

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of Goods**

Government of the Republic of the Philippines

**West Visayas State University Calinog Campus**

Project Reference No.

**IB No. 2021-006**

Project Title:

**Procurement of Office and Other Supplies**

**ABC: PhP 411,315.00**

**Sixth Edition**

**July 2020**



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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***







# West Visayas State University

(Formerly Iloilo Normal School)

CALINOG CAMPUS

Procurement/ BAC Office

Brgy. Simsiman, Calinog, Iloilo, Philippines 5040

\* Trunkline: (063) (033) 330 164 loc106 \* Telefax No.: (033) 330-0210

\* Website: [www.wvsu.edu.ph](http://www.wvsu.edu.ph) \* Email Address: [calinog@wvsu.edu.ph](mailto:calinog@wvsu.edu.ph)



## INVITATION TO BID FOR *Procurement of Office and Other Supplies*

1. The *West Visayas State University Calinog Campus*, through the ***Fund 164, FY 2021*** intends to apply the sum of *Four Hundred Eleven Thousand Three Hundred Fifteen Pesos (P411,315.00) Only* being the ABC to payments under the contract for *Procurement of Office and Other Supplies/ IB No. 2021-006*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *West Visayas State University Calinog Campus* now invites bids for the above Procurement Project. Delivery of the Goods is required by *forty five (45) calendar days*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 *West Visayas State University Calinog Campus* and inspect the Bidding Documents at the address given below during *office hours (8:00-12:00am and 1:00-5:00pm)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *August 31, 2021 to September 20, 2021* 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 *Five Hundred Pesos (P500.00) Only*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, or through electronic means*.
6. The *West Visayas State University Calinog Campus* will hold a Pre-Bid Conference<sup>1</sup> on *September 8, 2021, 10:00am* at the *BAC Office, Administration Building, WVSU Calinog Campus, Calinog, Iloilo* and/or 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 manual submission at the office address indicated below on or before *10:00am of September 20, 2021*. 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 *September 20, 2021, 10:00am* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *West Visayas State University Calinog Campus* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Margie A. Calar*  
*BAC Secretariat*  
*WVSU Calinog Campus, Calinog, Iloilo*  
*Tel No.: (033) 330-1634 (106); Telefax: (033) 330-0210*  
*Email address: margie.calar@wvsu.edu.ph*

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://philgeps.gov.ph/>

[http://calinog.wvsu.edu.ph/?page\\_id=162](http://calinog.wvsu.edu.ph/?page_id=162)

*Date: August 31, 2021*

**RONALD L. CASTIGADOR**  
*BAC Chairperson*

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

### **1. Scope of Bid**

The Procuring Entity, *West Visayas State University Calinog Campus* wishes to receive Bids for the *Procurement of Office and Other Supplies* with identification number *2021-006*.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *FY 2021* in the amount of *Four Hundred Eleven Thousand Three Hundred Fifteen Pesos (P411,315.00) Only*.

2.2. The source of funding is: NGA, the General Appropriations Act or Special Appropriations.

### **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:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. 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 and/or 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 *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

- 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>2</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 *January 17, 2022 (120 calendar days from the Opening of Bids)*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

Each Bidder shall submit 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. 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 15 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. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

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



## *Section III. Bid Data Sheet*

<b>ITB Clause</b>	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Office and Other Supplies.</i></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>“Not Applicable”</i>
12	The price of the Goods shall be quoted <i>DDPWVSU Calinog Campus</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
	<ul style="list-style-type: none"> <li>a. The amount of not less than <i>Eight Thousand Two Hundred Twenty Six Pesos &amp; 30/100 (P8,226.30)</i> if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>Twenty Thousand Five Hundred Sixty Five Pesos &amp; 75/100 (P20,565.75)</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>Lot 1: Procurement of Office and Other Supplies (ABC: P411,315.00)</i>
20.2	<i>“None”</i>
21.2	<i>“None”</i>

