

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**PROCUREMENT AND DELIVERY OF OFFICE
SUPPLIES**

ABC = Php 1,593,687.50

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- (a) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.2 of the IRR of RA 9184;
- (b) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website, the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for a minimum period of seven (7) calendar days starting on the date of advertisement; and
- (c) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for a minimum period of seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

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

The Invitation to Bid should be incorporated into the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.



West Visayas State University
LAMBUNAO CAMPUS
Bids and Awards Committee

Ladrado Street, Poblacion Ilawod,
Lambunao, Iloilo, Philippines 5042

*Trunkline: (033) 533-8053 loc 101-133 *Telefax No.: (033) 533-8053

*Website: www.wvsu.edu.ph * Email Address: lambunao@wvsu.edu.ph



SCP000194Q

Invitation to Bid No. PB2022-02

Procurement and Delivery of Office Supplies
ABC = Php 1,593,687.50

1. The **West Visayas State University-Lambunao Campus**, through its **NEP 2022 (F101 2022)** intends to apply the sum of **ONE MILLION FIVE HUNDRED NINETY-THREE THOUSAND SIX HUNDRED EIGHTY-SEVEN PESOS & 50/100 ONLY (Php1,593,687.50)** payments under the contract for **Procurement and Delivery of Office Supplies**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **West Visayas State University-Lambunao Campus** now invites bids for the above Project. Delivery of the Goods is required for **Thirty Calendar Days (30 C.D.)**. Bidders should have completed within two (2) years 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 non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives and partnerships or organizations with at least Sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippine, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA5183.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 09-28, 2021** from **8:00 A.M. to 5:00 P.M. and November 29, 2021 from 8:00AM to 9:00AM ONLY** from the address 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 **THREE THOUSAND PESOS (Php3,000.00) ONLY**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
5. The **West Visayas State University-Lambunao Campus** will hold a virtual Pre-Bid Conference on **November 17, 2021, 9:00 A.M.** which shall be open to prospective bidders through video conferencing or webcasting via google meet (for registration of interested bidders please send your request to this address **bac.lambunao@wvsu.edu.ph**)
6. Bids must be duly received by the BAC Secretariat at the address below on or **before 9:00 A.M. on November 29, 2021** or through electronic submission (via **bac.lambunao@wvsu.edu.ph**) consisting of an archive format compression and password protection. Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

8. Virtual Bid opening shall be on **November 29, 2021, 9:00 A.M. via google meet.** Bids will be open in the presence of the bidders' representatives who choose to attend the activity virtually.
9. The **West Visayas State University-Lambunao 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 Section 35.6 and 41 of the 2016 revised IRR of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further inquiries, please refer to:

LUDOVINA L. CATILO/HAZEL C. ARTIEDA

BAC Secretariats

Tel. No.: (033) 533-8053 local 122

WVSU-Lambunao Campus

Lambunao, Iloilo

11/09/2021

Approved:

LESTER L. LUCERO, LI. B., Ph.D.
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *West Visayas State University-Lambunao Campus* wishes to receive Bids for the *Procurement and Delivery of Office Supplies* under a Framework Agreement, with identification number *PB2022-02*.

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 *[F164 2021 (Income 2021)]* in the amount of *[One Million Six Hundred Sixty-four Thousand Nine Hundred Fifty-eight pesos (Php 1,664,958.00)]* Only.

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

[If not an early procurement activity, select one and delete others:]

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or

work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2.

a. Foreign ownership 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.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of 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.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *{[November 17, 2021, 9:00 am, virtual]}* 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 The Bidder's SLCC as indicated in **ITB** Clause 5.3 : 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 prior to the deadline for the submission and receipt of bids.

- 10.2. 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:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 **120 days**. 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

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 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

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

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>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:</p> <p>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.</p>
7.1	<p>The Procuring Entity has prescribed that:</p> <p>Subcontracting is not allowed</p>
12	<p>The price of the Goods shall be quoted DDP [<i>Lambunao,Iloilo</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php31,873.75, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php79,684.38 if bid security is in Surety Bond.</p>
19.3	<p><i>No further Instructions</i></p>
20.2	<p>latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</p>
21.2	<p><i>No further Instructions</i></p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered WVSU-Lambunao Campus, Lambunao, Iloilo. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered WVSU-Lambunao Campus, Lambunao, Iloilo. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;">MARY JOSEPHINE C. BAUTISTA, Ph. D. West Visayas State Univeristy-Lambunao Campus Lambunao, Iloilo</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

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:

Select appropriate requirements and delete the rest.

- 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 cost 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 *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>No Partial Payment is allowed</i>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

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>

Technical Specifications

<i>Procurement and Delivery of Office Equipment</i> <i>TECHNICAL SPECIFICATIONS</i>				
<i>Item No.</i>	<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
1	Stand sign holder	3 pcs	Acrylic display stand up sign holder	
2.	Alcohol	62 btls	Alcohol, 500 ml, isopropphyl 70% alcohol	
3	Arch file clear sheets	50 pcks	Arch file clear sheets protector refill, A4 heavy duty reinforced with binding edge 10pcs/pck	
4	Ballpen	20.5 doz	Ballpen, fine point, black, .5	
5	Ballpen	14.5 doz	Ballpen, fine point, blue, .5	
6	Ballpen	7 doz	Ballpen, fine point, red, .5	
7	Binding element	2pcks	Binding Element 14mm (PVC) black	
8	Binding element	2 pcks	Binding Element 19mm (PVC) black	
9	Binding element	2 pcks	Binding Element 22mm (PVC) black	
10	Bleaching liquid	8 liters	Bleaching Liquid	
11	Bluetooth speaker	1 pc	Bluetooth speaker, wireless, small	
12	Board paper	10 pcks	Board paper A4, 20's/pck	
13	Board paper	15 pcks	Board paper, A4, white, 220gsm 10's	
14	Board paper	5 pcks	Board paper, legal, white, 220gsm 10's	
15	Bond paper	240 reams	Bond Paper, A4, 80gsm	
16	Bond paper	5 reams	Bond paper, colored, pastel blue, A4	
17	Bond paper	5 reams	Bond paper, colored, pastel orange, A4	
18	Bond paper	210 reams	Bond paper, long/legal 80 gsm	

19	Bond paper	2 reams	Bond paper, short, sub. 20	
20	Brown envelope	210 pcs	Brown envelope, short	
21	Cert. frame	70 pcs	Certificate frame, A4, wall hanging, 35 pcs portrait, 35 pcs(landscape)high quality, glass	
22	Cert. holder	22 pcs	Certificate holder, A4 size, plastic	
23	Clearbook	4 pcs	Clear Book, hard cover, refillable, 20 pockets, spirral-bound, size: 9.5 in. x 14 in, green	
24	PVC binding cover	1 pack	Clear PVC Binding cover 200 microns 0.2 mm LCT 100 sheets, A4, high gloss	
25	Clear sheet protector	10 pcks	Clear sheet protector, 10's pac A4 binder arch file	
26	PVC binding cover	10 pcks	Clear sheet PVC binding cover 100 pcs, 200 microns, high gloss, transparent, quality rigid film	
27	Clearbook	55 pcs	Clearbook folder, long size, yellow	
28	Clearbook	20 pcs	Clearbook. Long, red	
29	Colored paper	6 pcks	Colored Paper, asstd. Vibrant colors, short, 80gsm, 250 sheets/pcks	
30	Corkboard	1 pc	Corkboard (125x95cm)	
31	Correction pen	53 pcs	Correction pen, fine tip, 10ml	
32	Correction tape	104 pcs	Correction Tape 20m	
33	cutter	25 pcs	Cutter knife/paper cutter, 18x100mm, heavy duty	
34	File box	25 pcs	Data file box made with chipboard, w/ closed ends	
35	Data folder	135 pcs	Data Folder (Arch File),Horizontal Width:75mm, Height: 230mm, Length: 380mm, chipboard:2.5mm thick, leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, with lever arch fuile mechanism and taglia lock, spine is provided with finger ring and clear plastic pocket for labeling purposes, color: assorted colors (red, blue, and maroon) one shade only	
36	dater	1 pc	Dater (MM/DD/YYYY), heavy duty	

37	dater	3 pcs	Dater received(MM/DD/YYYY), heavy duty	
38	Desk file	2 pcs	Desk file documents organizer rack, 4 layers	
39	calculator	10 pcs	Desktop calculator, standard function calculator with 12-digit Large LCD display solar & battery dual power	
40	Wall clock	2 units	Digital wall clock LED time calendar temp electric alarm clock (size appx: 19.09x7.28x1.97 inches	
41	filer	10 pcs	Document filer, legal, maroon	
42	Document tray	1 pc	document tray, 3 layer, 9209, blue	
43	Double sided tape	45 pcs	Double sided tape, 1"	
44	Double sided tape	5 pcs	Double sided tape, 1/4 inch	
45	Double sided tape	5 pcs	Double sided tape, 2"	
46	Elastic band	1 box	Elastic Band (#16, 350gms)	
47	Elastic band	1 box	Elastic Band (#18, 350gms)	
47	Brown envelope	20 pcs	Envelope, brown, expandable, long	
49	Brown envelope	160 pcs	Envelope, brown, long	
50	Expanded envelope	2 pcks	Expanding envelope w/ garter, legal, 8pcs/pack	
51	filer	5 pcs	Filer, horizontal, long	
52	Filing box	5 pcs	Filing box, blue, Legal;	
53	Filing box	10 pcs	Filing box, legal, orange, horizontal	
54	Filing box	75 pcs	Filing box, red, legal, 9.5x14"	
55	Filing folder	174 pcs	Filing folder, white, A4	
56	Filing folder	224 pcs	Filing folder, white, legal	
57	Floor mop	1 pc	Floor mop w/ handle, good quaity	
58	Fluorescent	1 pck	Fluorescent marker, chisel type, 6 colors per pack,	

