

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. 2024-03

Project Title:

Procurement of Office Supplies

ABC: PhP 568,627.00

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 Office

Brgy. Simsiman, Calinog, Iloilo, Philippines 5040

* Trunkline: (033) 330 1634 loc 106 * Telefax No.: (033) 330-0210

* Website: www.wvsu.edu.ph * Email Address: calinog.cpo@wvsu.edu.ph



Invitation to Bid No. 2024-03

PROCUREMENT OF OFFICE SUPPLIES

1. The *West Visayas State University Calinog Campus*, through the *National Expenditure Program (NEP) for the succeeding year – Single Year* intends to apply the sum of *Five Hundred Sixty Eight Thousand Six Hundred Twenty Seven Pesos (P568,627.00)* being the ABC to payments under the contract for *Procurement of Office Supplies/ IB No. 2024-03*. 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 services 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 *November 28, 2023 to December 19, 2023* 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 One Thousand Pesos (P1,000.00) 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 *December 5, 2023, 10:30am* at the *Procurement 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 December 19, 2023*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *December 19, 2023, 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: November 24, 2023

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* with identification number 2024-03.

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 2024* in the amount of *Five Hundred Sixty Eight Thousand Six Hundred Twenty Seven Pesos (₱568,627.00) Only*.

2.2. The source of funding is: NGA, the National Expenditure Program.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. 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 *April 18, 2024 (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 maybe. 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</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 DDP <i>WVSU 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>Eleven Thousand Three Hundred Seventy Two Pesos & 54/100 (₱11,372.54)</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>Twenty Eight Thousand Four Hundred Thirty One Pesos & 35/100 (₱28,431.35)</i> if bid security is in Surety Bond.
19.3	<i>Lot 1: Procurement of Office Supplies (ABC: ₱568,627.00)</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>Mr. Ronald L. Castigador</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.
	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 NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
1	air freshener, aerosol, 320ml	9	bottle	
2	air freshener, aerosol, lemon, 280ml	6	bottle	
3	arch file, A4, 7.5 cm wide, blue	3	piece	
4	acrylic table name sign holder, 10inch x 3inch, landscape, slant	15	piece	
5	acrylic brochure holder, wall mount flyer magazine pamphlet transparent standee display, paper size A4	10	piece	
6	alcohol, ethyl, 250ml, with spray	11	bottle	
7	alcohol, ethyl, scented, 500ml	62	bottle	
8	alcohol, ethyl, 70% solution	5	gallon	
9	alcohol, isopropyl, 68%-70%, scented, 500ml	22	bottle	
10	ballpen, black, good quality, smooth writing	374	piece	
11	ballpen, blue, good quality, smooth writing	142	piece	
12	ballpen, red, good quality, smooth writing	142	piece	
13	ballpen, black, ordinary	136	piece	
14	ballpen, black, retractable	65	piece	
15	bathroom tissue, 2-ply, 12 rolls/pack	28	pack	
16	bathroom deodorizer, 50g	2	piece	
17	battery, AA	50	piece	
18	battery, AAA, 2pcs./pack	87	pack	
19	bleach, 900ml	2	bottle	
20	broom, soft (walis tambo)	6	piece	
21	broom, soft (walis tambo), colored	2	piece	
22	bond paper, short, s.20	35	ream	
23	bond paper, A4, s.20, light blue	4	ream	
24	bond paper, A4, s.20, light green	5	ream	
25	bond paper, A4, s.20, yellow	5	ream	
26	bookends, L-shaped, metal, heavy duty	4	piece	
27	cable manager clip type: cable clips material: ABS resin color: black, white, transparent quantity: 20 pieces/pack suitable for: wire diameter within 7mm features: easy to use, line organizer, durable size: 3cm x 1.1cm x 1cm, approx.	5	box	
28	calculator, 12 digits	1	piece	
29	certificate jacket, black, A4	52	piece	
30	class record size: 140mm x 279mm cover: board, 230gsm color: green leaves: 30	71	piece	
31	clear book, legal, black, 20s, good quality	20	piece	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
32	clear book, legal, red, 10s, good quality	10	piece	
33	clear sheet, refill, A4, 100pcs./pack	5	pack	
34	clear sheet, refill, legal, 100pcs./pack	3	pack	
35	clip, back fold, 19mm	32	box	
36	clip, back fold, 41mm	6	box	
37	cork board, 2'x3'	1	piece	
38	cork board, 3'x5'	1	piece	
39	correction tape, gear type, 8m	82	piece	
40	correction pen, quick dry, 9ml	2	piece	
41	comb ring binder 1/4-inch, 1 meter long	5	piece	
42	comb ring binder 1/2-inch, 1 meter long	5	piece	
43	comb ring binder 3/4-inch, 1 meter long	20	piece	
44	cutter/ utility knife, big	1	piece	
45	data file box, green	37	piece	
46	data file box, red	3	piece	
47	data file box, black	18	piece	
48	data file box, blue	5	piece	
49	desk fan, rechargeable, blade: 14", speed 3 with control	2	unit	
50	desk pen gel ink with stand 0.5mm, refillable, spring bullet tip, 0.5mm, pen size: 62x40x155mm, ink color: black, rotatable joint of barrel and base for switching to suitable angle and easy-access	10	piece	
51	desk pen gel refill ink, black 0.5mm	20	tube	
