

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. 2022-04

Project Title:

**Procurement of Office Supplies and Other Supplies/
Materials**

ABC: PhP 378,789.00

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)

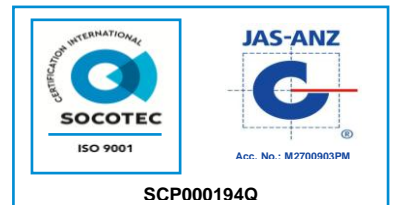
CALINOG CAMPUS

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 * Email Address: calinog_bac@wvsu.edu.ph



SCP000194Q

Invitation to Bid No. 2022-04

Procurement of Office Supplies and Other Supplies/ Materials

1. The *West Visayas State University Calinog Campus*, through the **Fund 164, FY 2022** intends to apply the sum of *Three Hundred Seventy Eight Thousand Seven Hundred Eighty Nine Pesos (P378,789.00) Only* being the ABC to payments under the contract for *Procurement of Office Supplies and Other Supplies/ Materials/IB No. 2022-04*. 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 *July 18, 2022 to August 8, 2022* 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 Conference¹ on *July 26, 2022, 10:00am* at the *BAC Office, Administration Building, WVSU Calinog Campus, Calinog, Iloilo* and/or through video conferencing or webcasting *via zoom* 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 August 8, 2022*. 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 *August 8, 2022, 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/>

<https://wvsu.edu.ph/bids-and-awards-committee/>

Date: July 18, 2022

DINNA JOY P. OTAYDE
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 Supplies and Other Supplies/ Materials* with identification number *2022-04*.

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 2022* in the amount of *Three Hundred Seventy Eight Thousand Seven Hundred Eighty Nine Pesos (₱378,789.00) 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 Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *December 6, 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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Office supplies, other supplies/ materials</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	<i>“Not Applicable”</i>
12	The price of the Goods shall be quoted DDPWVSU <i>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"> a. The amount of not less than <i>Seven Thousand Five Hundred Seventy Five Pesos & 78/100(₱7,575.78)</i> if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Eighteen Thousand Nine Hundred Thirty Nine Pesos & 45/100 (₱18,939.45)</i> if bid security is in Surety Bond.
19.3	<i>Lot 1: Procurement of Office Supplies and Other Supplies/ Materials ABC: ₱378,789.00</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

GCC Clause	
1	
	Delivery and Documents –
	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> .
	Incidental Services –
	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.
	Spare Parts –

	The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
	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 Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.
	The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <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.
	Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
	Transportation –
	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.
	Intellectual Property Rights –
	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	acetate binding cover, A4	2	pack	
2	air freshener, aerosol, lemon, 280ml	25	bottle	
3	air freshener, aerosol, country garden, 320ml	8	bottle	
4	air purifier, table top, power: 27W, dimension: 225x225x310mm; CADR: 12m ³ /h; area coverage: 14sqm; with hepa filter aromatherapy	1	unit	
5	alcohol dispenser, infrared, auto spray	5	piece	
6	alcohol, ethyl, 250ml with spray	8	bottle	
7	alcohol, ethyl, 70% solution	12	gallon	
8	alcohol, ethyl, 70% solution, 500ml	66	bottle	
9	alcohol, isopropyl, 68%-70%, scented, 500ml	31	bottle	
10	arch file, A4, 7.5 cm wide, blue	2	piece	
11	ballpen, black, retractable	132	piece	
12	ballpen, blue, retractable	18	piece	
13	ballpen, green, retractable	10	piece	
14	ballpen, red, retractable	8	piece	
15	ballpen, black, ordinary	86	piece	
16	bathroom deodorizer, 50g	27	piece	
17	bathroom slippers, disposable, cloth, size: 8.0	3	pair	
18	bathroom tissue, 2-ply, 12 rolls/pack	22	pack	
19	battery C, 1.5V	4	piece	
20	battery, AA	40	piece	
21	battery, AA 2pc/pack	4	piece	
22	battery, AAA, 2pc./pack	15	pack	
23	bleach, 900ml	3	bottle	
24	board/ specialty paper, long, white	15	pack	
25	board/vellum paper, long, cream	10	pack	
26	board/vellum paper, long, white	15	pack	
27	bond paper, A4, s.20	159	ream	
28	bond paper, long, s.20	78	ream	
29	bond paper, short, s.20	40	ream	
30	broom reed (walis tambo)	17	piece	
31	calculator, 12 digits	10	piece	
32	certificate jacket, black, A4	40	piece	
33	chair, with tablet arm, plastic, granite white	27	piece	
34	cleaning solution/ dirt & stain remover, 250g	2	can	
35	clear book, long, black	16	piece	
36	clip, back fold, 19mm	33	box	
37	clip, back fold, 41mm	17	box	
38	clothes hanger, plastic	2	dozen	
39	cork board, 2'x3'	2	piece	
40	cork board, 3'x5'	1	piece	
41	correction pen	2	piece	
42	correction tape	85	piece	
43	curtain cloth, Katrina, color: cream	10	meter	
44	curtain rod with bracket, 120cm, size: 3/4	4	set	
45	cutter knife, big	14	piece	