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

### **1. Scope of Contract**

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

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

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

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

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

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

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

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

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

## *Section V. Special Conditions of Contract*

<b>GCC Clause</b>	
1	
	<b>Delivery and Documents –</b>
	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:
	“The delivery terms applicable to this Contract are delivered to <i>WVSU Calinog Campus, Brgy. Simsiman, Calinog, Iloilo</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.”
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Margie A. Calar</i> .
	<b>Incidental Services –</b>
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	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
	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.
	<b>Spare Parts –</b>

	The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
	a. 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
	b. 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 <b>Section VI (Schedule of Requirements)</b> 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 <i>three (3) years</i> .
	Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>one (1) month</i> of placing the order.
	<b>Packaging –</b>  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.
	<b>Transportation –</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.

	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.
	<b>Intellectual Property Rights –</b>
	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.
2.2	<i>“Not applicable”</i>
4	The inspections and tests that will be conducted are: <i>Performance Tests</i>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	UNIT	Delivered, Weeks/Months
1	air freshener, aerosol, lemon, 280ml	2	bottle	
2	air freshener, aerosol, country garden, 320ml	13	bottle	
3	air freshener, aerosol, 100ml	1	bottle	
4	air sanitizer spray, 175ml	2	bottle	
5	alcohol, ethyl, 70% solution, 500ml	31	bottle	
6	alcohol, isopropyl, 68%-70%, scented, 500ml	17	bottle	
7	alcohol, isopropyl	2	gallon	
8	arch file, A4, 7.5 cm wide, blue	5	piece	
9	battery, AA	5	piece	
10	battery, AAA	5	piece	
11	battery, AAA, 2pc/pack	20	pack	
12	battery, AA, rechargeable, 4pc/pack	4	pack	
13	ballpen, blue, good quality	70	piece	
14	ballpen, black, retractable	230	piece	
15	ballpen, black, ordinary	80	piece	
16	bathroom deodorizer, 50g	24	piece	
17	bathroom tissue, 2-ply, 12 rolls/pack	13	pack	
18	basketball ball timer	2	piece	
19	baseball gloves, catcher	2	piece	
20	baseball gloves	5	piece	
21	binder clip, back fold, 19mm, 12pcs/box	2	box	
22	binder clip, back fold, 25mm, 12pcs/box	3	box	
23	binder clip, back fold, 41mm, 12pcs/box	2	box	
24	board/vellum paper, long, cream	15	pack	
25	bond paper, A4, s.20	166	ream	
26	bond paper, A4, s.24	7	ream	
27	bond paper, A4, s.24, yellow	3	ream	
28	bond paper, short, s.20	60	ream	
29	bond paper, short, s.24	5	ream	
30	bond paper, long, s.20	97	ream	
31	book stopper, steel	15	piece	
32	broom reed (walis tambo)	13	piece	
33	calculator, 12 digits	2	piece	
34	calculator, scientific	1	piece	
35	CD-R, blank, 700mb	5	piece	
36	clear book, long, black	5	piece	
37	clear book, long, green	2	piece	
38	correction tape	18	piece	
39	cork board, 2' x 3', wall mount	2	piece	
40	cutter knife, big	2	piece	
41	curtain with ring Size: 95" length x 60: width color: blue	12	piece	
42	curtain, thick, maroon, polycotton, 95 length x 65 width inches, no ring/ grommet	6	piece	
43	curtain, thin, printed maroon, sheer fabric, 95 length x 65 width inches, no ring/ grommet	10	piece	