52	desk organizer set, black metal mesh, file tray pencil storage	2	piece	
53	dishwashing liquid, 250ml	29	bottle	
54	disinfectant spray, aerosol, 538g	3	can	
55	digi-stamp ink, oil based, green, 20ml	1	bottle	
56	digi-stamp ink, oil based, red, 20ml	1	bottle	
57	digi-stamp ink, oil based, orange, 20ml	1	bottle	
58	digi-stamp ink, oil based, blue, 20ml	1	bottle	
59	digi-stamp ink, oil based, black, 20ml	1	bottle	
60	digi-stamp ink, oil based, purple, 20ml	1	bottle	
61	document tray file organizer, 3-tier, metal	1	piece	
62	document tray file organizer, 4-tier, metal	2	piece	
63	doormat, cloth	6	piece	
64	dustpan, plastic	4	piece	
65	dustpan, plastic, color: red	1	piece	
66	envelope, expanding, legal, brown, with tie	70	piece	
67	envelope punch board, multipurpose scoring board, plastic, size: 450x187mm/ 17.72x7.36inch	1	piece	
68	envelope, brown, long	20	piece	
69	extension cord, 6 universal sockets, 5m	4	piece	
70	extension cord, 4-5 individual switch, 3-5m	1	piece	
71	extension cord, 4-outlet, 3 switch, not less than 2m	1	piece	
72	extension cord, with 1 or 3 USB outlets - USB- 301, USB-303 - PK, high quality	1	piece	
73	face mask, surgical, disposable	18	box	
74	facial tissue, 3-ply, 400s	7	box	
75	feather duster	6	piece	
76	keyboard , USB type	1	piece	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
77	file document tab, 120 set Inserts size: 2 inch Colour: Transparent + color Material: PVC Size:79*32.5mm	3	pack	
78	first aid kit, 110-165 piece emergency medical rescue	1	kit	
79	first aid kit, 255-300 piece emergency medical rescue	2	kit	
80	flash drive, 32GB	5	piece	
81	folder, pressboard, legal, cream	60	piece	
82	folder, pressboard, legal, green	4	piece	
83	folder, pressboard, legal, blue	12	piece	
84	folder, pressboard, legal, dark blue	4	piece	
85	folder, long, white/cream	922	piece	
86	folder, long, light green	4	piece	
87	folder, short, white/cream	290	piece	
88	garbage bin, plastic, small, with cover	2	piece	
89	garbage bin, plastic, big, with cover, red	1	piece	
90	garbage bag, large, 10s, black	3	pack	
91	garbage bag, medium, 10s, black	15	pack	
92	glass/ multi-surface cleaner, 500ml	3	bottle	
93	glue stick, small, 25pcs/bundle	2	bundle	
94	glue, 130g	7	bottle	
95	glue, washable, gel, 118ml	18	piece	
96	hand soap, with germ protection, 60g	15	sachet	
97	hand soap, liquid, with pump dispenser, scented, 500ml	11	bottle	
98	highlighter, yellow	3	piece	
99	highlighter, yellow green	18	piece	
100	highlighter, green	12	piece	
101	index card, 5x8", 100s	5	pack	
102	laminating film, long, 222mmx337mmx250mic, 100s	2	pack	
103	ledger file, A4, 7.5 cm, blue	3	piece	
104	ledger file, A4, 7.5 cm, green	10	piece	
105	LED bulb, 19W	2	piece	
106	LED emergency bulb, 12W-14W	100	piece	
107	LED bulb, 12W-15W	100	piece	
108	logbook, 300 pages	7	piece	
109	mailing envelope, white, long	385	piece	
110	mop, tornado	1	piece	
111	muriatic acid, concentrated, 100ml	4	bottle	
112	mouse, USB type	2	piece	
113	mouse pad, large desk, 70x30cm, color: gray	3	piece	
114	mouse pad, rubber	3	piece	
115	multi insect killer, 500ml	8	bottle	
116	multi insect killer, water based formula, 300ml	3	bottle	
117	notepad, stick-on, 5 colors/set	7	pad	
118	notepad, stick-on, 4 neon colors/set, .8x3cm	3	pad	
119	notepad, stick-on, 3 colors per set	8	pad	
120	pail, big, 4 gallon capacity	1	piece	
121	padlock, 60mm	5	piece	
122	paper clip, vinyl coated, 33mm	16	box	
123	paper clip, vinyl coated, 50mm	31	box	
124	paper fastener, plastic, 50s	53	box	
125	paper fastener, plastic, long	2	box	
126	paper fastener, plastic, 10s/pack	17	pack	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
127	paper, specialty/board, A4, white, 200gsm, 10s	10	pack	
128	paper, specialty/board, short, white, 200gsm, 10s	10	pack	
129	paper, specialty/board, long, cream, 200gsm, 10s	40	pack	
130	paper, specialty/board, long, white, 200gsm, 10s	4	pack	
131	paper, specialty/board, long, soft green, 185gsm, 10s	114	pack	
132	paper, specialty/laid, long, green, 185gsm, 10s	5	pack	
133	paper, vellum/board, long, cream, 200gsm, 10s	8	pack	
134	paper, vellum/board, long, white, 200gsm, 10s	14	pack	
135	paper, mimeographing, white wove, short	6	ream	
136	parchment paper, white	2	pack	
137	pencil, lead, with eraser, # 2, 12s	17	box	
138	pencil, lead, with eraser, # 1, 12s	2	box	
139	pencil sharpener, heavy duty	1	piece	
140	permanent marker, black, fine	10	piece	
141	picture frame, 8.5x13", black	1	piece	
142	photo paper, glossy, A4, 20s	35	pack	
143	photo paper, matte, A4, 20s	48	pack	
144	plastic cover, #4	1	roll	
145	post it flags sticky labels "Please sign here" 0.5", 5 color/set	33	set	
146	puncher, with 2-hole guide, heavy duty	5	piece	
147	puncher, with 3-hole guide, heavy duty	2	piece	
148	puncher, one hole, hand-held, 6mm, size: 13x5.5x1.6cm weight: 60g	1	piece	
149	push pins	5	box	
150	rain coat, black	2	set	
151	receiving tray, steel, 2 layers, black	3	piece	
152	receiving tray, steel, 3 layers, black	1	piece	
153	rechargeable AA and AAA battery charger, with 4 AA NiMH rechargeable batteries *maximizes battery performance *bad battery detection *audio and light charging status indicators *automatic switch on and off *charges 2-4 AA or AAA batteries at a time *includes 4 recharge AA batteries	1	unit	
154	rubber band, #18	2	box	
155	rubber boots, for men, black	3	pair	
156	ruler, plastic, 12"	5	piece	