Item Number	Description	Quantity	UNIT	Delivered, Weeks/Months
46	disinfectant spray, 538g	6	bottle	
47	dishwashing liquid, 100ml	4	bottle	
48	dishwashing liquid, 250ml	10	bottle	
49	document tray, 5-layer desk file organizer, metal	2	piece	
50	doormat, cloth	19	piece	
51	doormat, non-slip, plastic	19	piece	
52	doormat, rubber, big, red	5	piece	
53	dustpan, plastic	2	piece	
54	emergency light, handy & rechargeable	1	unit	
55	emergency light, rechargeable, twin head lamp; with built in charger; operating voltage: 220-240V AC 50/60Hz; battery type: 6V 4.5Ah sealed lead acid battery; with over charge protection circuit for extended battery life	1	piece	
56	envelope, expanding, long, brown, with tie	74	piece	
57	envelope, expanding, long, maroon, with tie	19	piece	
58	extension cord, 4-5 individual switch, 3-5m	3	piece	
59	extension cord, 6 universal sockets	1	piece	
60	external hard drive, 1TB, 2.5HDD, USB 3.0	1	piece	
61	fabric conditioner	80	sachet	
62	face mask, surgical, disposable	15	box	
63	facial tissue, 3-ply, 400s	4	box	
64	feather duster	1	piece	
65	filing box, black	25	piece	
66	filing box, green	64	piece	
67	filing box, red	17	piece	
68	filing box, yellow	2	piece	
69	first aid kit	1	kit	
70	flash drive, 32GB	3	piece	
71	flashlight rechargeable with micro USB, waterproof, with charger; range: 300-500m; zoom mode: telescopic zoom; switch mode: 5 (high, medium, low, SOS, flash); battery type: 26650 or 18650; lighting time: 4-6 hours; waterproof level: IPX-6; color: black; size: 16.8x4x3.3cm; material: aviation aluminum	2	piece	
72	folder, long, expanded, blue	48	piece	
73	folder, long, expanded, dark blue	76	piece	
74	folder, long, expanded, green	133	piece	
75	folder, long, light green	269	piece	
76	folder, long, white/cream	754	piece	
77	folder, short, white/cream	138	piece	
78	garbage bag, medium, 10s, black	8	pack	
79	garbage bin, big, red	3	piece	
80	garbage bin, plastic, small, with cover	11	piece	
81	garbage bin, plastic, small, with cover and label: Recyclable, Biodegradable, Non-Biodegradable (blue, yellow & green)	3	piece	
82	glass/ multi-surface cleaner, 500ml	6	bottle	
83	glue gun, small	4	piece	
84	glue stick, 22g, paste, twistable	4	piece	
85	glue stick, small, 25pcs/bundle	6	bundle	
86	glue, 130g	10	bottle	
87	glue, washable, gel, 118ml	8	bottle	
88	hand wash, 500ml, lavender scent	7	bottle	
89	HDMI cable/ connector, 5 meters	1	piece	
90	highlighter, yellow	9	piece	