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>
44	curtain rod set, 3/4 inch x 15ft, silver, with end cap, brackets and screws	2	set	
45	curtain rod set, 1/2 inch x 12ft, silver, with end cap, brackets and screws	2	set	
46	cloth, katrina, color: cream plain	1	roll	
47	dishwashing liquid, 250ml	2	bottle	
48	dishwashing gloves, size: 7, 9, 10 (3pcs./size)	9	piece	
49	disinfectant spray, 500g	5	bottle	
50	doormat, cloth	23	piece	
51	doormat, rubber, anti slip, gray	4	piece	
52	transparent wall hooks, with double sided adhesive material: ABS + viscose product color: white; size: 6cm x 6cm	30	piece	
53	dustpan, plastic	2	piece	
54	dustpan, aluminum, small	1	piece	
55	envelope, expanded, long, brown, with tie	10	piece	
56	envelope, brown, long, ordinary	69	piece	
57	envelope, brown, long, ordinary	15	piece	
58	envelope, white, long, 200pcs/box	1	box	
59	extension cord, 6 sockets, 5m	4	piece	
60	fabric conditioner	60	sachet	
61	facial tissue, 3ply, at least 400 sheets	5	box	
62	face masks, disposable	4	box	
63	face shield, eyeglass type	6	piece	
64	flash drive, 32GB, 3.0	8	piece	
65	filing box, green	29	piece	
66	filing box, red	11	piece	
67	filing box, royal blue	19	piece	
68	filing box, yellow	2	piece	
69	folder, long, white/cream	803	piece	
70	folder, short, white/cream	20	piece	
71	folder, long, expanded, dark blue	50	piece	
72	folder, long, expanded, orange	50	piece	
73	garbage bag, medium, 10s, black	7	packs	
74	garbage bag, large, black	1	packs	
75	garbage bin, plastic, small, with cover	15	piece	
76	glass/ multi-surface cleaner, 500ml	6	bottle	
77	glass cleaning wiper: material: polypropylene; color: Blue Size: brush head 20cm, rod length 50-80cm, adjustable	1	piece	
78	glue gun, small	2	piece	
79	glue stick, small, 25pcs/bundle	7	bundle	
80	glue stick, small	10	piece	
81	glue, 130g	12	bottle	
82	glue, washable, gel, 118ml	7	bottle	
83	gloves, multipurpose, disposable	1	box	
84	hand wash, 500ml	17	bottle	
85	highlighter, yellow	13	piece	
86	highlighter, green	3	piece	
87	keyboard, USB type	1	piece	
88	kitchen aprons, plastic	15	piece	
89	kitchen paper towel	10	piece	
90	laundry soap, powder	13	kilogram	
91	laundry soap, bar	15	piece	



Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
92	laid paper, long, soft green, 185gsm	150	pack	
93	laid paper, long, beige, 185gsm	5	pack	
94	mimeographing paper, WW, long	25	ream	
95	mimeographing paper, WW, short	15	ream	
96	mirror, 2'x2'	2	piece	
97	mop with squeezer (tornado)	5	piece	
98	muriatic acid, concentrated, 100ml	12	bottle	
99	notepad, stick-on, 3 colors per set	1	set	
100	padlock, 20mm or higher	7	piece	
101	paper clip, plastic, big	5	box	
102	paper clip, plastic, small	15	box	
103	paper fastener, plastic	27	box	
104	paper fastener, plastic, extended	2	box	
105	pencil # 1, 12pcs./box	2	box	
106	pencil # 2, 12pcs./box	8	box	
107	pen holder, round, metal, black, 9 x 9.5 x 10 cm	3	piece	
108	permanent marker, black, fine	6	piece	
109	permanent marker, black, broad	3	piece	
110	photo paper, glossy, A4 20 sheet/pack	25	pack	
111	picture frame, 8.5" x 13", black	7	piece	
112	plastic cover, #4	2	roll	
113	plastic sando bag, large	50	pack	
114	plastic sando bag, medium	25	pack	
115	plastic sando bag, small	33	pack	
116	puncher, 2-holes	2	piece	
117	push pins, 100pcs/case	1	case	
118	rat killer, powder	2	sachet	
119	receiving tray, steel, 2 layers, black	2	piece	
120	receiving tray, steel, 3 layers, black	1	piece	
121	received metal stamp	1	piece	
122	record book, 300 leaves	5	book	
123	record book, 150 leaves	2	book	
124	rubber band, small	2	box	
125	rubber matting, 1x1 meter	50	piece	
126	scissors, big, 8"	6	piece	
127	sign pen, .3mm, black, liquid/ gel ink	30	piece	
128	sign pen, .5mm, black, liquid/ gel ink	59	piece	
129	sign pen, .3mm, black, C3	16	piece	
130	stain remover, multi-purpose bleach	3	gallon	
131	stamping pad, big, using purple ink	1	pad	
132	stamping pad ink, purple, 150ml	2	bottle	
133	staple remover	2	piece	
134	staple wire # 35	16	box	
135	staple wire # 10	2	box	
136	stapler, #10	1	piece	
137	stapler #35 with staple remover	3	piece	
138	<b>stapler, heavy duty</b> capacity: up to 210 sheets adjustable stapling margin:10-70mm capacity up to 240 sheets of 70gsm paper, use #23/4 - #23/24 staples	1	piece	
139	<b>Stapler, long arm</b> length: 300mm; staple wire type: 24/6, 26/6, No. 35 loading capacity: 100 staples; stapling capacity: 30sheets	2	piece	
140	sticker paper, white, A4, matte	5	pack	