	marker			
59	Frixion pen	15 pcs	Frixion pen erasable gel pen 0.5mm black	
60	Gel pen	5 pcs	Gel pen, gel pen ink, 0.5mm, black	
61	Gel pen	5 pcs	Gel pen, gel pen ink, 0.5mm, black blue	
62	Gel pen	5 pcs	Gel pen, gel pen ink, 0.5mm, black red	
63	Gel pen	3 bxs	Gel sign pen .3mm, black	
64	Glue gun	2 pcs	Glue gun, electric, 20w, uses 5/16" diameter glue stick	
65	Glue stick	3 pcks	Glue stick, 5/16, 12's	
66	glue	41 pcs	Glue, multi purpose, 130grms, white, washable	
67	glue	2 btls	Glue, multi purpose, 240grms, white, washable	
68	glue	1 gal	Glue, multi-purpose, washable	
69	Sign pen	3 pcs	G-tech C3 pen black 0.3mm roller	
70	Sign pen	3 pcs	G-tech C3 pen blue 0.3mm roller	
71	Hand soap	5 pcs	Handsoap, medium size	
72	Highlighter pen	15 pcs	Highlighter Pen (neon blue)	
73	Highlighter pen	29 pcs	Highlighter Pen (neon green)	
74	Highlighter pen	7 pcs	Highlighter Pen (neon orange)	
75	Highlighter pen	13 pcs	Highlighter Pen (neon yellow)	
76	Highlighter pen	20 pcs	Highlighter Pen (pink)	
77	Highlighter pen	10 pcs	Highlighter pen neon yellow	
78	Laid paper	150 pcks	Laid Paper good quality 20's, gsm: 85 color: Cornfield size: 8 1/2" x 13", "canon"	
79	Arch file	80 pcs	lever Arch File folder w/ 3 rings , A4, / plastic cover, blue	

80	Arch file	30 pcs	Lever arch file folder, 3 inch, with 2 rings and metal finger pull can fit A4, short, and legal size bond paper	
81	Arch file	30 pcs	Lever arch file folder, 3 inch, with 2 rings and metal finger, good quality side clip	
82	Arch file	200 pcs	Lever Archfile folder, red, A4	
83	Liquid gel pen	7 doz	liquid gel pen, black, .5mm needle point	
84	Liquid gel pen	20 pcs	Liquid gel pen, high quality direct, .50mm red	
85	Liquid gel pen	5 doz	Liquid gel pen, high quality direct, .7mm blue	
86	whiteboard	2 pcs	Magnetic Whiteboard, Measurements: 18 x 24 in, strong magnetic hold, Cleaner lasting surface, Safely protected corners, Movable folding holder	
87	Masking tape	6 pcs	Masking tape 1"	
88	Masking tape	16 pcs	Masking tape 2"	
89	Masking tape	10 pcs	Masking tape 4"	
90	Mechanical pencil	2 pcs	Mechanical Pencil .5	
91	Pencil lead	2 pcs	Mechanical pencil lead .5	
92	megaphone	2 units	Megaphone, 50Watts, max power, pistol grip, wired handheld microphone, button activated siren, recording function, MP3 playback via USB & SD slot, rechargeable battery, can also use dry cell battery, DC12V jack	
93	bookends	8 pairs	Metal Bookends Heavy duty pair	
94	Desk organizer	1 pc	Metal Mesh Office Desk Organizer; Black, office desk pen holder mesh cube metal stand organizer	
95	dater	5 pcs	Mini dater, self inking	
96	stationery	5 pcs	Office Stationery documents, label quick identification hanging file folder tabs blank insert 120/set	
97	padlock	1 pc	Padlock, big, 50mm, heavy duty	

98	Paint marker	10 pcs	Paint Marker, Color: Pink, 0.062kg, L:1.5cm, W:1.5cm, H:13cm	
99	Paint marker	10 pcs	Paint Marker, Color: Silver, 0.062kg, L:1.5cm, W:1.5cm, H:13cm	
100	Paint marker	10 pcs	Paint Marker, Color: White, 0.062kg, L:1.5cm, W:1.5cm, H:13cm	
101	Plastic cover	5 m	Plastic cover, good quality	
102	Paper clamp	17 bxs	Paper clamp, large/binder clips 12pcs/box, 51mm	
103	Paper clamp	42 bxs	Paper clamp, medium/binder clips 12pcs/box, 41mm	
104	Paper clamp	10 bxs	Paper clamp, small/binder clips 12pcs/box, 15mm	
105	Paper clamp	10 bxs	Paper clamp, small/binder clips 12pcs/box, 19mm	
106	Paper clamp	17 bxs	Paper clamp, small/binder clips 12pcs/box, 25mm	
107	Paper clamp	12 bxs	Paper clamp, small/binder clips 12pcs/box, 32mm	
108	Paper clip	30 bxs	paper clip, vinyl coated , big, 50mm	
109	Paper clip	30 bxs	paper clip, vinyl coated , small	
110	Paper fastener	5 bxs	Paper fastener, (brass extra long sized, non-sharp edge)	
111	Paper fastener	17 bxs	Paper fastener, plastic, vinyl coated	
112	Paper fastener	40 bxs	Paper fastener, stainless	
113	envelope	5bxs	Pay envelope, brown, no print, 4x7.5", 500pcs/box	
114	pencil	1 bx	Pencil , # 1, 12 pcs/box	
115	pencil	10 bxs	Pencil , # 2, 12 pcs/box	
116	Pencil sharpener	1 pc	Pencil Sharpener, Double thickness steel, Hand-cranked mechanism, Detachable pencil shaving bin	
117	Permanent marker	5 pcs	Permanent marker , broad point, black	
118	Permanent marker	2 pcs	Permanent marker , broad point, blue	
119	Permanent marker	5 pcs	Permanent marker , broad point, red	

120	Permanent marker	27 pcs	Permanent marker , fine point, black	
121	Permanent marker	14 pcs	Permanent marker , fine point, blue	
122	Permanent marker	2 pcs	Permanent marker , fine point, red	
123	Photo paper	12 pcks	Photo paper, high gloss, 180gsm A4 size matte, 10's	
124	Photo paper	50 pcks	Photo paper, high gloss, 180gsm A4, 20 sheets /pack	
125	Photo paper	20 pcks	Photo paper, high gloss, 180gsm legal size matte, 10's	
126	Comb binding ring	10 pcks	Plastic comb binding ring A4 black (14mm), 10's	
127	Plastic envelope	100 pcs	Plastic envelope, transparent, legal	
128	Plastic envelope	100 pcs	Plastic envelope, transparent, short	
129	Plastic file folder	150 pcs	Plastic file folder. Good quality, , asstd. Colors (yellow,blue, pink, green, red, orange, violet, white, .45mm thick, legal size	
130	puncher	1 pc	Puncher 3 holes, heavy duty, 30 sheets capacity,	
131	puncher	8 pcs	Puncher, heavy duty, 2 holes	
132	Push pins	4 bxs	Push pins, jumbo, asstd. Colors	
133	Plastic cover	2 rolls	PVC plastic cover, 2.6 guage	
134	Record book	10 pcs	Record Book, 150 pages	
135	Record book	5 pcs	Record Book, 500 pages	
136	Retractable pen	2 doz	Retractable pen, .5 black	
137	Retractable pen	1 doz	Retractable pen, .5 blue	
138	Ring binder	45 pcs	Ring binder, plastic, 10mm, long, 23 holes	
139	Ring binder	45 pcs	Ring binder, plastic, 12mm, long, 23 holes	

140	Ring binder	45 pcs	Ring binder, plastic, 14mm, long, 23 holes	
141	Ring binder	65 pcs	Ring binder, plastic, 16mm, long, 23 holes	
142	Ruler	18 pcs	Ruler, 12 inches, flexible	
143	Scissor	27 pcs	Scissor, plastic handle, big, 9", heavy duty	
144	Scotch tape dispenser	11 pcs	Scotch tape dispenser, 1 inch, big heavy duty, green	
145	Sign pen	8.5 doz	Sign pen .4 black, gtech 12's	
146	Sign pen	1 doz	Sign pen .4 blue, gtech 12's	
147	Sign pen	1 doz	Sign pen .4 green, gtech 12's	
148	Sign pen	1 doz	Sign pen .4 red, gtech 12's	
149	Sign pen	1 doz	Sign pen .4 violet, gtech 12's	
150	Sign pen	2 doz	Sign pen .5 black	
151	Sign pen	3 doz	Sign pen .5 blue	
152	Sliding tape paper cutter	2 pcs	Sliding Type Paper Cutter; Cutting capacity approx. 16 sheets; Capable for A3 and A4 and perforated edge cutting (board)	
153	Staple remover	2 pcs	Staple remover, heavy duty, plier type	
154	Staple wire	5 bxs	Staple wire #10	
155	Staple wire	23 bxs	Staple wire #35, aluminum, 1000 staples	
156	Staple wire	15 bxs	Staple wire, No. 23/23 (24mm) heavy duty	
157	Stapler binder	1 unit	Stapler Binder type, heavy duty, desktop, maximum capacity up to 100 sheets (10mm) of 80gsm paper	
158	Stapler	12 pcs	Stapler w/ staple wire remover, red(uses #35 staple wire)	
159	Stapler	1 pc	Stapler, long arm, heavy duty	
160	Sticker paper	30 pcks	Sticker paper, matte finish A4, 10sheets/pck	
161	Sticker paper	16 pcks	Sticker Paper,a4 glossy, 20 sheets/pack	

