “State of Calamity” has been declared by appropriate authorities.</p> <p>D. Upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank, advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed</p>

	and paid within sixty (60) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.
4	A. The inspections and tests that will be conducted are: —

## *Section VI. Schedule of Requirements*

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

Item No.	Description	QTY	Total	Delivered, Weeks/ Months
1	Photo Paper, 230 gsm, A4 (no back print, (20pcs/pack)	30 packs	30 packs	All items must be delivered Within Thirty (30) Calendar Days upon receipt of Notice to Proceed (NTP)
2	Photo Paper, 220 gsm, A4 (Matte double sided), 10 sheet/pack	70 packs	70 packs	
3	Specialty Paper, 200gsm 8.5"-13" Pale Cream, 100sheets	6 reams	6 reams	
4	Specialty Paper, 200gsm, 10'S A4, Pale Cream, 100sheets	3 reams	3 reams	
5	Glossy Sticker Paper, 150gsm, A4, 20s/pack	15 pack	15 pack	
6	CARBON FILM, legal, 100 sheets/box	3 box	3 box	
7	PAPER, parchment, 100 sheets/box	6 box	6 box	
8	FOLDER, with tab, legal, 100pcs/pack, white	1 pack	1 pack	
9	FOLDER, pressboard, 100 pcs/box, white	3 box	3 box	
10	FOLDER, pressboard, 100 pcs/box, violet	1 box	1 box	
11	Arch File Folder with ring binder can fit A4 & legal size	15 pcs	15 pcs	
12	ENVELOPE, expanding, kraft, legal	50 pcs	50 pcs	
13	ENVELOPE, expanding, kraft, legal, green	17 pcs	17 pcs	
14	ENVELOPE, DOCUMENTARY, legal, 500pcs/box	3 box	3 box	
15	ENVELOPE, documentary, A4, 500pcs/box	1 box	1 box	
16	ENVELOPE, mailing, white, 500pcs/box	3 box	3 box	
17	Expandable Plastic Envelope Push Lock Long with Handle	10 pcs	10 pcs	
18	NOTE PAD, stick on, 3" x 3"	30 pad	30 pad	
19	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	6 book	6 book	
20	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	8 book	8 book	
21	CLEARBOOK, 20 Transparent pockets, Legal	5 pcs	5 pcs	
22	Document File Organizer Holder Rack, Blue, 4 Divider, Plastic	20 pcs	20 pcs	
23	DATA FILE BOX	5 pcs	5 pcs	
24	Bookends (Metal), 185mm x 134.62mm	10 pcs	10 pcs	
25	File Document Storage Box 16 x 11.5 x 11.5" / Starfile storage box	5 pcs	5 pcs	
26	Long Reach Stapler/Book Marker Stapler, 12 inches max.	2 pcs	2 pcs	
27	STAPLER, standard type	19 pcs	19 pcs	
28	STAPLE REMOVER, plier type	11 pcs	11 pcs	
29	STAPLE WIRE, standard	106 box	106 box	
30	CORRECTION TAPE, 8m	330 pcs	330 pcs	
31	Ballpen, black, max .05mm	960 pcs	960 pcs	

32	SIGN PEN, black	125 pcs	125 pcs
33	SIGN PEN, blue	24 pcs	24 pcs
34	PENCIL, lead, with eraser	5 box	5 box
35	MARKER, permanent, black, bullet type	15 pcs	15 pcs
36	MARKER, whiteboard, blue	12 pcs	12 pcs
37	MARKER, whiteboard, black	12 pcs	12 pcs
38	Highlighter, assorted color, 4 set of color per pack	25 pack	25 pack
39	Standard Plastic Ruler, 18 inches	5 pcs	5 pcs
40	PAPER CLIP, vinyl/plastic coated, 33mm	50 box	50 box
41	PAPER CLIP, vinyl/plastic coated, 50mm	50 box	50 box
42	CLIP, backfold, 19mm	25 box	25 box
43	CLIP, backfold, 25mm	35 box	35 box
44	CLIP, backfold, 32mm	25 box	25 box
45	CLIP, backfold, 41mm	35 box	35 box
46	CLIP, backfold, 50mm	2 box	2 box
47	Paper Fastener, plastic 70mm between prongs	3 box	3 box
48	Hot Melt Glue Gun, 20W (small)	2 pcs	2 pcs
49	SCISSORS, symmetrical	19 pair	19 pair
50	TAPE DISPENSER, table top	4 pcs	4 pcs
51	TAPE, transparent, 24mm	45 roll	45 roll
52	Double-Sided Tape String double sided tape for multiple bonding 80um x 18mm x 10y	6 pcs	6 pcs
53	TAPE, masking, 24mm	10 roll	10 roll
54	CALCULATOR, 12 digits, compact	8 unit	8 unit
55	PENCIL SHARPENER, manual, single cutter head	3 pcs	3 pcs
56	STAMP PAD, felt, #1	8 pcs	8 pcs
57	STAMP PAD, felt, #4, black	2 pcs	2 pcs
58	INK, for stamp pad, black	2 bottles	2 bottles
59	PUNCHER, paper, heavy duty	4 pcs	4 pcs
60	Clip board wooden type flat head clip size A5 (6"x9")	10 pcs	10 pcs
61	Certificate Holder Frame- 8.5 x 11" (frame: Brown/Black)	50 pcs	50 pcs
62	Certificate Holder-Plastic A4, assorted colors	320 pcs	320 pcs
63	Sliding Cutter Heavy Duty for vinyl/cardboard/paper (A4 & A3 size)	1 unit	1 unit
64	Cutting Mat - L45xW0.30xH30cm	1 pc	1 pc
65	Laminating Film, A4, 250 microns, 100pcs/pack	10 pack	10 pack
66	ID Handheld Puncher Metal body, corner, oblong, circle puncher	2 pcs	2 pcs
67	A3 Laminator Photo Paper Card documents, Laminating Machine hot and cold laminating machine, 35.3cm x 12.2cm x 7.5cm Fast Preheat, smooth Lamination, Low Noise	2 unit	2 unit
68	CUTTER/UTILITY KNIFE, for general purpose	3 pcs	3 pcs
69	BLADE, for general purpose cutter / utility knife	5 pcs	5 pcs