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
141	sticker paper, white, short, matte	10	pack	
142	storage box with lid & wheel, stackable L:56 x W:40 X H:35cm, transparent	6	piece	
143	storage box, 35L, gray	2	piece	
144	specialty paper, short, cream	12	pack	
145	tape, double-sided, 0.5"	43	roll	
146	tape, double-sided, 1"	3	roll	
147	tape, packaging, width 48mm	5	roll	
148	tape, transparent, 24mm (1")	11	roll	
149	tape, transparent, 48mm (2")	12	roll	
150	tape, duct, black	3	roll	
151	tape, binding, red, 2"	5	roll	
152	thumb tacks	11	box	
153	toilet bowl brush	3	piece	
154	toilet bowl cleaner, 500ml	17	bottle	
155	toilet bowl pump	1	piece	
156	volleyball ball, leather, MVA 310	4	piece	
157	wall clock, 12inch, round, black	2	piece	
158	wall frame, 8.5 x 13", black	4	piece	
159	whiteboard marker, black	12	piece	
160	whiteboard, 2x3ft	2	piece	
161	window curtain, katrina, plain, with ring, 55" x 84", cream or peach	15	piece	
162	bottle and can opener	4	piece	
163	bread knife	6	piece	
164	canular/ canulating knife	2	piece	
165	cleaver knife	3	piece	
166	paring knife	4	piece	
167	<b>Table top water dispenser</b> hot and cold, electronic type cooling: 420W L-11", W-10.5", H-15.75"	1	unit	
168	<b>Telephone</b> , single line corded landline integrated telephone with 4-step electronic handset volume control and hearing aid compatibility (HAC) KX- TS500	1	piece	
169	<b>Telephone landline</b> dial mode: tone; DTMF/pulse redial: one touch, 32 digits flash: 600ms power source: telephone line dimensions: HxW xD: 96mm x 150mm x 200mm	2	piece	
170	<b>Electric air freshener with refill</b> plug in starter kit: warmer + 1 refill volume: 40 ml packaging type: refill bottle pack type multipack model: fresh water	1	unit	
171	<b>Ironing board</b> with soft cushion golden peer laundry tools heavy duty	1	unit	1,500.00
172	<b>Stand fan, adjustable, black</b> voltage: 230v a.c/60hz power:60w; blade: 405mm, type: clip	1	unit	1,500.00