157	scissors, symmetrical, 160mm	8	pair	
158	scissors, symmetrical, 8"	9	piece	
159	sign pen, .3mm, black, liquid/ gel ink	80	piece	
160	sign pen, .3mm, blue, liquid/ gel ink	5	piece	
161	sign pen, .4mm, black, liquid/ gel ink	3	piece	
162	sign pen, .4mm, blue, liquid/ gel ink	3	piece	
163	sign pen, .5mm, black, liquid/ gel ink	227	piece	
164	sign pen, .5mm, blue, liquid/ gel ink	47	piece	
165	sign pen, .3mm, black	66	piece	
166	sign pen, .3mm, blue	5	piece	
167	sign pen, .5mm, black	6	piece	
168	sign pen, .3mm, blue	15	piece	
169	stamping pad ink, purple, 150ml	2	bottle	
170	stamping pad, big, using purple ink	1	pad	
171	staple wire # 35	25	box	
172	staple remover, metal, nail puller extractor, stapler binding tool	1	piece	
173	staple wire remover, blue	4	piece	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
174	stapler #35 with staple remover	12	piece	
175	sticker paper, white, short, glossy	1	pack	
176	sticker paper, white, short, matte	8	pack	
177	sticker paper, white, A4, matte	17	pack	
178	sticker paper, vinyl, white, matte, A4	15	pack	
179	sticker paper, vinyl, green, matte, A5	5	pack	
180	staple gun, 3 N 1, heavy duty three purpose nail staple gun stapler gun fit to frame staple, 4-14mm round staple-10-12mm finish nail-10-14mm package inclusion: staple gun: 1pc door type staple: 200pcs T-type staples: 200pcs U-type staples: 20pcs	1	set	
181	steel cabinet, 4 drawers *centralized lock *black recessed handle *power coated light gray finish *Dimension: H1331 x W460mm x D621mm	1	piece	
182	storage box with lid & wheel, stackable, transparent, heavy duty, 95L, 70cmx52cmx43cm	1	piece	
183	switch, 2 gang, white	1	piece	
184	tape, double-sided, 0.5"	9	roll	
185	tape, double-sided, 1"	23	roll	
186	tape, duct, gray, 2"	5	roll	
187	tape, duct, black	13	roll	
188	tape, masking, 1"	3	roll	
189	tape, packaging, 48mm	5	roll	
190	tape, transparent, 24mm (1")	37	roll	
191	tape, transparent, 48mm (2")	23	roll	
192	tape dispenser, table top, 48mm (2")	4	piece	
193	thumb tacks, round head	12	box	
194	toilet bowl cleaner, 500ml	6	bottle	
195	toilet bowl cleaner, 100ml	5	bottle	
196	toilet bow, brush	2	piece	
197	trash can step pedal, 30L rectangle stainless steel trash tin, high quality, color: silver, with silent and soft close cover, separate inner can, fully enclosed design	1	piece	
198	trash can step pedal, 5L rectangle stainless steel trash tin, high quality, silver, with silent and soft close cover, separate inner can, fully enclosed design	3	piece	
199	universal socket adapter, 100-240v; with switch, current: 10A	3	unit	
200	wall clock, analog, black, 28cm	2	unit	
201	whiteboard marker, black	150	piece	
202	whistle material: metal, color: silver, size: 4 x 2 x 1.5cm, weight: 12.5g	4	piece	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
203	wire organizer, wrap tube flame retardant cable sleeve inner diameter: 10mm/14mm fit for (outer diameter): 10mm-12mm/ 14mm-16mm length: 1 meter color: black useful for: cable organization, wiring harness	5	piece	
204	window speaker intercom *wireless two way speaker mic. and dual way window microphone *DC 12v *adjustable volume *inner and outer mute *high sound	1	set	
205	emergency light , rechargeable, 220v 60hz; 6V 4.5 Ah sealed lead acid battery; 2 Heads (24x0.06 Watts LED); Duration Time: 17 Hrs.= 2 heads	5	unit	
206	ceiling fan light *3 blades, oscillate, remote control, timer, variable speed settings, 220V, 48inch, color: black	1	unit	
207	flash light, rechargeable, brightness adjustment: strong/ soft degree Large; space handle: easy to carry; box: The Charging Cable stored in the storage box; Battery Capacity:2800mAh; Voltage: AC 100-240V 50/60Hz; Current: AC 0.2A; Charging Rated Power:5W; Power Factor:0.1; Charging Time:15 Hours; Using Time: 7-14 Hours (strong/ soft degree)	1	unit	
208	power supply adaptor input voltage: 100-240Vac output voltage: 24V power rating: 1.2A	1	unit	
209	Stand fan ; wattage (max): 62w RPM weight:7kg, max center height:1 150mm, switch type: 3 speed piano switch, vertical angle adjustment: free neck oscillation double	1	unit	
210	stand fan ; size: 16 inch; Blades: 5 blades; Cleaning: Easy to Clean; Speed: 3 Mode Motor with Condenser and built in Safe Specification; Voltage: 220V; Frequency: 50Hz; Power: 55W±	1	unit	
211	swivel chair fully upholstered back and seat cushion with black leatherette with polypropylene armrest, adjustable height and 5-pronged based with caster	2	unit	
212	Ventilation fan , 8-inch, wall-mounted, 220V-240V/50Hz	1	unit	
213	ink cart, Canon 810, black	10	cart	
214	ink cart, Canon 811, colored	4	cart	
215	ink refill, Canon, GI790, Black, 135ml	9	bottle	
216	ink refill, Epson L3110 003, Black	52	bottle	
217	ink refill, Epson L3110 003, Cyan	24	bottle	
218	ink refill, Epson L3110 003, Magenta	22	bottle	
219	ink refill, Epson L3110 003, Yellow	22	bottle	
220	ink refill, Epson L3210 003, Black	1	bottle	
221	ink refill, Epson L3210 003, Cyan	1	bottle	
222	ink refill, Epson L3210 003, Magenta	1	bottle	
223	ink refill, Epson T6641, Black	165	bottle	
224	ink refill, Epson T6642, Cyan	9	bottle	
225	ink refill, Epson T6643, Magenta	9	bottle	
226	ink refill, Epson T6644, Yellow	9	bottle	
227	ink refill, HP GT52, cyan, 75ml	2	bottle	
228	ink refill, HP GT52, magenta, 75ml	2	bottle	
229	ink refill, HP GT52, yellow 75ml	2	bottle	
230	ink refill, HP GT53, black, 90ml	5	bottle	