Item Number	Description	Quantity	UNIT	Delivered, Weeks/Months
91	highlighter, yellow green	8	piece	
92	index card, 5x8", 100s	2	pack	
93	laundry soap, powder, 1kg/pack	7	pack	
94	logbook, 300 pages	17	piece	
95	mailing envelope, white, long	157	piece	
96	mimeographing paper, WW, long	5	ream	
97	mimeographing paper, WW, short	6	ream	
98	mop with wooden handle	2	piece	
99	mouse pad, large desk, 70x30cm	2	piece	
100	multi insect killer, 500ml	17	bottle	
101	muriatic acid, concentrated, 100ml	2	bottle	
102	notarial seal #25	10	box	
103	notepad, stick-on, 3 colors per set	1	set	
104	notepad, stick-on, 4 neon colors per set, .8x3cm	5	pad	
105	notepad, stick-on, 5 colors per set	8	set	
106	padlock, 80mm	5	piece	
107	paper clip, plastic, big	30	box	
108	paper clip, plastic, small	18	box	
109	paper fastener, plastic	22	box	
110	paper fastener, plastic, 10s/pack	5	pack	
111	paper fastener, plastic, extended	9	box	
112	paper towel	15	roll	
113	paper towel holder, steel	2	piece	
114	parchment paper	1	pack	
115	pencil # 1, 12pcs./box	1	box	
116	pencil # 2, 12pcs./box	11	box	
117	permanent marker, black, broad	10	piece	
118	permanent marker, black, fine	13	piece	
119	photo paper, glossy, A4, 20s	21	pack	
120	photo paper, matte, A4, 20s	17	pack	
121	picture frame, 8.5x13", black	5	piece	
122	plastic cover, #4	10	meter	
123	puncher, 2-holes	9	piece	
124	puncher, 3 holes	3	piece	
125	receiving tray, steel, 2 layers, black	1	piece	
126	receiving tray, steel, 3 layers, black	7	piece	
127	RJ 11	4	piece	
128	rubber band	6	box	
129	rubber gloves, washable	4	pair	
130	ruler, plastic, 12"	4	piece	
131	sando bag, plastic, large	44	pack	
132	sando bag, plastic, medium	40	pack	
133	sando bag, plastic, small/tiny	40	pack	
134	scissors, 8"	26	piece	
135	shampoo	25	sachet	
136	sign pen, .3mm, black, good quality	25	piece	
137	sign pen, .3mm, black, liquid/ gel ink	14	piece	
138	sign pen, .3mm, blue, good quality	5	piece	
139	sign pen, .3mm, blue, liquid/ gel ink	5	piece	
140	sign pen, .5mm, black, good quality	5	piece	
141	sign pen, .5mm, black, liquid/ gel ink	9	piece	
142	sign pen, .5mm, blue, good quality	5	piece	