162	Notarial gold seal	50 pcks	Stick-rite notarial gold seal with adhesive No. 24, 40 pcs/pck	
163	Sticky notepads	15 pcks	Sticky note, 5 in 1 color-(pointed) 100's, label tag index	
164	Sticky notepads	9 pads	Sticky notepads, self stick, , square, colored, 100pcs/pad	
165	Sticky notepads	10 packs	Sticky notes with "sign here" label	
166	Sticky notepads	10 pcks	Sticky notes, .47 inches	
167	Sticky notepads	42 pads	Sticky notes, 3x3 inches(yellow pink, blue) multi colored	
168	Storage box	4 pcs	Storage box with lid, Made with thick chipboard and bookbinding cover for a matte finish, L 40 x W 29 x H 28.5 cm\	
169	Face masks	55 bxs	Surgical Face mask, 50pcs/box	
170	Table mat	1 pc	Table mat protector pvc soft crystal glass waterproof cover plastic clear (thickness 1.5mm) size: 90cm x 244 cm	
171	Tape measure	2 pcs	Tape Measure	
172	Thermal scanner	3 sets	Thermal Scanner with alcohol dispenser temperature (automatic alcohol dispenser with iron stand)	
173	Adhesive tape	51 pcs	Transparent adhesive tape, 1 inches	
174	Adhesive tape	55 pcs	Transparent adhesive tape, 2 inches	
175	Adhesive tape	4 pcks	Transparent tape, 1" x 50 yds, clear tape, 12 pcs/pck	
176	tray	6 pcs	Tray (paper), legal size, 5 tier	
177	whiteboard	1 pc	Wall mounted dry erase whiteboard with aluminum frame and 2.5" marker tray, 60"W x 40" H	
178	Mailing envelope	7 bxs	White Mailing envelope, long, 100 pcs/box	
179	whiteboard	2 pcs	Whiteboard (125x95cm)	
180	Whiteboard eraser	3 pcs	Whiteboard eraser	

181	Whiteboard pen	37 pcs	Whiteboard pen, black	
182	whiteboard	1 pc	Whiteboard, 8"x4"	
183	whiteboard	1 pc	Whiteboard 4 x 6	
184	Air freshener	1 pc	Air freshener in can, 120grms, apple	
185	Air freshener	3 cans	Air freshener spray, apple scent, 280ml	
186	Air freshener	35 cans	Air freshener spray, can, 330 ml garden scent	
187	Air freshener	10 cans	Air freshener spray, can, 330 ml lemon scent	
188	Bathroom sanitizer	18 pcs	Bathroom air sanitizer and deodorizer, 100g w/ holder	
189	Disinfectant spray	32 btls	Disinfectant spray, 510g, citrus meadows	
190	Disinfectant spray	4 btls	Disinfectant spray, 510g, fresh blossom scent	
191	Hand sanitizer	20 btls	Hand Sanitizer, 500ml bottle pump	
192	Disinfectant spray	5 btls	Disinfectant spray, 510g, morning breeze	
193	Furniture polish	24 cans	Furniture Polish (lemon scent) 330ml	
194	Insect killer	15 cans	Multi insect killer spray, aerosol, 600ml	
195	Muriatic acid	3 liters	Muriatic Acid	
196	Mosquito killer	15 cans	Mosquito killer spray, 500 ml	
197	battery	42 pcs	Double A (AA) Battery, super heavy duty	
198	battery	3 pcks	Triple A (AAA) Battery, super heavy duty batteries, 4pcs/pack	
199	Toilet bowl cleaner	46 btls	Toilet bowl cleaner, max strength, 500ml	
200	Glass cleaner	25 btls	Glass cleaner, spray, 500 ml	

201	Doormat cloth	14 pcs	Doormat, cloth, standard size, absorbent	
202	doormat	9 pcs	Doormat, rubberized lining	
203	Toilet paper	30 pcks	Toilet/Tissue Paper, 2 ply, 12's, 300 pulls	
204	Toilet paper	5 pcks	Toilet/Tissue Paper, 2 ply, 9pcs/pck	
205	Garbage bag	1 pack	Garbage bag, medium size, 10pcs/pck, black	
206	Garbage bag	4 pcks	Garbage bag, small size, 100pcs/pck, 9x9x18", black	
207	Garbage bag	3 pcks	Garbage bag, small size, 50pcs/pck, 9x9x18", black	
208	Garbage bag	2 pcks	Garbage bag, medium size, 100pcs/pck, 11x11x24", black	
209	Garbage bag	1 pck	Garbage bag, medium size, 50pcs/pck, 11x11x24", black	
210	Garbage bag	2 pcks	Garbage bag, large size, 100pcs/pck, 15x15x37", black	
211	Garbage bag	1 pck	Garbage bag, large size, 50pcs/pck, 15x15x37", black	
212	Garbage bag	50 pcs	Garbage bag, small size, 50pcs/pck, 9x9x18", black	
213	Mop and spin	3 pcs	Mop and spin dry bucket set w/ microfiber mop	
214	Tornado mop	2 pcs	Tornado mop head refill	
215	Fabric conditioner	11 btls	Fabric conditioner, 800 ml	
216	Cleaning cloth	10 pcs	Microfiber cleaning cloth	
217	softbroom	11 pcs	Softbroom, medium size	
218	dustpan	3 pcs	Dustpan, large	
219	bathsoap	2 pcs	Bathsoap, large, white, 100 grms	
220	Detergent powder	21 pcks	Detergent powder, 500grms	

221	Dishwashing liquid	9 btls	Dishwashing liquid, 500ml	
222	Chain lock	2 pcs	Universal chain lock, heavy duty	
223	Door knob	2 pcs	Door knob Lockset, heavy duty	
224	padlock	1 pc	4 piece Laminated steel padlocks 40mm	
225	Usb hub	1 unit	10 port powered USB hub SB 3.0 data hub with individual on/off switches and 12V 7.5A power adapter USB hub	
226	printer	12 units	3-in-1 multifunction printer with wireless and mobile printing to work on-the-go	
227	toner	2 pcs	Brother MFC-9330CDW printer toner cartridge (Black, DR-261CL)	
228	toner	2 pcs	Brother MFC-9330CDW printer toner cartridge (cyan, DR-261CL)	
229	toner	2 pcs	Brother MFC-9330CDW printer toner cartridge (Magenta, DR-261CL)	
230	toner	2 pcs	Brother MFC-9330CDW printer toner cartridge (Yellow, DR-261CL)	
231	cartridge	3 pcs	Cartridge Canon CL811, PG810 combo bundle value pack	
232	keyboard	2 pcs	computer keyboard, usb type	
233	Ink	64 pcs	Epson 003 Ink (black) for Epson L3110 printer	
234	Ink	45 pcs	Epson 003 Ink (cyan) for Epson L3110 printer	
235	Ink	45 pcs	Epson 003 Ink (magenta) for Epson L3110 printer	
236	Ink	45 pcs	Epson 003 Ink (yellow) for Epson L3110 printer	
237	Ink	20 btls	Epson L360 Refill Ink, 70ml, (T6641 black)	
238	Ink	9 btls	Epson L360 Refill Ink, 70ml, (T6642 cyan)	
239	Ink	9 btls	Epson L360 Refill Ink, 70ml, (T6643 magenta)	
240	Ink	9 btls	Epson L360 Refill Ink, 70ml, (T6644 yellow)	
241	cartridge	2 carts	Epson WorkForce AL-C300DN Colour laser printer complete powder:Standard capacity toner cartridge black S050	

242	cartridge	2 carts	Epson WorkForce AL-C300DN Colour laser printer complete powder:Standard capacity toner cartridge cyan S050	
243	cartridge	2carts	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge magenta S050	
244	cartridge	2carts	Epson WorkForce AL-C300DN Colour laser printer complete powder:Standard capacity toner cartridge yellow S050	
245	External HD	5 units	External Drive, 2TB, safely and easily manage 2 TB of photos, videos, movies, and more with hardware encrypted password protection; texture: woven fabric; compatibility: USB-C, USB 3.0/2.0; windows/mac: yes; hardware encryption: yes; customissable back up: yes; auto sync: yes; Adobe CC photography plan2: yes; 2 year seagate Rescue services: yes	
246	External HD	6 units	External hard Drive, 1 TB	
247	External HD	4 units	External hard drive, 4TB	
248	ink	10 btls	HP refill ink, (GT53XL, black, 135ml)	
249	ink	10 btls	HP refill ink, GT52, 70ml, cyan	
250	ink	10 btls	HP refill ink, GT52, 70ml, magenta	
251	ink	10 btls	HP refill ink, GT52, 70ml, yellow	
252	ink	2 pcs	Wrist comfort mouse pad	
253	mouse	5 pcs	Mouse, usb type, laser	
254	OTG USB	12 pcs	OTG USB, type C 128gb	
255	curtain	10 pcs	Plain ring curtain, cobalt blue, 55 x84 7 feet drop, easy to hang ring curtain, suitable for curtain poles	
256	curtain	10 pcs	Plain ring curtain, emerald green, 55 x84 7 feet drop, easy to hang ring curtain, suitable for curtain poles	
257	printer	12 units	Printer, 3-in-1 with continuous ink system	
258	gloves	1 box	surgical gloves, medium, 100pcs/box	
259	toner	4 pcs	Toner, 85A for HP laser jet 1102 printer	