70	Paper Cutter, A4 size, Wood	1 pcs	1 pcs
71	EPSON 673 ink, 6 set colors -Black, Magenta, Cyan, Yellow, Light Cyan, Light Magenta	10 set	10 set
72	EPSON L3110 Ink-Black, Magneta, Cyan, & Yellow	42 set	42 set
73	Epson ribbon cartridge (LQ310 Black)	5 pcs	5 pcs
74	Printer Ink 003, Black	20 bottles	20 bottles
75	Printer Ink 003, Cyan	10 bottles	10 bottles
76	Printer Ink 003, Magenta	10 bottles	10 bottles
77	Printer Ink 003, Yellow	10 bottles	10 bottles
78	Canon Pixma GI-790 Ink, Black	10 bottles	10 bottles
79	Canon Pixma GI-790 Ink, Cyan	5 bottles	5 bottles
80	Canon Pixma GI-790 Ink, Magenta	5 bottles	5 bottles
81	Canon Pixma GI-790 Ink, Yellow	5 bottles	5 bottles
82	HP GT52, Black Refill Ink	10 bottles	10 bottles
83	HP GT52, Yellow Refill Ink	10 bottles	10 bottles
84	HP GT52, Magenta Refill Ink	10 bottles	10 bottles
85	HP GT52, Cyan Refill Ink	10 bottles	10 bottles
86	HP GT5810 Cartridge	2 pcs	2 pcs
87	HP Ink GT53 (Black), 90 ml	5 bottles	5 bottles
88	HP Ink GT53 (Cyan), 70 ml	2 bottles	2 bottles
89	HP Ink GT53 (Magenta), 70 ml	2 bottles	2 bottles
90	HP Ink GT53 (Yellow), 70 ml	2 bottles	2 bottles
91	Printer Ink Black T6641	6 bottles	6 bottles
92	Printer Ink Cyan T6642	3 bottles	3 bottles
93	Printer Ink Magenta T6643	3 bottles	3 bottles
94	Printer Ink Yellow T6644	3 bottles	3 bottles
95	Brother Black BT5000	2 bottles	2 bottles
96	Brother Cyan BT5000	2 bottles	2 bottles
97	Brother Yellow BT5000	2 bottles	2 bottles
98	Brother Magenta BT5000	2 bottles	2 bottles
99	External Hard Drive, min. 1TB	3 unit	3 unit
100	FLASH DRIVE, 16 GB	5 pcs	5 pcs
101	USB Flash Drive, 8 GB, capacity	2 pcs	2 pcs
102	ELECTRIC FAN, stand type	1 unit	1 unit
103	Alcohol, 70% Isopropyl	30 gallons	30 gallons
104	ALCOHOL, Ethyl, 68%-72%, 500 ml	20 bottles	20 bottles