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
143	sign pen, .5mm, blue, liquid/ gel ink	22	piece	
144	sign pen, .8mm, black, liquid/ gel ink	2	piece	
145	stain remover/ multi-purpose bleach	8	gallon	
146	stain remover/ multi-purpose bleach, 1000ml	8	bottle	
147	stamping pad ink, purple, 150ml	4	bottle	
148	stamping pad, big, using purple ink	14	pad	
149	staple remover	9	piece	
150	staple wire # 35	18	box	
151	staple wire, heavy duty, 23/10, #0015	1	box	
152	staple wire, heavy duty, 23/13, #0013	1	box	
153	staple wire, heavy duty, 23/17, #0017	1	box	
154	stapler #35 with staple remover	11	piece	
155	stapler, heavy duty, for bookbinding, stapling cap: 120 sheets; metal; staple size: 24/6; weight: 1000g;dimension: 28x5x18cm	1	piece	
156	stapler, long arm, heavy duty, metal, using #35 staple wire	2	piece	
157	sticker paper, white, A4, matte	7	pack	
158	sticker paper, white, short, glossy	5	pack	
159	sticker paper, white, short, matte	5	pack	
160	storage box with lid & wheel, stackable, transparent, heavy duty, 95L, measurement: 70cm x 52cm X 43cm	1	piece	
161	table napkin holder, stainless	8	piece	
162	tape, double-sided, 0.5"	47	roll	
163	tape, double-sided, 1"	16	roll	
164	tape, duct, black	6	roll	
165	tape, packaging, width 48mm	8	roll	
166	tape, transparent, 0.5"	4	roll	
167	tape, transparent, 24mm (1")	17	roll	
168	tape, transparent, 48mm (2")	22	roll	
169	telephone, landline; mode: tone (DTMF); pulse redial: one-touch (32 digits); flash: 60ms; power source: telephone line; dimension: 96x150x200mm	1	piece	
170	thumb tacks	23	box	
171	toilet bowl brush	2	piece	
172	toilet bowl cleaner, 500ml	11	bottle	
173	toilet bowl pump	2	piece	
174	universal socket adapter; input voltage: 100-240V; with switch; current: 10A	3	piece	
175	vacuum cleaner made of ABS plastic; 10L capacity, includes washable cloth bag and HEPA filter; 1200W; 220-240V; 50-60Hz; dimension: 32.5x32x40cm	1	piece	
176	waiter's cloth, white	5	piece	
177	whiteboard marker, black	12	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	acetate binding cover, A4	2	pack	500.00		
2	air freshener, aerosol, lemon, 280ml	25	bottle	263.40		
3	air freshener, aerosol, country garden, 320ml	8	bottle	345.00		
4	air purifier, table top, power: 27W, dimension: 225x225x310mm; CADR: 12m ³ /h; area coverage: 14sqm; with hepa filter aromatherapy	1	unit	6,000.00		
5	alcohol dispenser, infrared, auto spray	5	piece	400.00		
6	alcohol, ethyl, 250ml with spray	8	bottle	120.00		
7	alcohol, ethyl, 70% solution	12	gallon	716.35		
8	alcohol, ethyl, 70% solution, 500ml	66	bottle	158.20		
9	alcohol, isopropyl, 68%-70%, scented, 500ml	31	bottle	150.35		
10	arch file, A4, 7.5 cm wide, blue	2	piece	350.00		
11	ballpen, black, retractable	132	piece	17.23		
12	ballpen, blue, retractable	18	piece	19.20		
13	ballpen, green, retractable	10	piece	20.00		
14	ballpen, red, retractable	8	piece	18.15		
15	ballpen, black, ordinary	86	piece	11.75		
16	bathroom deodorizer, 50g	27	piece	45.56		
17	bathroom slippers, disposable, cloth, size: 8.0	3	pair	150.00		
18	bathroom tissue, 2-ply, 12 rolls/pack	22	pack	163.65		
19	battery C, 1.5V	4	piece	200.00		
20	battery, AA	40	piece	59.35		
21	battery, AA 2pc/pack	4	piece	97.75		
22	battery, AAA, 2pc./pack	15	pack	112.30		
23	bleach, 900ml	3	bottle	120.00		
24	board/ specialty paper, long, white	15	pack	79.33		
25	board/vellum paper, long, cream	10	pack	75.00		
26	board/vellum paper, long, white	15	pack	73.33		
27	bond paper, A4, s.20	159	ream	253.14		
28	bond paper, long, s.20	78	ream	298.23		
29	bond paper, short, s.20	40	ream	254.50		
30	broom reed (walis tambo)	17	piece	191.82		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
31	calculator, 12 digits	10	piece	435.00		
32	certificate jacket, black, A4	40	piece	60.00		
33	chair, with tablet arm, plastic, granite white	27	piece	1,450.00		
34	cleaning solution/ dirt & stain remover, 250g	2	can	149.50		
35	clear book, long, black	16	piece	180.00		
36	clip, back fold, 19mm	33	box	91.97		