260	ink	31 pcs	Ultra high yield Ink bottle BT 5000M	
261	ink	29 pcs	Ultra high yield ink bottle BT5000C	
262	ink	29 pcs	Ultra high yield ink bottle BT5000Y	
263	ink	44 pcs	Ultra high yield ink bottle BTD60BK	
264	USB	2 units	Ultra-Fast Portable USB 3.0 Hub with 4 Charge and Sync Ports	
265	UPS	5 units	UPS (min 700VA, 230V)	
266	UPS	3 units	UPS (ratings: 1000VA/600W, battery:1x12V/9Ah, Interface: 4x universal socket LED indicators	
267	UPS	3 units	UPS, SVC 1000VA (1000W AVR)	
268	USB	5 pcs	USB Flash drive, 32gb	
269	USB	2 pcs	USB Flash drive, 64gb	
270	USB	2 pcs	USB flash drive, dual drive, type C & usb A capacity 256GB	
271	Webcam	3 units	Webcam full hd, 720P HD usb webcam with fill light and microphone plug and play camera for computer desktop camera for laptop	
272	Air purifier	2 units	5 stage air purifier, double hepa filter, w/ remote control and timer.	
273	Ring binder	22 pcs	3 ring binder, A4 filer white, 3" with pocket side and front	
274	Dish cabinet	1 unit	Dish cabinet with drawers, blue 61L x 33Wx 161H cm	
275	Vacuum cleaner	4 units	handheld vacuum cleaner (31x11x19.5 cm, dry function, handy stick vacuum cleaner, washable foam filter, dust capacity .8L, motor power, 600w normal, 800w max, working time: max of 35 mins.	
276	Orbit fan	6 unit	orbit fan, 16" diameter, 4 speed remote switch w/ remote control	
277	Garbage bin	2 pcs	Slim pedal bin 22L, gray or black	
278	Stand fan	3 units	Stand Fan, 16" blade, green, heavy duty	
279	Stand fan	2 units	Stand Fan, 18" blade, heavy duty, high velocity	

280	Stand fan	2 units	Stand fan, industrial, 24 inch, heavy duty	
281	Steel cabinet	1 unit	Steel cabinet, 8 drawers, H109cmxW2cmxD41cm	
282	Steel cabinet	4 units	Steel Cabinets, 4 drawers, dark green, standard size	
283	Steel cabinet	1 unit	Steel Cabinets, 5 drawers, dark green, standard size (H35cmxW28cmxD35cm)	
284	Water dispenser	3 units	Water Dispenser, H&C, floor mounted with mini storage cabinet	
285	Extension cord	5 pcs	Extension Cord, Heavy Duty (10m) 3 gangs	
286	Extension cord	2 pcs	Extension Cord, Heavy Duty (10m) with 5 sockets and individual switch	
287	Emergency light	2 pcs	Emergency light, twin head, rechargeable, 220-240V	
288	Extension cord	2 pcs	Extension Cord, 10m,,/female plug 3 holes	
289	Extension cord	2 pcs	Extension cord, 5 meters, 3 gang	
290	Extension wheel	1 pc	Extension wheel cable reel, 240V, 30 meters	
291	LED light	7 pcs	LED light, 15 watts, 20V	

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).

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the

PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Qty	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
1.	Acrylic display stand up sign holder		<i>3 pcs</i>					
2.	Alcohol, 500 ml, isopropophyl 70% alcohol		<i>62 btls</i>					
3.	Arch file clear sheets protector refill, A4 heavy duty reinforced with binding edge 10pcs/pck		<i>50 pcks</i>					
4.	Ballpen, fine point, black, .5		<i>20.5 doz</i>					
5.	Ballpen, fine point, blue, .5		<i>14.5 doz</i>					
6.	Ballpen, fine point, red, .5		<i>7 doz</i>					
7.	Binding Element 14mm (PVC) black		<i>2pcks</i>					

8.	Binding Element 19mm (PVC) black		2 pcks					
9.	Binding Element 22mm (PVC) black		2 pcks					
10.	Bleaching Liquid		8 liters					
11.	Bluetooth speaker, wireless, small		1 pc					
12.	Board paper A4, 20's/pck		10 pcks					
13.	Board paper, A4, white, 220gsm 10's		15 pcks					
14.	Board paper, legal, white, 220gsm 10's		5 pcks					
15.	Bond Paper, A4, 80gsm		240 reams					
16.	Bond paper, colored, pastel blue, A4		5 reams					
17.	Bond paper, colored, pastel orange, A4		5 reams					
18.	Bond paper, long/legal 80 gsm		210 reams					
19.	Bond paper, short, sub. 20		2 reams					
20.	Brown envelope, short		210 pcs					
21.	Certificate frame, A4, wall hanging, 35 pcs portrait, 35 pcs(landscape)high quality, glass		70 pcs					

22.	Certificate holder, A4 size, plastic		22 pcs					
23.	Clear Book, hard cover, refillable, 20 pockets, spriral-bound, size: 9.5 in. x 14 in, green		4 pcs					
24.	Clear PVC Binding cover 200 microns 0.2 mm LCT 100 sheets, A4, high gloss		1 pack					
25.	Clear sheet protector, 10's pac A4 binder arch file		10 pcks					
26.	Clear sheet PVC binding cover 100 pcs, 200 microns, high gloss, transparent, quality rigid film		10 pcks					
27.	Clearbook folder, long size, yellow		55 pcs					
28.	Clearbook. Long, red		20 pcs					
29.	Colored Paper, asstd. Vibrant colors, short, 80gsm, 250 sheets/pcks		6 pcks					
30.	Corkboard (125x95cm)		1 pc					
31.	Correction pen, fine tip, 10ml		53 pcs					
32.	Correction Tape 20m		104 pcs					

33.	Cutter knife/paper cutter, 18x100mm, heavy duty		25 pcs					
34.	Data file box made with chipboard, w/ closed ends		25 pcs					
35.	Data Folder (Arch File),Horizontal Width:75mm, Height: 230mm, Length: 380mm, chipboard:2.5 mm thick, leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, with lever arch fuile mechanism and taglia lock, spine is provided with finger ring and clear plastic pocket for labeling purposes, color: assorted colors (red, blue, and maroon) one shade only		135 pcs					
36.	Dater (MM/DD/YYYY) , heavy duty		1 pc					

37.	Dater received(MM/DD/YYYY), heavy duty		3 pcs					
38.	Desk file documents organizer rack, 4 layers		2 pcs					
39.	Desktop calculator, standard function calculator with 12-digit Large LCD display solar & battery dual power		10 pcs					
40.	Digital wall clock LED time calendar temp electric alarm clock (size appx: 19.09x7.28x1.97 inches		2 units					
41.	Document filer, legal, maroon		10 pcs					
42.	document tray, 3 layer, 9209, blue		1 pc					
43.	Double sided tape, 1"		45 pcs					
44.	Double sided tape, 1/4 inch		5 pcs					
45.	Double sided tape, 2"		5 pcs					
46.	Elastic Band (#16, 350gms)		1 box					
47.	Elastic Band (#18, 350gms)		1 box					

48.	Envelope, brown, expandable, long		20 pcs					
49.	Envelope, brown, long		160 pcs					
50.	Expanding envelope w/ garter, legal, 8pcs/pack		2 pcks					
51.	Filer, horizontal, long		5 pcs					
52.	Filing box, blue, Legal;		5 pcs					
53.	Filing box, legal, orange, horizontal		10 pcs					
54.	Filing box, red, legal, 9.5x14"		75 pcs					
55.	Filing folder, white, A4		174 pcs					
56.	Filing folder, white, legal		224 pcs					
57.	Floor mop w/ handle, good quality		1 pc					
58.	Flourescent marker, chisel type, 6 colors per pack,		1 pck					
59.	Frixion pen erasable gel pen 0.5mm black		15 pcs					
60.	Gel pen, gel pen ink, 0.5mm, black		5 pcs					

61.	Gel pen, gel pen ink, 0.5mm, black blue		5 pcs					
62.	Gel pen, gel pen ink, 0.5mm, black red		5 pcs					
63.	Gel sign pen .3mm, black		3 bxs					
64.	Glue gun, electric, 20w, uses 5/16" diameter glue stick		2 pcs					
65.	Glue stick, 5/16, 12's		3 pcks					
66.	Glue, multi purpose, 130grms, white, washable		41 pcs					
67.	Glue, multi purpose, 240grms, white, washable		2 btls					
68.	Glue, multi-purpose, washable		1 gal					
69.	G-tech C3 pen black 0.3mm roller		3 pcs					
70.	G-tech C3 pen blue 0.3mm roller		3 pcs					
71.	Handsoap, medium size		5 pcs					
72.	Highlighter Pen (neon blue)		15 pcs					

73.	Highlighter Pen (neon green)		29 pcs					
74.	Highlighter Pen (neon orange)		7 pcs					
75.	Highlighter Pen (neon yellow)		13 pcs					
76.	Highlighter Pen (pink)		20 pcs					
77.	Higlighter pen neon yellow		10 pcs					
78.	Laid Paper good quality 20's, gsm: 85 color: Cornfield size: 8 1/2" x 13", "canon"		150 pcks					
79.	lever Arch File folder w/ 3 rings , A4, / plastic cover, blue		80 pcs					
80.	Lever arch file folder, 3 inch, with 2 rings and metal finger pull can fit A4, short, and legal size bond paper		30 pcs					
81.	Lever arch file folder, 3 inch, with 2 rings and metal finger, good quality side clip		30 pcs					
82.	Lever Archfile folder, red, A4		200 pcs					
83.	liquid gel pen, black, .5mm needle point		7 doz					