105	TOILET TISSUE PAPER, 2-ply, 100% recycled	58 packs	58 packs
106	SURGICAL MASK, 3 ply	250 pcs	250 pcs
107	KN95 Facemask, 10s	50 box	50 box
108	Copper Mask with 11 filters	35 pcs	35 pcs
109	Face Mask Black, 50pcs/box	20 box	20 box
110	Disinfectant Liquid with Crisp Linen Scent, 6.21L (1gallon)	22 gallons	22 gallons
111	Disinfectant Spray Crisp Linen Scent 340g	3 bottles	3 bottles
112	Facial Tissue Econo, 3 ply, 140 pulls	10 box	10 box
113	Disinfectant Wet Wipes, 50 pulls	30 packs	30 packs
114	Room Refreshner Gel Relaxing Lavander, 180g	47 pcs	47 pcs
115	Zonrox colorsafe Bleach, 3.6L	3 gallon	3 gallon
116	Fabric conditioner Sunrise Fresh, 4L	3 bottle	3 bottle
117	Scrub Sponge hold foam 75mm x 30mm, 3pack	10 pack	10 pack
118	Dishwashing Liquid, min 790ml, Anti bac	25 bottle	25 bottle
119	360 Spin Map Bunket Floor Cleaning	1 unit	1 unit
120	AIR FRESHENER, aerosol type	50 can	50 can
121	Multi Insect Killer Spray, Water-based, 600mL	3 bottles	3 bottles
122	GLUE, all purpose, min 200g	1 jar	1 jar
123	Storage Box, 155L	5 pcs	5 pcs
124	Wireless mouse, USB	2 pcs	2 pcs
125	Garbage Bag, Large (26x32"), 10pcs/pack	25 packs	25 packs
126	Planner Notebook, 2022 Planner Organizer, Hard bound, Soft Rubber Board, Notebook Diary Planner	20 pcs	20 pcs
127	UPS-650VA, 230VAC Voltage, 50-60 Hz Frequency Range, L325xW139xH210mm, Typical 2-6 ms Transfer time	1 unit	1 unit
128	AVR, 220V, 500 Watts, 50VA Max Capacity, 5A Fuse, 3 x 220V Sockets, 17 x 9.40 x 10.67cm	2 unit	2 unit
129	LED Emergency Light with Battery Backup, AC2200240V, 50-60Hz, 24 hours charge time, 2 hours emergency time, 2*3 W LED light, Ni-cd 3.6V 200mAh battery	1 unit	1 unit

## *Section VII. Technical Specifications*

Item No.	Specifications	Statement of Compliance
1	Photo Paper, 230 gsm, A4 (no back print, (20pcs/pack)	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
2	Photo Paper, 220 gsm, A4 (Matte double sided), 10 sheet/pack	
3	Specialty Paper, 200gsm 8.5"-13" Pale Cream, 100sheets	
4	Specialty Paper, 200gsm, 10'S A4, Pale Cream, 100sheets	
5	Glossy Sticker Paper, 150gsm, A4, 20s/pack	
6	CARBON FILM, legal, 100 sheets/box	
7	PAPER, parchment, 100 sheets/box	
8	FOLDER, with tab, legal, 100pcs/pack, white	
9	FOLDER, pressboard, 100 pcs/box, white	
10	FOLDER, pressboard, 100 pcs/box, violet	
11	Arch File Folder with ring binder can fit A4 & legal size	
12	ENVELOPE, expanding, kraft, legal	
13	ENVELOPE, expanding, kraft, legal, green	
14	ENVELOPE, DOCUMENTARY, legal, 500pcs/box	
15	ENVELOPE, documentary, A4, 500pcs/box	
16	ENVELOPE, mailing, white, 500pcs/box	
17	Expandable Plastic Envelope Push Lock Long with Handle	
18	NOTE PAD, stick on, 3" x 3"	
19	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
20	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
21	CLEARBOOK, 20 Transparent pockets, Legal	
22	Document File Organizer Holder Rack, Blue, 4 Divider, Plastic	
23	DATA FILE BOX	
24	Bookends (Metal), 185mm x 134.62mm	
25	File Document Storage Box 16 x 11.5 x 11.5" / Starfile storage box	
26	Long Reach Stapler/Book Marker Stapler, 12 inches max.	
27	STAPLER, standard type	
28	STAPLE REMOVER, plier type	
29	STAPLE WIRE, standard	
30	CORRECTION TAPE, 8m	
31	Ballpen, black, max .05mm	
32	SIGN PEN, black	