ITEM NO.	ITEM/ DESCRIPTION	Quantity	Unit	Delivered, Weeks/ Months
231	DVD-R, blank	5	piece	
232	external DVD reader, black, material: plastic & metal; dimension: approx. 138x137.5x17mm; supported formats: CD & DVD; supported CD size: 12cm/4.7"; supported media types: CD & DVD; reading speed: up to 24 times; recording speed: CD 24X Max; memory cache: 2M; rated voltage: 5V	1	piece	
233	EXTERNAL HARD DRIVE, 1TB, 2.5HDD, USB 3.0	8	piece	
234	flash drive, 32GB	4	piece	
235	HDMI cable/ connector, 5 meters	1	piece	
236	keyboard, wired, USB TYPE	5	piece	
237	mouse, wired	4	piece	
238	mouse, wireless, Bluetooth type	3	piece	
239	printer , 4in1, Print, Scan, Copy, Fax Automatic document feeder; copy quality: draft/standard/ best quality: max copy size legal; USB 2.0	1	unit	
240	router, wireless, dual band, 4-port	1	unit	
241	toner, Canon, #303	2	cart	
242	UPS, 650VA	1	unit	
243	USB hub, 7 ports, 3.0, with individual power switches and LEDs	4	piece	
244	USB WiFi adapter for PC, wifi dongle 802.11ac wireless network adapter with dual band 2.4GHz/5Ghz high gain antenna for desktop laptop support windows; XP/Vista/7/8.1/10 Mac 10.7-10.15	2	unit	
245	window speaker intercom; wireless two-way speaker mic and dual way window microphone; DC 12V; adjustable volume; inner and outer mute; high sound	2	set	