84.	Liquid gel pen, high quality direct, .50mm red		20 pcs					
85.	Liquid gel pen, high quality direct, .7mm blue		5 doz					
86.	Magnetic Whiteboard, Measurements : 18 x 24 in, strong magnetic hold, Cleaner lasting surface, Safely protected corners, Movable folding holder		2 pcs					
87.	Masking tape 1"		6 pcs					
88.	Masking tape 2"		16 pcs					
89.	Masking tape 4"		10 pcs					
90.	Mechanical Pencil .5		2 pcs					
91.	Mechanical pencil lead .5		2 pcs					
92.	Megaphone, 50Watts, max power, pistol grip, wired handheld microphone, button activated siren, recording functon, MP3 playback via USB & SD slot, rechargeable		2 units					

	battery, can also use dry cell battery, DC12V jack							
93.	Metal Bookends Heavy duty pair		8 pairs					
94.	Metal Mesh Office Desk Organizer; Black, office desk pen holder mesh cube metal stand organizer		1 pc					
95.	Mini dater, self inking		5 pcs					
96.	Office Stationery documents, label quick identification hanging file folder tabs blank insert 120/set		5 pcs					
97.	Padlock, big, 50mm, heavy duty		1 pc					
98.	Paint Marker, Color: Pink, 0.062kg, L:1.5cm, W:1.5cm, H:13cm		10 pcs					
99.	Paint Marker, Color: Silver, 0.062kg, L:1.5cm, W:1.5cm, H:13cm		10 pcs					
100	Paint Marker, Color: White, 0.062kg, L:1.5cm, W:1.5cm, H:13cm		10 pcs					
101	Plastic cover, good quality		5 m					

102	Paper clamp, large/binder clips 12pcs/box, 51mm		17 bxs					
103	Paper clamp, medium/binder clips 12pcs/box, 41mm		42 bxs					
104	Paper clamp, small/binder clips 12pcs/box, 15mm		10 bxs					
105	Paper clamp, small/binder clips 12pcs/box, 19mm		10 bxs					
106	Paper clamp, small/binder clips 12pcs/box, 25mm		17 bxs					
107	Paper clamp, small/binder clips 12pcs/box, 32mm		12 bxs					
108	paper clip, vinyl coated , big, 50mm		30 bxs					
109	paper clip, vinyl coated , small		30 bxs					
110	Paper fastener, (brass extra long sized, non- sharp edge)		5 bxs					
111	Paper fastener, plastic, vinyl coated		17 bxs					
112	Paper fastener, stainless		40 bxs					
113	Pay envelope, brown, no print, 4x7.5",		5bxs					

	500pcs/box							
114	Pencil , # 1, 12 pcs/box		1 bx					
115	Pencil , # 2, 12 pcs/box		10 bxs					
116	Pencil Sharpener, Double thickness steel, Hand-cranked mechanism, Detachable pencil shaving bin		1 pc					
117	Permanent marker , broad point, black		5 pcs					
118	Permanent marker , broad point, blue		2 pcs					
119	Permanent marker , broad point, red		5 pcs					
120	Permanent marker , fine point, black		27 pcs					
121	Permanent marker , fine point, blue		14 pcs					
122	Permanent marker , fine point, red		2 pcs					
123	Photo paper, high gloss, 180gsm A4 size matte, 10's		12 pcks					
124	Photo paper, high gloss, 180gsm A4, 20 sheets /pack		50 pcks					
125	Photo paper, high gloss, 180gsm legal size matte, 10's		20 pcks					
126	Plastic comb binding ring A4 black (14mm), 10's		10 pcks					

127	Plastic envelope, transparent, legal		100 pcs					
128	Plastic envelope, transparent, short		100 pcs					
129	Plastic file folder. Good quality, , asstd. Colors (yellow,blue, pink, green, red, orange, violet, white, .45mm thick, legal size		150 pcs					
130	Puncher 3 holes, heavy duty, 30 sheets capacity,		1 pc					
131	Puncher, heavy duty, 2 holes		8 pcs					
132	Push pins, jumbo, asstd. Colors		4 bxs					
133	PVC plastic cover, 2.6 guage		2 rolls					
134	Record Book, 150 pages		10 pcs					
135	Record Book, 500 pages		5 pcs					
136	Retractable pen, .5 black		2 doz					
137	Retractable pen, .5 blue		1 doz					
138	Ring binder, plastic, 10mm, long, 23 holes		45 pcs					
139	Ring binder, plastic, 12mm, long, 23 holes		45 pcs					
140	Ring binder, plastic, 14mm, long, 23 holes		45 pcs					
141	Ring binder, plastic, 16mm, long, 23 holes		65 pcs					

142	Ruler, 12 inches, flexible		18 pcs					
143	Scissor, plastic handle, big, 9", heavy duty		27 pcs					
144	Scotch tape dispenser, 1 inch, big heavy duty, green		11 pcs					
145	Sign pen .4 black, gtech 12's		8.5 doz					
146	Sign pen .4 blue, gtech 12's		1 doz					
147	Sign pen .4 green, gtech 12's		1 doz					
148	Sign pen .4 red, gtech 12's		1 doz					
149	Sign pen .4 violet, gtech 12's		1 doz					
150	Sign pen .5 black		2 doz					
151	Sign pen .5 blue		3 doz					
152	Sliding Type Paper Cutter; Cutting capacity approx. 16 sheets; Capable for A3 and A4 and perforated edge cutting (board)		2 pcs					
153	Staple remover, heavy duty, plier type		2 pcs					
154	Staple wire #10		5 bxs					
155	Staple wire #35, aluminum, 1000 staples		23 bxs					
156	Staple wire, No. 23/23 (24mm) heavy duty		15 bxs					
157	Stapler Binder type, heavy duty, desktop,		1 unit					

	maximum capacity up to 100 sheets (10mm) of 80gsm paper							
158	Stapler w/ staple wire remover, red(uses #35 staple wire)		12 pcs					
159	Stapler, long arm, heavy duty		1 pc					
160	Sticker paper, matte finish A4, 10sheets/pck		30 pcks					
161	Sticker Paper,a4 glossy, 20 sheets/pack		16 pcks					
162	Stick-rite notarial gold seal with adhesive No. 24, 40 pcs.pck		50 pcks					
163	Sticky note, 5 in 1 color-(pointed) 100's, label tag index		15 pcks					
164	Sticky notepads, self stick, , square, colored, 100pcs/pad		9 pads					
165	Sticky notes with "sign here" label		10 pcs					
166	Sticky notes, .47 inches		10 pcks					
167	Sticky notes, 3x3 inches(yellow pink, blue) multi colored		42 pads					
168	Storage box with lid, Made with thick chipboard and bookbinding cover for a		4 pcs					

	matte finish, L 40 x W 29 x H 28.5 cm\							
169	Surgical Face mask, 50pcs/box		55 bxs					
170	Table mat protector pvc soft crystal glass waterproof cover plastic clear (thickness 1.5mm) size: 90cm x 244 cm		1 pc					
171	Tape Measure		2 pcs					
172	Thermal Scanner with alcohol dispenser temperature (automatic alcohol dispenser with iron stand)		3 sets					
173	Transparent adhesive tape, 1 inches		51 pcs					
174	Transparent adhesive tape, 2 inches		55 pcs					
175	Transparent tape, 1" x 50 yds, clear tape, 12 pcs/pck		4 pcks					
176	Tray (paper), legal size, 5 tier		6 pcs					
177	Wall mounted dry erase whiteboard with aluminum frame and 2.5" marker tray, 60"W x 40" H		1 pc					
178	White Mailing envelope, long, 100 pcs/box		7 bxs					

179	Whiteboard (125x95cm)		2 pcs					
180	Whiteboard eraser		3 pcs					
181	Whiteboard pen, black		37 pcs					
182	Whiteboard, 8"x4"		1 pc					
183	Whiteboard 4 x 6		1 pc					
184	Air freshener in can, 120grms, apple		1 pc					
185	Air freshener spray, apple scent, 280ml		3 cans					
186	Air freshener spray, can, 330 ml garden scent		35 cans					
187	Air freshener spray, can, 330 ml lemon scent		10 cans					
188	Bathroom air sanitizer and deodorizer, 100g w/ holder		18 pcs					
189	Disinfectant spray, 510g, citrus meadows		32 btls					
190	Disinfectant spray, 510g, fresh blossom scent		4 btls					
191	Hand Sanitizer, 500ml bottle pump		20 btls					
192	Disinfectant spray, 510g, morning breeze		5 btls					
193	Furniture Polish (lemon scent) 330ml		24 cans					
194	Multi insect killer spray, aerosol, 600ml		15 cans					

195	Muriatic Acid		3 liters					
196	Mosquito killer spray, 500 ml		15 cans					
197	Double A (AA) Battery, super heavy duty		42 pcs					
198	Tiple A (AAA) Battery, super heavy duty batteries, 4pcs/pack		3 pcks					
199	Toilet bowl cleaner, max strenght, 500ml		46 btls					
200	Glass cleaner, spray, 500 ml		25 btls					
201	Doormat, cloth, standard size, absorbent		14 pcs					
202	Doormat, rubberized lining		9 pcs					
203	Toilet/Tissue Paper, 2 ply, 12's, 300 pulls		30 pcks					
204	Toilet/Tissue Paper, 2 ply, 9pcs/pck		5 pcks					
205	Garbage bag, medium size, 10pcs/pck, black		1 pack					
206	Garbage bag, small size, 100pcs/pck, 9x9x18", black		4 pcks					
207	Garbage bag, small size, 50pcs/pck, 9x9x18", black		3 pcks					
208	Garbage bag, medium size, 100pcs/pck, 11x11x24", black		2 pcks					
209	Garbage bag, medium size, 50pcs/pck,		1 pck					