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
173	<b>Emergency light</b> Rechargeable Twin head Lamp • Built-In AC Charger • Operating Voltage: 220-240V AC 50/60Hz • Lamp:1 Head – 12 pcs. Bright LED 2 Heads – 24 pcs. bright LED • Battery Type :6V 4.5Ah Sealed Lead Acid Battery • Charging Time :20 – 24 Hours • Usage Duration :32 Hours – 1 Head 17 Hours – 2 Heads • Auto Light Up During power failure • 3.5 Inches Dome Reflector for Wider Light Distribution • Battery Test Switch	1	unit	
174	<b>Flash Light</b> • 15 L.E.D. High Powered Rechargeable LED Flashlight Wall Socket Charging Flash Light Design (with Carry Sling) • Red Charging Indicator Light Informs When Charging is Complete • Push Button On/Off Switch and Long Handle for Easy Gripping Along with an Included Carry Sling • Overall Dimensions: 7" x 4" x 4"	2	unit	
175	<b>Flat Iron with steamer/sprayer</b> , stainless steel power: 1200W sole plate: stainless steel sole with power light indicator	1	unit	
176	<b>wall mounted exhaust fan for bathroom</b> , 12" x 12"	1	unit	
177	<b>Desk Fan Rechargeable:</b> size: 400mm Rating Voltage: 220V-240V Rating Frequency: 60Hz Rating Input Power: 60W Measurement: 445x263x516mm	1	unit	
178	<b>steel cabinet</b> , 4-drawer, green	1	piece	
179	<b>swivel chair</b> Ergonomic, high back reclining comfortable leather office chair, executive chair, high adjustment 360 degree swivel chair function tilt lock mechanism, reclining mechanism	1	piece	