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, 320ml	9	bottle	305.56		
2	air freshener, aerosol, lemon, 280ml	6	bottle	293.33		
3	arch file, A4, 7.5 cm wide, blue	3	piece	250.00		
4	acrylic table name sign holder, 10inch x 3inch, landscape, slant	15	piece	206.67		
5	acrylic brochure holder, wall mount flyer magazine pamphlet transparent standee display, paper size A4	10	piece	250.00		
6	alcohol, ethyl, 250ml, with spray	11	bottle	109.36		
7	alcohol, ethyl, scented, 500ml	62	bottle	139.13		
8	alcohol, ethyl, 70% solution	5	gallon	354.40		
9	alcohol, isopropyl, 68%-70%, scented, 500ml	22	bottle	171.09		
10	ballpen, black, good quality, smooth writing	374	piece	17.41		
11	ballpen, blue, good quality, smooth writing	142	piece	15.00		
12	ballpen, red, good quality, smooth writing	142	piece	15.00		
13	ballpen, black, ordinary	136	piece	8.29		
14	ballpen, black, retractable	65	piece	13.46		
15	bathroom tissue, 2-ply, 12 rolls/pack	28	pack	199.04		
16	bathroom deodorizer, 50g	2	piece	49.00		
17	battery, AA	50	piece	44.00		
18	battery, AAA, 2pcs./pack	87	pack	81.67		
19	bleach, 900ml	2	bottle	109.00		
20	broom, soft (walis tambo)	6	piece	250.00		
21	broom, soft (walis tambo), colored	2	piece	280.00		
22	bond paper, short, s.20	35	ream	225.00		
23	bond paper, A4, s.20, light blue	4	ream	260.00		
24	bond paper, A4, s.20, light green	5	ream	260.00		
25	bond paper, A4, s.20, yellow	5	ream	260.00		
26	bookends, L-shaped, metal, heavy duty	4	piece	150.00		
27	cable manager clip type: cable clips material: ABS resin color: black, white, transparent quantity: 20 pieces/pack suitable for: wire diameter within 7mm features: easy to use, line organizer, durable size: 3cm x 1.1cm x 1cm, approx.	5	box	80.00		
28	calculator, 12 digits	1	piece	450.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
29	certificate jacket, black, A4	52	piece	24.87		
30	class record size: 140mm x 279mm cover: board, 230gsm color: green leaves: 30	71	piece	25.00		
31	clear book, legal, black, 20s, good quality	20	piece	126.50		
32	clear book, legal, red, 10s, good quality	10	piece	65.00		
33	clear sheet, refill, A4, 100pcs./pack	5	pack	150.00		
34	clear sheet, refill, legal, 100pcs./pack	3	pack	180.00		
35	clip, back fold, 19mm	32	box	109.41		
36	clip, back fold, 41mm	6	box	83.83		
37	cork board, 2'x3'	1	piece	828.00		
38	cork board, 3'x5'	1	piece	4,615.00		
39	correction tape, gear type, 8m	82	piece	25.61		
40	correction pen, quick dry, 9ml	2	piece	80.00		
41	comb ring binder 1/4-inch, 1 meter long	5	piece	30.00		
42	comb ring binder 1/2-inch, 1 meter long	5	piece	30.00		
43	comb ring binder 3/4-inch, 1 meter long	20	piece	40.00		
44	cutter/ utility knife, big	1	piece	26.00		
45	data file box, green	37	piece	105.68		
46	data file box, red	3	piece	150.00		
47	data file box, black	18	piece	130.00		
48	data file box, blue	5	piece	120.00		
49	desk fan, rechargeable, blade: 14", speed 3 with control	2	unit	3,000.00		
50	desk pen gel ink with stand 0.5mm, refillable, spring bullet tip, 0.5mm, pen size: 62x40x155mm, ink color: black, rotatable joint of barrel and base for switching to suitable angle and easy-access	10	piece	100.00		
51	desk pen gel refill ink, black 0.5mm	20	tube	30.00		
52	desk organizer set, black metal mesh, file tray pencil storage	2	piece	300.00		
53	dishwashing liquid, 250ml	29	bottle	69.10		
54	disinfectant spray, aerosol, 538g	3	can	620.00		
55	digi-stamp ink, oil based, green, 20ml	1	bottle	450.00		
56	digi-stamp ink, oil based, red, 20ml	1	bottle	450.00		
57	digi-stamp ink, oil based, orange, 20ml	1	bottle	450.00		
58	digi-stamp ink, oil based, blue, 20ml	1	bottle	450.00		
59	digi-stamp ink, oil based, black, 20ml	1	bottle	450.00		
60	digi-stamp ink, oil based, purple, 20ml	1	bottle	450.00		
61	document tray file organizer, 3-tier, metal	1	piece	700.00		
62	document tray file organizer, 4-tier, metal	2	piece	400.00		
63	doormat, cloth	6	piece	46.00		
64	dustpan, plastic	4	piece	97.25		
65	dustpan, plastic, color: red	1	piece	85.00		
66	envelope, expanding, legal, brown, with tie	102	piece	20.93		
67	envelope punch board, multipurpose scoring board, plastic, size: 450x187mm/ 17.72x7.36inch	1	piece	1,200.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
68	envelope, brown, long	20	piece	10.00		
69	extension cord, 6 universal sockets, 5m	4	piece	1,086.25		
70	extension cord, 4-5 individual switch, 3-5m	1	piece	1,675.00		
71	extension cord, 4-outlet, 3 switch, not less than 2m	1	piece	1,200.00		
72	extension cord, with 1 or 3 USB outlets - USB- 301, USB-303 - PK, high quality	1	piece	700.00		
73	face mask, surgical, disposable	18	box	117.00		
74	facial tissue, 3-ply, 400s	7	box	115.14		
75	feather duster	6	piece	43.83		
76	keyboard , USB type	1	piece	380.00		
77	file document tab, 120 set Inserts size: 2 inch Colour: Transparent + color Material: PVC Size:79*32.5mm	3	pack	250.00		
78	first aid kit, 110-165 piece emergency medical rescue	1	kit	1,535.00		
79	first aid kit, 255-300 piece emergency medical rescue	2	kit	4,000.00		
80	flash drive, 32GB	5	piece	427.80		
81	folder, pressboard, legal, cream	60	piece	22.00		
82	folder, pressboard, legal, green	4	piece	19.00		
83	folder, pressboard, legal, blue	12	piece	23.00		