	11x11x24", black							
210	Garbage bag, large size, 100pcs/pck, 15x15x37", black		2 pcks					
211	Garbage bag, large size, 50pcs/pck, 15x15x37", black		1 pck					
212	Garbage bag, small size, 50pcs/pck, 9x9x18", black		50 pcs					
213	Mop and spin dry bucket set w/ microfiber mop		3 pcs					
214	Tornado mop head refill		2 pcs					
215	Fabric conditioner, 800 ml		11 btls					
216	Microfiber cleaning cloth		10 pcs					
217	Softbroom, medium size		11 pcs					
218	Dustpan, large		3 pcs					
219	Bathsoap, large, white, 100 grms		2 pcs					
220	Detergent powder, 500grms		21 pcks					
221	Dishwashing liquid, 500ml		9 btls					
222	Universal chain lock, heavy duty		2 pcs					
223	Door knob Lockset, heavy duty		2 pcs					
224	4 piece Laminated steel padlocks 40mm		1 pc					

225	10 port powered USB hub SB 3.0 data hub with individual on/off switches and 12V 7.5A power adapter USB hub		1 unit					
226	3-in-1 multifunction printer with wireless and mobile printing to work on-the-go		12 units					
227	Brother MFC-9330CDW printer toner cartridge (Black, DR-261CL)		2 pcs					
228	Brother MFC-9330CDW printer toner cartridge (cyan, DR-261CL)		2 pcs					
229	Brother MFC-9330CDW printer toner cartridge (Magenta, DR-261CL)		2 pcs					
230	Brother MFC-9330CDW printer toner cartridge (Yellow, DR-261CL)		2 pcs					
231	Cartridge Canon CL811, PG810 combo bundle value pack		3 pcs					
232	computer keyboard, usb type		2 pcs					
233	Epson 003 Ink (black) for Epson L3110 printer		64 pcs					

234	Epson 003 Ink (cyan) for Epson L3110 printer		45 pcs					
235	Epson 003 Ink (magenta) for Epson L3110 printer		45 pcs					
236	Epson 003 Ink (yellow) for Epson L3110 printer		45 pcs					
237	Epson L360 Refill Ink, 70ml, (T6641 black)		20 btls					
238	Epson L360 Refill Ink, 70ml, (T6642 cyan)		9 btls					
239	Epson L360 Refill Ink, 70ml, (T6643 magenta)		9 btls					
240	Epson L360 Refill Ink, 70ml, (T6644 yellow)		9 btls					
241	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge black S050		2 carts					
242	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge cyan S050		2 carts					
243	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge		2carts					

	magenta S050							
244	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge yellow S050		2carts					
245	External Drive, 2TB, safely and easily manage 2 TB of photos, videos, movies, and more with hardware encrypted password protection; texture: woven fabric; compatibility: USB-C, USB 3.0/2.0; windows/mac: yes; hardware encryption: yes; customissable back up: yes; auto sync: yes; Adobe CC photography plan2: yes; 2 year seagate Rescue services: yes		5 units					
246	External hard Drive, 1 TB		6 units					
247	External harddrive, 4TB		4 units					
248	HP refill ink, (GT53XL, black, 135ml)		10 btls					
249	HP refill ink, GT52, 70ml, cyan		10 btls					
250	HP refill ink, GT52, 70ml,		10 btls					

	magenta							
251	HP refill ink, GT52, 70ml, yellow		10 btls					
252	Wrist comfort mouse pad		2 pcs					
253	Mouse, usb type, laser		5 pcs					
254	OTG USB, type C 128gb		12 pcs					
255	Plain ring curtain, cobalt blue, 55 x84 7 feet drop, easy to hang ring curtain, suitable for curtain poles		10 pcs					
256	Plain ring curtain, emerald green, 55 x84 7 feet drop, easy to hang ring curtain, suitable for curtain poles		10 pcs					
257	Printer, 3-in-1 with continous ink system		12 units					
258	surgical gloves, medium, 100pcs/box		1 box					
259	Toner, 85A for HP laser jet 1102 printer		4 pcs					
260	Ultra high yield Ink bottle BT 5000M		31 pcs					
261	Ultra high yield ink bottle BT5000C		29 pcs					
262	Ultra high yield ink bottle BT5000Y		29 pcs					
263	Ultra high yield ink bottle BTD60BK		44 pcs					

264	Ultra-Fast Portable USB 3.0 Hub with 4 Charge and Sync Ports		2 units					
265	UPS (min 700VA, 230V)		5 units					
266	UPS (ratings: 1000VA/600W, battery:1x12V/9Ah, Interface: 4x universal socket LED indicators		3 units					
267	UPS, SVC 1000VA (1000W AVR)		3 units					
268	USB Flash drive, 32gb		5 pcs					
269	USB Flash drive, 64gb		2 pcs					
270	USB flash drive, dual drive, type C & usb A capacity 256GB		2 pcs					
271	Webcam full hd, 720P HD usb webcam with fill light and microphone plug and play camera for computer esktop camera for laptop		3 units					
272	5 stage air purifier, double hepa filter, w/ remote control and timer.		2 units					
273	3 ring binder, A4 filer white, 3" with pocket side and front		22 pcs					
274	Dish cabinet with drawers, blue 61L x 33Wx 161H cm		1 unit					

275	handheld vacuum cleaner (31x11x19.5 cm, dry function, handy stick vacuum cleaner, washable foam filter, dust capacity .8L, motor power, 600w normal, 800w max, working time: max of 35 mins.		4 units					
276	orbit fan, 16" diameter, 4 speed remote switch w/ remote control		6 unit					
277	Slim pedal bin 22L, gray or black		2 pcs					
278	Stand Fan, 16" blade, green, heavy duty		3 units					
279	Stand Fan, 18" blade, heavy duty, high velocity		2 units					
280	Stand fan, industrial, 24 inch, heavy duty		2 units					
281	Steel cabinet, 8 drawers, H109cmxW2cmxD41cm		1 unit					
282	Steel Cabinets, 4 drawers, dark green, standard size		4 units					
283	Steel Cabinets, 5 drawers, dark green, standard size (H35cmxW28cmxD35cm)		1 unit					

284	Water Dispenser, H&C, floor mounted with mini storage cabinet		3 units					
285	Extension Cord, Heavy Duty (10m) 3 gangs		5 pcs					
286	Extension Cord, Heavy Duty (10m) with 5 sockets and individual switch		2 pcs					
287	Emergency light, twinhead, rechargeable, 220-240V		2 pcs					
288	Extension Cord, 10m,,/female plug 3 holes		2 pcs					
289	Extension cord, 5 meters, 3 gang		2 pcs					
290	Extension wheel cable reel, 240V, 30 meters		1 pc					
291	LED light, 15 watts, 20V		7 pcs					

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1.	Acrylic display stand up sign holder		3 pcs						
2.	Alcohol, 500 ml, isopropphyl 70% alcohol		62 btls						
3.	Arch file clear sheets protector refill, A4 heavy duty reinforced with binding edge 10pcs/pck		50 pcks						
4.	Ballpen, fine point, black, .5		20.5 doz						
5.	Ballpen, fine point, blue, .5		14.5 doz						
6.	Ballpen, fine point, red, .5		7 doz						
7.	Binding Element 14mm (PVC) black		2pcks						
8.	Binding Element 19mm (PVC) black		2 pcks						
9.	Binding Element 22mm (PVC) black		2 pcks						

10.	Bleaching Liquid		8 liters						
11.	Bluetooth speaker, wireless, small		1 pc						
12.	Board paper A4, 20's/pck		10 pcks						
13.	Board paper, A4, white, 220gsm 10's		15 pcks						
14.	Board paper, legal, white, 220gsm 10's		5 pcks						
15.	Bond Paper, A4, 80gsm		240 reams						
16.	Bond paper, colored, pastel blue, A4		5 reams						
17.	Bond paper, colored, pastel orange, A4		5 reams						
18.	Bond paper, long/legal 80 gsm		210 reams						
19.	Bond paper, short, sub. 20		2 reams						
20.	Brown envelope, short		210 pcs						
21.	Certificate frame, A4, wall hanging, 35 pcs portrait, 35 pcs(landscape)high quality, glass		70 pcs						
22.	Certificate holder, A4 size, plastic		22 pcs						
23.	Clear Book, hard cover, refillable, 20 pockets, spiral-bound, size: 9.5 in. x 14 in, green		4 pcs						
24.	Clear PVC Binding cover 200 microns 0.2 mm LCT		1 pack						

	100 sheets, A4, high gloss								
25.	Clear sheet protector, 10's pac A4 binder arch file		10 pcks						
26.	Clear sheet PVC binding cover 100 pcs, 200 microns, high gloss, transparent, quality rigid film		10 pcks						
27.	Clearbook folder, long size, yellow		55 pcs						
28.	Clearbook. Long, red		20 pcs						
29.	Colored Paper, asstd. Vibrant colors, short, 80gsm, 250 sheets/pcks		6 pcks						
30.	Corkboard (125x95cm)		1 pc						
31.	Correction pen, fine tip, 10ml		53 pcs						
32.	Correction Tape 20m		104 pcs						
33.	Cutter knife/paper cutter, 18x100mm, heavy duty		25 pcs						
34.	Data file box made with chipboard, w/ closed ends		25 pcs						
35.	Data Folder (Arch File), Horizontal Width: 75mm, Height: 230mm, Length: 380mm, chipboard: 2.5mm thick, leatherette paper and/or polypropylene		135 pcs						