## *Section VII. 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>				
		Qty.	Unit	Unit Cost	Brand/ Model	Statement of Compliance
1	air freshener, aerosol, lemon, 280ml	2	bottle	320.00		
2	air freshener, aerosol, country garden, 320ml	13	bottle	304.23		
3	air freshener, aerosol, 100ml	1	bottle	230.00		
4	air sanitizer spray, 175ml	2	bottle	200.00		
5	alcohol, ethyl, 70% solution, 500ml	31	bottle	146.61		
6	alcohol, isopropyl, 68%-70%, scented, 500ml	17	bottle	170.00		
7	alcohol, isopropyl	2	gallon	600.00		
8	arch file, A4, 7.5 cm wide, blue	5	piece	320.00		
9	battery, AA	5	piece	25.00		
10	battery, AAA	5	piece	25.00		
11	battery, AAA, 2pc/pack	20	pack	75.00		
12	battery, AA, rechargeable, 4pc/pack	4	pack	160.00		
13	ballpen, blue, good quality	70	piece	18.00		
14	ballpen, black, retractable	230	piece	18.66		
15	ballpen, black, ordinary	80	piece	8.94		
16	bathroom deodorizer, 50g	24	piece	40.83		
17	bathroom tissue, 2-ply, 12 rolls/pack	13	pack	158.08		
18	basketball ball timer	2	piece	500.00		
19	baseball gloves, catcher	2	piece	1,500.00		
20	baseball gloves	5	piece	1,600.00		
21	binder clip, back fold, 19mm, 12pcs/box	2	box	30.00		
22	binder clip, back fold, 25mm, 12pcs/box	3	box	21.00		
23	binder clip, back fold, 41mm, 12pcs/box	2	box	60.00		
24	board/vellum paper, long, cream	15	pack	78.33		
25	bond paper, A4, s.20	166	ream	247.38		
26	bond paper, A4, s.24	7	ream	332.14		
27	bond paper, A4, s.24, yellow	3	ream	310.00		
28	bond paper, short, s.20	60	ream	256.00		
29	bond paper, short, s.24	5	ream	300.00		
30	bond paper, long, s.20	97	ream	267.54		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
31	book stopper, steel	15	piece	250.00		
32	broom reed (walis tambo)	13	piece	238.46		
33	calculator, 12 digits	2	piece	500.00		
34	calculator, scientific	1	piece	1,600.00		
35	CD-R, blank, 700mb	5	piece	30.00		
36	clear book, long, black	5	piece	50.00		
37	clear book, long, green	2	piece	65.00		
38	correction tape	18	piece	26.39		
39	cork board, 2' x 3', wall mount	2	piece	550.00		
40	cutter knife, big	2	piece	15.00		
41	curtain with ring Size: 95" length x 60: width color: blue	12	piece	650.00		
42	curtain, thick, maroon, polycotton, 95 length x 65 width inches, no ring/ grommet	6	piece	500.00		
43	curtain, thin, printed maroon, sheer fabric, 95 length x 65 width inches, no ring/ grommet	10	piece	400.00		
44	curtain rod set, 3/4 inch x 15ft, silver, with end cap, brackets and screws	2	set	750.00		
45	curtain rod set, 1/2 inch x 12ft, silver, with end cap, brackets and screws	2	set	750.00		
46	cloth, katrina, color: cream plain	1	roll	3,000.00		
47	dishwashing liquid, 250ml	2	bottle	60.00		
48	dishwashing gloves, size: 7, 9, 10 (3pcs./size)	9	piece	250.00		
49	disinfectant spray, 500g	5	bottle	350.00		
50	doormat, cloth	23	piece	59.13		
51	doormat, rubber, anti slip, gray	4	piece	200.00		
52	transparent wall hooks, with double sided adhesive material: ABS + viscose product color: white; size: 6cm x 6cm	30	piece	33.33		
53	dustpan, plastic	2	piece	90.00		
54	dustpan, aluminum, small	1	piece	190.00		
55	envelope, expanded, long, brown, with tie	10	piece	20.00		
56	envelope, brown, long, ordinary	69	piece	3.00		
57	envelope, brown, long, ordinary	15	piece	2.00		
58	envelope, white, long, 200pcs/box	1	box	200.00		
59	extension cord, 6 sockets, 5m	4	piece	1,255.00		
60	fabric conditioner	60	sachet	8.00		
61	facial tissue, 3ply, at least 400 sheets	5	box	100.00		
62	face masks, disposable	4	box	100.00		
63	face shield, eyeglass type	6	piece	66.00		
64	flash drive, 32GB, 3.0	8	piece	462.50		
65	filing box, green	29	piece	125.03		
66	filing box, red	11	piece	123.64		
67	filing box, royal blue	19	piece	122.63		
68	filing box, yellow	2	piece	122.00		
69	folder, long, white/cream	803	piece	9.03		