84	folder, pressboard, legal, dark blue	4	piece	19.00		
85	folder, long, white/cream	922	piece	7.94		
86	folder, long, light green	4	piece	8.50		
87	folder, short, white/cream	290	piece	5.00		
88	garbage bin, plastic, small, with cover	2	piece	150.00		
89	garbage bin, plastic, big, with cover, red	1	piece	350.00		
90	garbage bag, large, 10s, black	3	pack	90.00		
91	garbage bag, medium, 10s, black	15	pack	66.70		
92	glass/ multi-surface cleaner, 500ml	3	bottle	203.00		
93	glue stick, small, 25pcs/bundle	2	bundle	80.00		
94	glue, 130g	7	bottle	68.29		
95	glue, washable, gel, 118ml	18	piece	53.25		
96	hand soap, with germ protection, 60g	15	sachet	25.00		
97	hand soap, liquid, with pump dispenser, scented, 500ml	11	bottle	207.45		
98	highlighter, yellow	3	piece	80.67		
99	highlighter, yellow green	18	piece	18.89		
100	highlighter, green	12	piece	18.00		
101	index card, 5x8", 100s	5	pack	65.00		
102	laminating film, long, 222mmx337mmx250mic, 100s	2	pack	1,150.00		
103	ledger file, A4, 7.5 cm, blue	3	piece	150.00		
104	ledger file, A4, 7.5 cm, green	10	piece	200.00		
105	LED bulb, 19W	2	piece	380.00		
106	LED emergency bulb, 12W-14W	100	piece	200.00		
107	LED bulb, 12W-15W	100	piece	160.00		
108	logbook, 300 pages	7	piece	85.14		
109	mailing envelope, white, long	385	piece	1.52		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
110	mop, tornado	1	piece	1,500.00		
111	muriatic acid, concentrated, 100ml	4	bottle	110.00		
112	mouse, USB type	2	piece	175.00		
113	mouse pad, large desk, 70x30cm, color: gray	3	piece	273.33		
114	mouse pad, rubber	3	piece	42.00		
115	multi insect killer, 500ml	8	bottle	393.50		
116	multi insect killer, water based formula, 300ml	3	bottle	250.00		
117	notepad, stick-on, 5 colors/set	7	pad	142.14		
118	notepad, stick-on, 4 neon colors/set, .8x3cm	3	pad	62.00		
119	notepad, stick-on, 3 colors per set	8	pad	78.13		
120	pail, big, 4 gallon capacity	1	piece	150.00		
121	padlock, 60mm	5	piece	200.00		
122	paper clip, vinyl coated, 33mm	16	box	11.06		
123	paper clip, vinyl coated, 50mm	31	box	28.13		
124	paper fastener, plastic, 50s	53	box	42.38		
125	paper fastener, plastic, long	2	box	172.00		
126	paper fastener, plastic, 10s/pack	17	pack	103.82		
127	paper, specialty/board, A4, white, 200gsm, 10s	10	pack	80.00		
128	paper, specialty/board, short, white, 200gsm, 10s	10	pack	50.00		
129	paper, specialty/board, long, cream, 200gsm, 10s	40	pack	67.50		
130	paper, specialty/board, long, white, 200gsm, 10s	4	pack	50.00		
131	paper, specialty/board, long, soft green, 185gsm, 10s	114	pack	55.00		
132	paper, specialty/laid, long, green, 185gsm, 10s	5	pack	70.00		
133	paper, vellum/board, long, cream, 200gsm, 10s	8	pack	68.75		
134	paper, vellum/board, long, white, 200gsm, 10s	14	pack	70.00		
135	paper, mimeographing, white wove, short	6	ream	163.00		
136	parchment paper, white	2	pack	73.00		
137	pencil, lead, with eraser, # 2, 12s	17	box	96.88		
138	pencil, lead, with eraser, # 1, 12s	2	box	95.00		
139	pencil sharpener, heavy duty	1	piece	500.00		
140	permanent marker, black, fine	10	piece	44.40		
141	picture frame, 8.5x13", black	1	piece	150.00		
142	photo paper, glossy, A4, 20s	35	pack	101.31		
143	photo paper, matte, A4, 20s	48	pack	73.54		
144	plastic cover, #4	1	roll	1,650.00		
145	post it flags sticky labels "Please sign here" 0.5", 5 color/set	33	set	100.00		
146	puncher, with 2-hole guide, heavy duty	5	piece	301.40		
147	puncher, with 3-hole guide, heavy duty	2	piece	1,230.00		
148	puncher, one hole, hand-held, 6mm, size: 13x5.5x1.6cm weight: 60g	1	piece	220.00		
149	push pins	5	box	52.00		
150	rain coat, black	2	set	500.00		
151	receiving tray, steel, 2 layers, black	3	piece	50.00		
152	receiving tray, steel, 3 layers, black	1	piece	500.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
153	rechargeable AA and AAA battery charger, with 4 AA NiMH rechargeable batteries *maximizes battery performance *bad battery detection *audio and light charging status indicators *automatic switch on and off *charges 2-4 AA or AAA batteries at a time *includes 4 recharge AA batteries	1	unit	1,800.00		
154	rubber band, #18	2	box	27.00		
155	rubber boots, for men, black	3	pair	400.00		
156	ruler, plastic, 12"	5	piece	4.00		
157	scissors, symmetrical, 160mm	8	pair	63.25		
158	scissors, symmetrical, 8"	9	piece	56.11		
159	sign pen, .3mm, black, liquid/ gel ink	80	piece	54.55		
160	sign pen, .3mm, blue, liquid/ gel ink	5	piece	85.00		
161	sign pen, .4mm, black, liquid/ gel ink	3	piece	35.00		
162	sign pen, .4mm, blue, liquid/ gel ink	3	piece	35.00		
163	sign pen, .5mm, black, liquid/ gel ink	227	piece	32.04		
164	sign pen, .5mm, blue, liquid/ gel ink	47	piece	52.43		
165	sign pen, .3mm, black	66	piece	87.27		
166	sign pen, .3mm, blue	5	piece	85.00		
167	sign pen, .5mm, black	6	piece	85.00		
168	sign pen, .3mm, blue	15	piece	100.00		
169	stamping pad ink, purple, 150ml	2	bottle	182.00		
170	stamping pad, big, using purple ink	1	pad	70.00		
171	staple wire # 35	25	box	47.60		
172	staple remover, metal, nail puller extractor, stapler binding tool	1	piece	155.00		
173	staple wire remover, blue	4	piece	51.50		
174	stapler #35 with staple remover	12	piece	237.00		
175	sticker paper, white, short, glossy	1	pack	50.00		
176	sticker paper, white, short, matte	8	pack	50.00		