	(PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, with lever arch fuile mechanism and taglia lock, spine is provided with finger ring and clear plastic pocket for labeling purposes, color: assorted colors (red, blue, and maroon) one shade only								
36.	Dater (MM/DD/YYYY), heavy duty		1 pc						
37.	Dater received (MM/DD/YYYY), heavy duty		3 pcs						
38.	Desk file documents organizer rack, 4 layers		2 pcs						
39.	Desktop calculator, standard function calculator with 12-digit Large LCD display solar & battery dual power		10 pcs						
40.	Digital wall clock LED time calendar temp electric alarm clock (size appx: 19.09x7.28x1.97 inches)		2 units						
41.	Document filer, legal, maroon		10 pcs						

42.	document tray, 3 layer, 9209, blue		1 pc						
43.	Double sided tape, 1"		45 pcs						
44.	Double sided tape, 1/4 inch		5 pcs						
45.	Double sided tape, 2"		5 pcs						
46.	Elastic Band (#16, 350gms)		1 box						
47.	Elastic Band (#18, 350gms)		1 box						
48.	Envelope, brown, expandable, long		20 pcs						
49.	Envelope, brown, long		160 pcs						
50.	Expanding envelope w/ garter, legal, 8pcs/pack		2 pcks						
51.	Filer, horizontal, long		5 pcs						
52.	Filing box, blue, Legal;		5 pcs						
53.	Filing box, legal, orange, horizontal		10 pcs						
54.	Filing box, red, legal, 9.5x14"		75 pcs						
55.	Filing folder, white, A4		174 pcs						
56.	Filing folder, white, legal		224 pcs						
57.	Floor mop w/ handle, good quaity		1 pc						
58.	Flourescent marker, chisel type, 6 colors per pack,		1 pck						
59.	Frixion pen erasable gel pen 0.5mm black		15 pcs						
60.	Gel pen, gel pen ink, 0.5mm, black		5 pcs						

61.	Gel pen, gel pen ink, 0.5mm, black blue		5 pcs						
62.	Gel pen, gel pen ink, 0.5mm, black red		5 pcs						
63.	Gel sign pen .3mm, black		3 bxs						
64.	Glue gun, electric, 20w, uses 5/16" diameter glue stick		2 pcs						
65.	Glue stick, 5/16, 12's		3 pcks						
66.	Glue, multi purpose, 130grms, white, washable		41 pcs						
67.	Glue, multi purpose, 240grms, white, washable		2 btls						
68.	Glue, multi-purpose, washable		1 gal						
69.	G-tech C3 pen black 0.3mm roller		3 pcs						
70.	G-tech C3 pen blue 0.3mm roller		3 pcs						
71.	Handsoap, medium size		5 pcs						
72.	Highlighter Pen (neon blue)		15 pcs						
73.	Highlighter Pen (neon green)		29 pcs						
74.	Highlighter Pen (neon orange)		7 pcs						
75.	Highlighter Pen (neon yellow)		13 pcs						
76.	Highlighter Pen (pink)		20 pcs						
77.	Highlighter pen neon yellow		10 pcs						
78.	Laid Paper good quality 20's, gsm: 85 color: Cornfield size: 8		150 pcks						

	1/2" x 13", "canon"								
79.	lever Arch File folder w/ 3 rings , A4, / plastic cover, blue		80 pcs						
80.	Lever arch file folder, 3 inch, with 2 rings and metal finger pull can fit A4, short, and legal size bond paper		30 pcs						
81.	Lever arch file folder, 3 inch, with 2 rings and metal finger, good quality side clip		30 pcs						
82.	Lever Archfile folder, red, A4		200 pcs						
83.	liquid gel pen, black, .5mm needle point		7 doz						
84.	Liquid gel pen, high quality direct, .50mm red		20 pcs						
85.	Liquid gel pen, high quality direct, .7mm blue		5 doz						
86.	Magnetic Whiteboard, Measurements: 18 x 24 in, strong magnetic hold, Cleaner lasting surface, Safely protected corners, Movable folding holder		2 pcs						
87.	Masking tape 1"		6 pcs						
88.	Masking tape 2"		16 pcs						
89.	Masking tape 4"		10 pcs						

90.	Mechanical Pencil .5		2 pcs						
91.	Mechanical pencil lead .5		2 pcs						
92.	Megaphone, 50Watts, max power, pistol grip, wired handheld microphone, button activated siren, recording functon, MP3 playback via USB & SD slot, rechargeable battery, can also use dry cell battery, DC12V jack		2 units						
93.	Metal Bookends Heavy duty pair		8 pairs						
94.	Metal Mesh Office Desk Organizer; Black, office desk pen holder mesh cube metal stand organizer		1 pc						
95.	Mini dater, self inking		5 pcs						
96.	Office Stationery documents, label quick identification hanging file folder tabs blank insert 120/set		5 pcs						
97.	Padlock, big, 50mm, heavy duty		1 pc						
98.	Paint Marker, Color: Pink, 0.062kg, L:1.5cm, W:1.5cm, H:1.3cm		10 pcs						
99.	Paint Marker, Color: Silver,		10 pcs						

	0.062kg, L:1.5cm, W:1.5cm, H:13cm								
100.	Paint Marker, Color: White, 0.062kg, L:1.5cm, W:1.5cm, H:13cm		10 pcs						
101.	Plastic cover, good quality		5 m						
102.	Paper clamp, large/binder clips 12pcs/box, 51mm		17 bxs						
103.	Paper clamp, medium/binder clips 12pcs/box, 41mm		42 bxs						
104.	Paper clamp, small/binder clips 12pcs/box, 15mm		10 bxs						
105.	Paper clamp, small/binder clips 12pcs/box, 19mm		10 bxs						
106.	Paper clamp, small/binder clips 12pcs/box, 25mm		17 bxs						
107.	Paper clamp, small/binder clips 12pcs/box, 32mm		12 bxs						
108.	paper clip, vinyl coated , big, 50mm		30 bxs						
109.	paper clip, vinyl coated , small		30 bxs						
110.	Paper fastener, (brass extra long sized, non- sharp edge)		5 bxs						
111.	Paper fastener, plastic, vnyl coated		17 bxs						
112.	Paper fastener, stainless		40 bxs						

113.	Pay envelope, brown, no print, 4x7.5", 500pcs/box		5 bxs						
114.	Pencil , # 1, 12 pcs/box		1 bx						
115.	Pencil , # 2, 12 pcs/box		10 bxs						
116.	Pencil Sharpener, Double thickness steel, Hand-cranked mechanism, Detachable pencil shaving bin		1 pc						
117.	Permanent marker , broad point, black		5 pcs						
118.	Permanent marker , broad point, blue		2 pcs						
119.	Permanent marker , broad point, red		5 pcs						
120.	Permanent marker , fine point, black		27 pcs						
121.	Permanent marker , fine point, blue		14 pcs						
122.	Permanent marker , fine point, red		2 pcs						
123.	Photo paper, high gloss, 180gsm A4 size matte, 10's		12 pcks						
124.	Photo paper, high gloss, 180gsm A4, 20 sheets /pack		50 pcks						
125.	Photo paper, high gloss, 180gsm legal size matte, 10's		20 pcks						
126.	Plastic comb binding ring A4 black (14mm), 10's		10 pcks						

127.	Plastic envelope, transparent, legal		100 pcs						
128.	Plastic envelope, transparent, short		100 pcs						
129.	Plastic file folder. Good quality, , asstd. Colors (yellow,blue, pink, green, red, orange, violet, white, .45mm thick, legal size		150 pcs						
130.	Puncher 3 holes, heavy duty, 30 sheets capacity,		1 pc						
131.	Puncher, heavy duty, 2 holes		8 pcs						
132.	Push pins, jumbo, asstd. Colors		4 bxs						
133.	PVC plastic cover, 2.6 guage		2 rolls						
134.	Record Book, 150 pages		10 pcs						
135.	Record Book, 500 pages		5 pcs						
136.	Retractable pen, .5 black		2 doz						
137.	Retractable pen, .5 blue		1 doz						
138.	Ring binder, plastic, 10mm, long, 23 holes		45 pcs						
139.	Ring binder, plastic, 12mm, long, 23 holes		45 pcs						
140.	Ring binder, plastic, 14mm, long, 23 holes		45 pcs						
141.	Ring binder, plastic, 16mm, long, 23 holes		65 pcs						

142.	Ruler, 12 inches, flexible		18 pcs						
143.	Scissor, plastic handle, big, 9", heavy duty		27 pcs						
144.	Scotch tape dispenser, 1 inch, big heavy duty, green		11 pcs						
145.	Sign pen .4 black, gtech 12's		8.5 doz						
146.	Sign pen .4 blue, gtech 12's		1 doz						
147.	Sign pen .4 green, gtech 12's		1 doz						
148.	Sign pen .4 red, gtech 12's		1 doz						
149.	Sign pen .4 violet, gtech 12's		1 doz						
150.	Sign pen .5 black		2 doz						
151.	Sign pen .5 blue		3 doz						
152.	Sliding Type Paper Cutter; Cutting capacity approx. 16 sheets; Capable for A3 and A4 and perforated edge cutting (board)		2 pcs						
153.	Staple remover, heavy duty, plier type		2 pcs						
154.	Staple wire #10		5 bxs						
155.	Staple wire #35, aluminum, 1000 staples		23 bxs						
156.	Staple wire, No. 23/23 (24mm) heavy duty		15 bxs						
157.	Stapler Binder type, heavy duty, desktop, maximum capacity up to		1 unit						