70	folder, short, white/cream	20	piece	6.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
71	folder, long, expanded, dark blue	50	piece	25.00		
72	folder, long, expanded, orange	50	piece	20.00		
73	garbage bag, medium, 10s, black	7	packs	87.71		
74	garbage bag, large, black	1	packs	250.00		
75	garbage bin, plastic, small, with cover	15	piece	253.20		
76	glass/ multi-surface cleaner, 500ml	6	bottle	191.83		
77	glass cleaning wiper: material: polypropylene; color: Blue Size: brush head 20cm, rod length 50-80cm, adjustable	1	piece	500.00		
78	glue gun, small	2	piece	304.50		
79	glue stick, small, 25pcs/bundle	7	bundle	104.71		
80	glue stick, small	10	piece	3.00		
81	glue, 130g	12	bottle	75.42		
82	glue, washable, gel, 118ml	7	bottle	62.86		
83	gloves, multipurpose, disposable	1	box	100.00		
84	hand wash, 500ml	17	bottle	129.29		
85	highlighter, yellow	13	piece	33.85		
86	highlighter, green	3	piece	30.00		
87	keyboard, USB type	1	piece	750.00		
88	kitchen aprons, plastic	15	piece	250.00		
89	kitchen paper towel	10	piece	65.00		
90	laundry soap, powder	13	kilogram	172.31		
91	laundry soap, bar	15	piece	40.00		
92	laid paper, long, soft green, 185gsm	150	pack	85.00		
93	laid paper, long, beige, 185gsm	5	pack	85.00		
94	mimeographing paper, WW, long	25	ream	270.00		
95	mimeographing paper, WW, short	15	ream	235.00		
96	mirror, 2'x2'	2	piece	735.00		
97	mop with squeezer (tornado)	5	piece	1,328.00		
98	muriatic acid, concentrated, 100ml	12	bottle	67.08		
99	notepad, stick-on, 3 colors per set	1	set	300.00		
100	padlock, 20mm or higher	7	piece	112.86		
101	paper clip, plastic, big	5	box	28.00		
102	paper clip, plastic, small	15	box	15.00		
103	paper fastener, plastic	27	box	47.41		
104	paper fastener, plastic, extended	2	box	175.00		
105	pencil # 1, 12pcs./box	2	box	125.00		
106	pencil # 2, 12pcs./box	8	box	137.50		
107	pen holder, round, metal, black, 9 x 9.5 x 10 cm	3	piece	150.00		
108	permanent marker, black, fine	6	piece	116.67		
109	permanent marker, black, broad	3	piece	50.00		
110	photo paper, glossy,A4 20 sheet/pack	25	pack	119.84		
111	picture frame, 8.5" x 13", black	7	piece	127.86		
112	plastic cover, #4	2	roll	1,570.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
113	plastic sando bag, large	50	pack	50.00		
114	plastic sando bag, medium	25	pack	40.00		
115	plastic sando bag, small	33	pack	30.00		
116	puncher, 2-holes	2	piece	303.00		
117	push pins, 100pcs/case	1	case	392.00		
118	rat killer, powder	2	sachet	160.00		
119	receiving tray, steel, 2 layers, black	2	piece	567.50		
120	receiving tray, steel, 3 layers, black	1	piece	500.00		
121	received metal stamp	1	piece	430.00		
122	record book, 300 leaves	5	book	122.00		
123	record book, 150 leaves	2	book	45.00		
124	rubber band, small	2	box	30.00		
125	rubber matting, 1x1 meter	50	piece	1,000.00		
126	scissors, big, 8"	6	piece	98.33		
127	sign pen, .3mm, black, liquid/ gel ink	30	piece	38.40		
128	sign pen, .5mm, black, liquid/ gel ink	59	piece	38.31		
129	sign pen, .3mm, black, C3	16	piece	91.13		
130	stain remover, multi-purpose bleach	3	gallon	200.00		
131	stamping pad, big, using purple ink	1	pad	55.00		
132	stamping pad ink, purple, 150ml	2	bottle	55.00		
133	staple remover	2	piece	15.00		
134	staple wire # 35	16	box	50.63		
135	staple wire # 10	2	box	80.00		
136	stapler, #10	1	piece	95.00		
137	stapler #35 with staple remover	3	piece	463.33		
138	<b>stapler, heavy duty</b> capacity: up to 210 sheets adjustable stapling margin:10-70mm capacity up to 240 sheets of 70gsm paper, use #23/4 -#23/24 staples	1	piece	1,550.00		
139	<b>Stapler, long arm</b> length: 300mm staple wire type: 24/6, 26/6, No. 35 loading capacity: 100 staples stapling capacity: 30sheets	2	piece	1,490.00		
140	sticker paper, white, A4, matte	5	pack	65.00		