177	sticker paper, white, A4, matte	17	pack	58.88		
178	sticker paper, vinyl, white, matte, A4	15	pack	76.33		
179	sticker paper, vinyl, green, matte, A5	5	pack	145.00		
180	staple gun, 3 N 1, heavy duty three purpose nail staple gun stapler gun fit to frame staple, 4-14mm round staple-10-12mm finish nail-10-14mm package inclusion: staple gun: 1pc door type staple: 200pcs T-type staples: 200pcs U-type staples: 20pcs	1	set	1,000.00		
181	steel cabinet, 4 drawers *centralized lock *black recessed handle *power coated light gray finish *Dimension: H1331 x W460mm x D621mm	1	piece	10,000.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
182	storage box with lid & wheel, stackable, transparent, heavy duty, 95L, 70cmx52cmx43cm	1	piece	1,000.00		
183	switch, 2 gang, white	1	piece	150.00		
184	tape, double-sided, 0.5"	9	roll	26.22		
185	tape, double-sided, 1"	23	roll	33.70		
186	tape, duct, gray, 2"	5	roll	150.00		
187	tape, duct, black	13	roll	295.38		
188	tape, masking, 1"	3	roll	45.00		
189	tape, packaging, 48mm	5	roll	40.00		
190	tape, transparent, 24mm (1")	37	roll	25.14		
191	tape, transparent, 48mm (2")	23	roll	34.35		
192	tape dispenser, table top, 48mm (2")	4	piece	350.00		
193	thumb tacks, round head	12	box	8.57		
194	toilet bowl cleaner, 500ml	6	bottle	208.33		
195	toilet bowl cleaner, 100ml	5	bottle	250.00		
196	toilet bow, brush	2	piece	152.00		
197	trash can step pedal, 30L rectangle stainless steel trash tin, high quality, color: silver, with silent and soft close cover, separate inner can, fully enclosed design	1	piece	2,800.00		
198	trash can step pedal, 5L rectangle stainless steel trash tin, high quality, silver, with silent and soft close cover, separate inner can, fully enclosed design	3	piece	700.00		
199	universal socket adapter, 100-240v; with switch, current: 10A	3	unit	56.67		
200	wall clock, analog, black, 28cm	2	unit	500.00		
201	whiteboard marker, black	150	piece	65.00		
202	whistle material: metal, color: silver, size: 4 x 2 x 1.5cm, weight: 12.5g	4	piece	25.00		
203	wire organizer, wrap tube flame retardant cable sleeve inner diameter: 10mm/14mm fit for (outer diameter): 10mm-12mm/ 14mm-16mm length: 1 meter color: black useful for: cable organization, wiring harness	5	piece	150.00		
204	window speaker intercom *wireless two way speaker mic. and dual way window microphone *DC 12v *adjustable volume *inner and outer mute *high sound	1	set	2,000.00		
205	emergency light , rechargeable, 220v 60hz; 6V 4.5 Ah sealed lead acid battery; 2 Heads (24x0.06 Watts LED); Duration Time: 17 Hrs.= 2 heads	5	unit	2,000.00		
206	ceiling fan light *3 blades, oscillate, remote control, timer, variable speed settings, 220V, 48inch, color: black	1	unit	3,500.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
207	flash light, rechargeable, brightness adjustment: strong/ soft degree Large; space handle: easy to carry; box: The Charging Cable stored in the storage box; Battery Capacity:2800mAh; Voltage: AC 100-240V 50/60Hz; Current: AC 0.2A: Charging Rated Power:5W; Power Factor:0.1; Charging Time:15 Hours; Using Time: 7-14 Hours (strong/ soft degree)	1	unit	1,000.00		
208	power supply adaptor input voltage: 100-240Vac output voltage: 24V power rating: 1.2A	1	unit	1,750.00		
209	Stand fan ; wattage (max): 62w RPM weight:7kg, max center height:1 150mm, switch type: 3 speed piano switch, vertical angle adjustment: free neck oscillation double	1	unit	4,000.00		
210	stand fan ; size: 16 inch; Blades: 5 blades; Cleaning: Easy to Clean; Speed: 3 Mode Motor with Condenser and built in Safe Specification; Voltage: 220V; Frequency: 50Hz; Power: 55W±	1	unit	1,500.00		
211	swivel chair fully upholstered back and seat cushion with black leatherette with polypropylene armrest, adjustable height and 5-pronged based with caster	2	unit	8,000.00		
212	Ventilation fan , 8-inch, wall-mounted, 220V-240V/50Hz	1	unit	800.00		
213	ink cart, Canon 810, black	10	cart	1,200.00		
214	ink cart, Canon 811, colored	4	cart	1,437.50		
215	ink refill, Canon, GI790, Black, 135ml	9	bottle	461.11		
216	ink refill, Epson L3110 003, Black	52	bottle	330.27		
217	ink refill, Epson L3110 003, Cyan	24	bottle	323.75		
218	ink refill, Epson L3110 003, Magenta	22	bottle	325.23		
219	ink refill, Epson L3110 003, Yellow	22	bottle	325.23		
220	ink refill, Epson L3210 003, Black	1	bottle	300.00		
221	ink refill, Epson L3210 003, Cyan	1	bottle	300.00		
222	ink refill, Epson L3210 003, Magenta	1	bottle	300.00		
223	ink refill, Epson T6641, Black	165	bottle	313.73		
224	ink refill, Epson T6642, Cyan	9	bottle	345.56		
225	ink refill, Epson T6643, Magenta	9	bottle	345.56		
226	ink refill, Epson T6644, Yellow	9	bottle	345.56		
227	ink refill, HP GT52, cyan, 75ml	2	bottle	345.00		
228	ink refill, HP GT52, magenta, 75ml	2	bottle	345.00		
229	ink refill, HP GT52, yellow 75ml	2	bottle	345.00		
230	ink refill, HP GT53, black, 90ml	5	bottle	313.00		
231	DVD-R, blank	5	piece	50.00		
232	external DVD reader, black, material: plastic & metal; dimension: approx. 138x137.5x17mm; supported formats: CD & DVD; supported CD size: 12cm/4.7"; supported media types: CD & DVD; reading speed: up to 24 times; recording speed: CD 24X Max; memory cache: 2M; rated voltage: 5V	1	piece	1,000.00		