37	clip, back fold, 41mm	17	box	105.00		
38	clothes hanger, plastic	2	dozen	250.00		
39	cork board, 2'x3'	2	piece	1,750.00		
40	cork board, 3'x5'	1	piece	2,600.00		
41	correction pen	2	piece	90.00		
42	correction tape	85	piece	24.81		
43	curtain cloth, Katrina, color: cream	10	meter	100.00		
44	curtain rod with bracket, 120cm, size: 3/4	4	set	500.00		
45	cutter knife, big	14	piece	36.64		
46	disinfectant spray, 538g	6	bottle	841.68		
47	dishwashing liquid, 100ml	4	bottle	90.00		
48	dishwashing liquid, 250ml	10	bottle	101.00		
49	document tray, 5-layer desk file organizer, metal	2	piece	1,500.00		
50	doormat, cloth	19	piece	86.84		
51	doormat, non-slip, plastic	19	piece	60.47		
52	doormat, rubber, big, red	5	piece	280.00		
53	dustpan, plastic	2	piece	100.00		
54	emergency light, handy & rechargeable	1	unit	1,900.00		
55	emergency light, rechargeable, twin head lamp; with built in charger; operating voltage: 220-240V AC 50/60Hz; battery type: 6V 4.5Ah sealed lead acid battery; with over charge protection circuit for extended battery life	1	piece	1,500.00		
56	envelope, expanding, long, brown, with tie	74	piece	15.00		
57	envelope, expanding, long, maroon, with tie	19	piece	25.00		
58	extension cord, 4-5 individual switch, 3-5m	3	piece	850.00		
59	extension cord, 6 universal sockets	1	piece	1,000.00		
60	external hard drive, 1TB, 2.5HDD, USB 3.0	1	piece	4,350.00		
61	fabric conditioner	80	sachet	8.00		
62	face mask, surgical, disposable	15	box	100.00		
63	facial tissue, 3-ply, 400s	4	box	100.00		
64	feather duster	1	piece	300.00		
65	filing box, black	25	piece	150.00		
66	filing box, green	64	piece	150.00		
67	filing box, red	17	piece	150.00		
68	filing box, yellow	2	piece	150.00		
69	first aid kit	1	kit	2,000.00		
70	flash drive, 32GB	3	piece	650.00		
71	flashlight rechargeable with micro USB, waterproof, with charger; range: 300-500m; zoom mode: telescopic zoom; switch mode: 5 (high, medium, low, SOS, flash); battery type: 26650 or 18650; lighting time: 4-6 hours; waterproof level: IPX-6; color: black; size: 16.8x4x3.3cm; material: aviation aluminum	2	piece	525.00		
72	folder, long, expanded, blue	48	piece	16.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/ Model	Statement of Compliance
73	folder, long, expanded, dark blue	76	piece	25.00		
74	folder, long, expanded, green	133	piece	15.00		
75	folder, long, light green	269	piece	10.00		
76	folder, long, white/cream	754	piece	7.44		
77	folder, short, white/cream	138	piece	6.09		
78	garbage bag, medium, 10s, black	8	pack	71.00		
79	garbage bin, big, red	3	piece	1,200.00		
80	garbage bin, plastic, small, with cover	11	piece	231.82		
81	garbage bin, plastic, small, with cover and label: Recyclable, Biodegradable, Non-Biodegradable (blue, yellow & green)	3	piece	300.00		
82	glass/ multi-surface cleaner, 500ml	6	bottle	252.50		
83	glue gun, small	4	piece	250.00		
84	glue stick, 22g, paste, twistable	4	piece	75.00		
85	glue stick, small, 25pcs/bundle	6	bundle	80.00		
86	glue, 130g	10	bottle	62.00		
87	glue, washable, gel, 118ml	8	bottle	67.50		
88	hand wash, 500ml, lavender scent	7	bottle	231.43		
89	HDMI cable/ connector, 5 meters	1	piece	1,030.00		
90	highlighter, yellow	9	piece	133.35		
91	highlighter, yellow green	8	piece	37.50		
92	index card, 5x8", 100s	2	pack	50.00		
93	laundry soap, powder, 1kg/pack	7	pack	146.43		
94	logbook, 300 pages	17	piece	75.00		
95	mailing envelope, white, long	157	piece	1.32		
96	mimeographing paper, WW, long	5	ream	220.00		
97	mimeographing paper, WW, short	6	ream	175.00		
98	mop with wooden handle	2	piece	280.00		
99	mouse pad, large desk, 70x30cm	2	piece	200.00		
100	multi insect killer, 500ml	17	bottle	450.00		
101	muriatic acid, concentrated, 100ml	2	bottle	103.00		
102	notarial seal #25	10	box	85.00		
103	notepad, stick-on, 3 colors per set	1	set	180.00		
104	notepad, stick-on, 4 neon colors per set, .8x3cm	5	pad	50.00		
105	notepad, stick-on, 5 colors per set	8	set	181.25		
106	padlock, 80mm	5	piece	361.00		
107	paper clip, plastic, big	30	box	30.00		