141	sticker paper, white, short, matte	10	pack	55.00		
142	storage box with lid & wheel, stackable L:56 x W:40 X H:35cm, transparent	6	piece	1,100.00		
143	storage box, 35L, gray	2	piece	500.00		
144	specialty paper, short, cream	12	pack	65.00		
145	tape, double-sided, 0.5"	43	roll	24.18		
146	tape, double-sided, 1"	3	roll	40.00		
147	tape, packaging, width 48mm	5	roll	25.00		
148	tape, transparent, 24mm (1")	11	roll	16.82		
149	tape, transparent, 48mm (2")	12	roll	25.17		
150	tape, duct, black	3	roll	210.00		
151	tape, binding, red, 2"	5	roll	120.00		
152	thumb tacks	11	box	12.09		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
153	toilet bowl brush	3	piece	150.00		
154	toilet bowl cleaner, 500ml	17	bottle	149.29		
155	toilet bowl pump	1	piece	90.00		
156	volleyball ball, leather, MVA 310	4	piece	2,500.00		
157	wall clock, 12inch, round, black	2	piece	500.00		
158	wall frame, 8.5 x 13", black	4	piece	300.00		
159	whiteboard marker, black	12	piece	75.42		
160	whiteboard, 2x3ft	2	piece	1,350.00		
161	window curtain, katrina, plain, with ring, 55" x 84", cream or peach	15	piece	650.00		
162	bottle and can opener	4	piece	25.00		
163	bread knife	6	piece	150.00		
164	canular/ canulating knife	2	piece	125.00		
165	cleaver knife	3	piece	350.00		
166	paring knife	4	piece	25.00		
167	<b>Table top water dispenser</b> hot and cold, electronic type cooling: 420W L-11", W-10.5", H-15.75"	1	unit	3,000.00		
168	<b>Telephone</b> , single line corded landline integrated telephone with 4-step electronic handset volume control and hearing aid compatibility (HAC) KX-TS500	1	piece	1,000.00		
169	<b>Telephone landline</b> dial mode: tone; DTMF/pulse redial: one touch, 32 digits flash: 600ms power source: telephone line dimensions: HxW xD: 96mm x 150mm x 200mm	2	piece	1,500.00		
170	<b>Electric air freshener with refill</b> plug in starter kit: warmer + 1 refill volume: 40 ml packaging type: refill bottle pack type multipack model: fresh water	1	unit	1,000.00		
171	<b>Ironing board</b> with soft cushion golden peer laundry tools heavy duty	1	unit	1,500.00		
172	<b>Stand fan, adjustable, black</b> voltage: 230v a.c/60hz power:60w; blade: 405mm, type: clip	1	unit	1,500.00		
173	<b>Emergency light</b> Rechargeable Twin head Lamp • Built-In AC Charger • Operating Voltage: 220-240V AC 50/60Hz • Lamp:1 Head – 12 pcs. Bright LED 2 Heads – 24 pcs. bright LED • Battery Type :6V 4.5Ah Sealed Lead Acid Battery • Charging Time :20 – 24 Hours • Usage Duration :32 Hours – 1 Head 17 Hours – 2 Heads • Auto Light Up During power failure • 3.5 Inches Dome Reflector for Wider Light Distribution • Battery Test Switch	1	unit	1,500.00		



Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
174	<b>Flash Light</b> • 15 L.E.D. High Powered Rechargeable LED Flashlight Wall Socket Charging Flash Light Design (with Carry Sling) • Red Charging Indicator Light Informs When Charging is Complete • Push Button On/Off Switch and Long Handle for Easy Gripping Along with an Included Carry Sling • Overall Dimensions: 7" x 4" x 4"	2	unit	1,000.00		
175	<b>Flat Iron with steamer/sprayer</b> , stainless steel power: 1200W sole plate: stainless steel sole with power light indicator	1	unit	700.00		
176	<b>wall mounted exhaust fan for bathroom</b> , 12" x 12"	1	unit	1,200.00		
177	<b>Desk Fan Rechargeable:</b> size: 400mm Rating Voltage: 220V-240V Rating Frequency: 60Hz Rating Input Power: 60W Measurement: 445x263x516mm	1	unit	1,590.00		
178	<b>steel cabinet</b> , 4-drawer, green	1	piece	9,000.00		
179	<b>swivel chair</b> Ergonomic, high back reclining comfortable leather office chair, executive chair, high adjustment 360 degree swivel chair function tilt lock mechanism, reclining mechanism	1	piece	8,000.00		

## ***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).