Item	Specification	Qty.	Unit	Unit Cost	Brand/Model	Statement of Compliance
233	EXTERNAL HARD DRIVE, 1TB, 2.5HDD, USB 3.0	8	piece	3,500.00		
234	flash drive, 32GB	4	piece	495.50		
235	HDMI cable/ connector, 5 meters	1	piece	1,400.00		
236	keyboard, wired, USB TYPE	5	piece	660.00		
237	mouse, wired	4	piece	150.50		
238	mouse, wireless, Bluetooth type	3	piece	533.33		
239	printer , 4in1, Print, Scan, Copy, Fax Automatic document feeder; copy quality: draft/standard/ best quality: max copy size legal; USB 2.0	1	unit	13,500.00		
240	router, wireless, dual band, 4-port	1	unit	1,800.00		
241	toner, Canon, #303	2	cart	4,000.00		
242	UPS, 650VA	1	unit	2,300.00		
243	USB hub, 7 ports, 3.0, with individual power switches and LEDs	4	piece	775.00		
244	USB WiFi adapter for PC, wifi dongle 802.11ac wireless network adapter with dual band 2.4GHz/5Ghz high gain antenna for desktop laptop support windows; XP/Vista/7/8.1/10 Mac 10.7-10.15	2	unit	1,000.00		
245	window speaker intercom; wireless two-way speaker mic and dual way window microphone; DC 12V; adjustable volume; inner and outer mute; high sound	2	set	2,000.00		

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).