108	paper clip, plastic, small	18	box	17.22		
109	paper fastener, plastic	22	box	46.77		
110	paper fastener, plastic, 10s/pack	5	pack	65.00		
111	paper fastener, plastic, extended	9	box	125.00		
112	paper towel	15	roll	80.00		
113	paper towel holder, steel	2	piece	400.00		
114	parchment paper	1	pack	55.00		
115	pencil # 1, 12pcs./box	1	box	90.00		
116	pencil # 2, 12pcs./box	11	box	95.45		
117	permanent marker, black, broad	10	piece	45.00		
118	permanent marker, black, fine	13	piece	51.92		
119	photo paper, glossy, A4, 20s	21	pack	76.43		
120	photo paper, matte, A4, 20s	17	pack	91.24		
121	picture frame, 8.5x13", black	5	piece	200.00		
122	plastic cover, #4	10	meter	40.00		
123	puncher, 2-holes	9	piece	250.78		
124	puncher, 3 holes	3	piece	1,313.00		
125	receiving tray, steel, 2 layers, black	1	piece	400.00		
126	receiving tray, steel, 3 layers, black	7	piece	706.00		
127	RJ 11	4	piece	20.00		
128	rubber band	6	box	30.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/ Model	Statement of Compliance
129	rubber gloves, washable	4	pair	162.25		
130	ruler, plastic, 12"	4	piece	8.50		
131	sando bag, plastic, large	44	pack	50.00		
132	sando bag, plastic, medium	40	pack	40.00		
133	sando bag, plastic, small/tiny	40	pack	30.00		
134	scissors, 8"	26	piece	77.62		
135	shampoo	25	sachet	8.00		
136	sign pen, .3mm, black, good quality	25	piece	76.20		
137	sign pen, .3mm, black, liquid/ gel ink	14	piece	45.00		
138	sign pen, .3mm, blue, good quality	5	piece	80.00		
139	sign pen, .3mm, blue, liquid/ gel ink	5	piece	30.00		
140	sign pen, .5mm, black, good quality	5	piece	90.00		
141	sign pen, .5mm, black, liquid/ gel ink	9	piece	36.67		
142	sign pen, .5mm, blue, good quality	5	piece	90.00		
143	sign pen, .5mm, blue, liquid/ gel ink	22	piece	35.45		
144	sign pen, .8mm, black, liquid/ gel ink	2	piece	50.00		
145	stain remover/ multi-purpose bleach	8	gallon	199.50		
146	stain remover/ multi-purpose bleach, 1000ml	8	bottle	137.75		
147	stamping pad ink, purple, 150ml	4	bottle	161.25		
148	stamping pad, big, using purple ink	14	pad	66.00		
149	staple remover	9	piece	17.80		
150	staple wire # 35	18	box	46.67		
151	staple wire, heavy duty, 23/10, #0015	1	box	50.00		
152	staple wire, heavy duty, 23/13, #0013	1	box	40.00		
153	staple wire, heavy duty, 23/17, #0017	1	box	60.00		
154	stapler #35 with staple remover	11	piece	390.91		
155	stapler, heavy duty, for bookbinding, stapling cap: 120 sheets; metal; staple size: 24/6; weight: 1000g; dimension: 28x5x18cm	1	piece	1,500.00		
156	stapler, long arm, heavy duty, metal, using #35 staple wire	2	piece	1,500.00		
157	sticker paper, white, A4, matte	7	pack	65.00		
158	sticker paper, white, short, glossy	5	pack	60.00		
159	sticker paper, white, short, matte	5	pack	65.00		
160	storage box with lid & wheel, stackable, transparent, heavy duty, 95L, measurement: 70cm x 52cm X 43cm	1	piece	1,200.00		
161	table napkin holder, stainless	8	piece	200.00		
162	tape, double-sided, 0.5"	47	roll	30.80		
163	tape, double-sided, 1"	16	roll	47.12		
164	tape, duct, black	6	roll	170.83		
165	tape, packaging, width 48mm	8	roll	35.00		
166	tape, transparent, 0.5"	4	roll	15.50		
167	tape, transparent, 24mm (1")	17	roll	32.58		
168	tape, transparent, 48mm (2")	22	roll	33.60		
169	telephone, landline; mode: tone (DTMF); pulse redial: one-touch (32 digits); flash: 60ms; power source: telephone line; dimension: 96x150x200mm	1	piece	1,500.00		
170	thumb tacks	23	box	16.30		
171	toilet bowl brush	2	piece	100.00		
172	toilet bowl cleaner, 500ml	11	bottle	245.45		
173	toilet bowl pump	2	piece	100.00		
174	universal socket adapter; input voltage: 100-240V; with switch; current: 10A	3	piece	300.00		
175	vacuum cleaner made of ABS plastic; 10L capacity, includes washable cloth bag and HEPA filter; 1200W; 220-240V; 50-60Hz; dimension: 32.5x32x40cm	1	piece	7,100.00		
176	waiter's cloth, white	5	piece	150.00		
177	whiteboard marker, black	12	piece	75.50		

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).