33	SIGN PEN, blue
34	PENCIL, lead, with eraser
35	MARKER, permanent, black, bullet type
36	MARKER, whiteboard, blue
37	MARKER, whiteboard, black
38	Highlighter, assorted color, 4 set of color per pack
39	Standard Plastic Ruler, 18 inches
40	PAPER CLIP, vinyl/plastic coated, 33mm
41	PAPER CLIP, vinyl/plastic coated, 50mm
42	CLIP, backfold, 19mm
43	CLIP, backfold, 25mm
44	CLIP, backfold, 32mm
45	CLIP, backfold, 41mm
46	CLIP, backfold, 50mm
47	Paper Fastener, plastic 70mm between prongs
48	Hot Melt Glue Gun, 20W (small)
49	SCISSORS, symmetrical
50	TAPE DISPENSER, table top
51	TAPE, transparent, 24mm
52	Double-Sided Tape String double sided tape for multiple bonding 80um x 18mm x 10y
53	TAPE, masking, 24mm
54	CALCULATOR, 12 digits, compact
55	PENCIL SHARPENER, manual, single cutter head
56	STAMP PAD, felt, #1
57	STAMP PAD, felt, #4, black
58	INK, for stamp pad, black
59	PUNCHER, paper, heavy duty
60	Clip board wooden type flat head clip size A5 (6"x9")
61	Certificate Holder Frame- 8.5 x 11" (frame: Brown/Black)
62	Certificate Holder-Plastic A4, assorted colors
63	Sliding Cutter Heavy Duty for vinyl/cardboard/paper (A4 & A3 size)
64	Cutting Mat - L45xW0.30xH30cm
65	Laminating Film, A4, 250 microns, 100pcs/pack
66	ID Handheld Puncher Metal body, corner, oblong, circle puncher
67	A3 Laminator Photo Paper Card documents, Laminating Machine hot and cold laminating machine, 35.3cm x 12.2cm x 7.5cm Fast Preheat, smooth Lamination, Low Noise
68	CUTTER/UTILITY KNIFE, for general purpose

69	BLADE, for general purpose cutter / utility knife
70	Paper Cutter, A4 size, Wood
71	EPSON 673 ink, 6 set colors -Black, Magenta, Cyan, Yellow, Light Cyan, Light Magenta
72	EPSON L3110 Ink-Black, Magenta, Cyan, & Yellow
73	Epson ribbon cartridge (LQ310 Black)
74	Printer Ink 003, Black
75	Printer Ink 003, Cyan
76	Printer Ink 003, Magenta
77	Printer Ink 003, Yellow
78	Canon Pixma GI-790 Ink, Black
79	Canon Pixma GI-790 Ink, Cyan
80	Canon Pixma GI-790 Ink, Magenta
81	Canon Pixma GI-790 Ink, Yellow
82	HP GT52, Black Refill Ink
83	HP GT52, Yellow Refill Ink
84	HP GT52, Magenta Refill Ink
85	HP GT52, Cyan Refill Ink
86	HP GT5810 Cartridge
87	HP Ink GT53 (Black), 90 ml
88	HP Ink GT53 (Cyan), 70 ml
89	HP Ink GT53 (Magenta), 70 ml
90	HP Ink GT53 (Yellow), 70 ml
91	Printer Ink Black T6641
92	Printer Ink Cyan T6642
93	Printer Ink Magenta T6643
94	Printer Ink Yellow T6644
95	Brother Black BT5000
96	Brother Cyan BT5000
97	Brother Yellow BT5000
98	Brother Magenta BT5000
99	External Hard Drive, min. 1TB
100	FLASH DRIVE, 16 GB
101	USB Flash Drive, 8 GB, capacity
102	ELECTRIC FAN, stand type
103	Alcohol, 70% Isopropyl
104	ALCOHOL, Ethyl, 68%-72%, 500 ml
105	TOILET TISSUE PAPER, 2-ply, 100% recycled
106	SURGICAL MASK, 3 ply
107	KN95 Facemask, 10s
108	Copper Mask with 11 filters
109	Face Mask Black, 50pcs/box

110	Disinfectant Liquid with Crisp Linen Scent, 6.21L (1gallon)
111	Disinfectant Spray Crisp Linen Scent 340g
112	Facial Tissue Econo, 3 ply, 140 pulls
113	Disinfectant Wet Wipes, 50 pulls
114	Room Refreshner Gel Relaxing Lavander, 180g
115	Zonrox colorsafe Bleach, 3.6L
116	Fabric conditioner Sunrise Fresh, 4L
117	Scrub Sponge hold foam 75mm x 30mm, 3pack
118	Dishwashing Liquid, min 790ml, Anti bac
119	360 Spin Map Bunket Floor Cleaning
120	AIR FRESHENER, aerosol type
121	Multi Insect Killer Spray, Water-based, 600mL
122	GLUE, all purpose, min 200g
123	Storage Box, 155L
124	Wireless mouse, USB
125	Garbage Bag, Large (26x32"), 10pcs/pack
126	Planner Notebook, 2022 Planner Organizer, Hard bound, Soft Rubber Board, Notebook Diary Planner
127	UPS-650VA, 230VAC Voltage, 50-60 Hz Frequency Range, L325xW139xH210mm, Typical 2-6 ms Transfer time
128	AVR, 220V, 500 Watts, 50VA Max Capacity, 5A Fuse, 3 x 220V Sockets, 17 x 9.40 x 10.67cm
129	LED Emergency Light with Battery Backup, AC2200240V, 50-60Hz, 24 hours charge time, 2 hours emergency time, 2*3 W LED light, Ni-cd 3.6V 200mAh battery

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) 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***

- (m) 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.

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