	100 sheets (10mm) of 80gsm paper								
158.	Stapler w/ staple wire remover, red(uses #35 staple wire)		12 pcs						
159.	Stapler, long arm, heavy duty		1 pc						
160.	Sticker paper, matte finish A4, 10sheets/pck		30 pcks						
161.	Sticker Paper,a4 glossy, 20 sheets/pack		16 pcks						
162.	Stick-rite notarial gold seal with adhesive No. 24, 40 pcs.pck		50 pcks						
163.	Sticky note, 5 in 1 color-(pointed) 100's, label tag index		15 pcks						
164.	Sticky notepads, self stick, , square, colored, 100pcs/pad		9 pads						
165.	Sticky notes with "sign here" label		10 pcs						
166.	Sticky notes, .47 inches		10 pcks						
167.	Sticky notes, 3x3 inches(yellow pink, blue) multi colored		42 pads						
168.	Storage box with lid, Made with thick chipboard and bookbinding cover for a matte finish, L 40 x W 29 x H 28.5 cm\		4 pcs						
169.	Surgical Face mask,		55 bxs						

	50pcs/box								
170.	Table mat protector pvc soft crystal glass waterproof cover plastic clear (thickness 1.5mm) size: 90cm x 244 cm		1 pc						
171.	Tape Measure		2 pcs						
172.	Thermal Scanner with alcohol dispenser temperature (automatic alcohol dispenser with iron stand)		3 sets						
173.	Transparent adhesive tape, 1 inches		51 pcs						
174.	Transparent adhesive tape, 2 inches		55 pcs						
175.	Transparent tape, 1" x 50 yds, clear tape, 12 pcs/pck		4 pcks						
176.	Tray (paper), legal size, 5 tier		6 pcs						
177.	Wall mounted dry erase whiteboard with aluminum frame and 2.5" marker tray, 60"W x 40" H		1 pc						
178.	White Mailing envelope, long, 100 pcs/box		7 bxs						
179.	Whiteboard (125x95cm)		2 pcs						
180.	Whiteboard eraser		3 pcs						
181.	Whiteboard pen, black		37 pcs						

182.	Whiteboard, 8"x4"		1 pc						
183.	Whiteboard 4 x 6		1 pc						
184.	Air freshener in can, 120grms, apple		1 pc						
185.	Air freshener spray, apple scent, 280ml		3 cans						
186.	Air freshener spray, can, 330 ml garden scent		35 cans						
187.	Air freshener spray, can, 330 ml lemon scent		10 cans						
188.	Bathroom air sanitizer and deodorizer, 100g w/ holder		18 pcs						
189.	Disinfectant spray, 510g, ctirus meadows		32 btls						
190.	Disinfectant spray, 510g, fresh blossom scent		4 btls						
191.	Hand Sanitizer, 500ml bottle pump		20 btls						
192.	Disinfectant spray, 510g, morning breeze		5 btls						
193.	Furniture Polish (lemon scent) 330ml		24 cans						
194.	Multi insect killer spray, aerosol, 600ml		15 cans						
195.	Muriatic Acid		3 liters						
196.	Mosquito killer spray, 500 ml		15 cans						
197.	Double A (AA) Battery, super heavy duty		42 pcs						
198.	Tiple A (AAA) Battery, super heavy duty batteries, 4pcs/pack		3 pcks						

199.	Toilet bowl cleaner, max strenght, 500ml		46 btls						
200.	Glass cleaner, spray, 500 ml		25 btls						
201.	Doormat, cloth, standard size, absorbent		14 pcs						
202.	Doormat, rubberized lining		9 pcs						
203.	Toilet/Tissue Paper, 2 ply, 12's, 300 pulls		30 pcks						
204.	Toilet/Tissue Paper, 2 ply, 9pcs/pck		5 pcks						
205.	Garbage bag, medium size, 10pcs/pck, black		1 pack						
206.	Garbage bag, small size, 100pcs/pck, 9x9x18", black		4 pcks						
207.	Garbage bag, small size, 50pcs/pck, 9x9x18", black		3 pcks						
208.	Garbage bag, medium size, 100pcs/pck, 11x11x24", black		2 pcks						
209.	Garbage bag, medium size, 50pcs/pck, 11x11x24", black		1 pck						
210.	Garbage bag, large size, 100pcs/pck, 15x15x37", black		2 pcks						
211.	Garbage bag, large size, 50pcs/pck, 15x15x37", black		1 pck						
212.	Garbage bag, small size,		50 pcs						

	50pcs/pck, 9x9x18", black								
213.	Mop and spin dry bucket set w/ microfiber mop		3 pcs						
214.	Tornado mop head refill		2 pcs						
215.	Fabric conditioner, 800 ml		11 btls						
216.	Microfiber cleaning cloth		10 pcs						
217.	Softbroom, medium size		11 pcs						
218.	Dustpan, large		3 pcs						
219.	Bathsoap, large, white, 100 grms		2 pcs						
220.	Detergent powder, 500grms		21 pcks						
221.	Dishwashing liquid, 500ml		9 btls						
222.	Universal chain lock, heavy duty		2 pcs						
223.	Door knob Lockset, heavy duty		2 pcs						
224.	4 piece Laminated steel padlocks 40mm		1 pc						
225.	10 port powered USB hub SB 3.0 data hub with individual on/off switches and 12V 7.5A power adapter USB hub		1 unit						
226.	3-in-1 multifunction printer with wireless and mobile printing to work on-the- go		12 units						
227.	Brother MFC- 9330CDW		2 pcs						

	printer toner cartridge (Black, DR-261CL)								
228.	Brother MFC-9330CDW printer toner cartridge (cyan, DR-261CL)		2 pcs						
229.	Brother MFC-9330CDW printer toner cartridge (Magenta, DR-261CL)		2 pcs						
230.	Brother MFC-9330CDW printer toner cartridge (Yellow, DR-261CL)		2 pcs						
231.	Cartridge Canon CL811, PG810 combo bundle value pack		3 pcs						
232.	computer keyboard, usb type		2 pcs						
233.	Epson 003 Ink (black) for Epson L3110 printer		64 pcs						
234.	Epson 003 Ink (cyan) for Epson L3110 printer		45 pcs						
235.	Epson 003 Ink (magenta) for Epson L3110 printer		45 pcs						
236.	Epson 003 Ink (yellow) for Epson L3110 printer		45 pcs						
237.	Epson L360 Refill Ink, 70ml, (T6641 black)		20 btls						
238.	Epson L360 Refill Ink, 70ml, (T6642 cyan)		9 btls						
239.	Epson L360 Refill Ink, 70ml, (T6643		9 btls						

	magenta)								
240.	Epson L360 Refill Ink, 70ml, (T6644 yellow)		9 btls						
241.	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge black S050		2 carts						
242.	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge cyan S050		2 carts						
243.	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge magenta S050		2carts						
244.	Epson WorkForce AL-C300DN Clour laser printer complete powder:Standard capacity toner cartridge yellow S050		2carts						
245.	External Drive, 2TB, safely and easily manage 2 TB of photos, videos, movies, and more with hardware encrypted password protection; texture: woven		5 units						

	fabric; compatibility: USB-C, USB 3.0/2.0; windows/mac: yes; hardware encryption: yes; customissable back up: yes; auto sync: yes; Adobe CC photography plan2: yes; 2 year seagate Rescue services: yes								
246.	External hard Drive, 1 TB		6 units						
247.	External harddrive, 4TB		4 units						
248.	HP refill ink, (GT53XL, black, 135ml)		10 btls						
249.	HP refill ink, GT52, 70ml, cyan		10 btls						
250.	HP refill ink, GT52, 70ml, magenta		10 btls						
251.	HP refill ink, GT52, 70ml, yellow		10 btls						
252.	Wrist comfort mouse pad		2 pcs						
253.	Mouse, usb type, laser		5 pcs						
254.	OTG USB, type C 128gb		12 pcs						
255.	Plain ring curtain, cobalt blue, 55 x84 7 feet drop, easy to hang ring curtain, suitable for curtain poles		10 pcs						
256.	Plain ring curtain, emerald green, 55 x84 7 feet		10 pcs						

	drop, easy to hang ring curtain, suitable for curtain poles								
257.	Printer, 3-in-1 with continuous ink system		12 units						
258.	surgical gloves, medium, 100pcs/box		1 box						
259.	Toner, 85A for HP laser jet 1102 printer		4 pcs						
260.	Ultra high yield ink bottle BT 5000M		31 pcs						
261.	Ultra high yield ink bottle BT5000C		29 pcs						
262.	Ultra high yield ink bottle BT5000Y		29 pcs						
263.	Ultra high yield ink bottle BTD60BK		44 pcs						
264.	Ultra-Fast Portable USB 3.0 Hub with 4 Charge and Sync Ports		2 units						
265.	UPS (min 700VA, 230V)		5 units						
266.	UPS (ratings: 1000VA/600W, battery:1x12V/9Ah, Interface: 4x universal socket LED indicators		3 units						
267.	UPS, SVC 1000VA (1000W AVR)		3 units						
268.	USB Flash drive, 32gb		5 pcs						
269.	USB Flash drive, 64gb		2 pcs						
270.	USB flash drive, dual drive, type C & usb A capacity 256GB		2 pcs						

271.	Webcam full hd, 720P HD usb webcam with fill light and microphone plug and play camera for computer Desktop camera for laptop		3 units						
272.	5 stage air purifier, double hepa filter, w/ remote control and timer.		2 units						
273.	3 ring binder, A4 filer white, 3" with pocket side and front		22 pcs						
274.	Dish cabinet with drawers, blue 61L x 33Wx 161H cm		1 unit						
275.	handheld vacuum cleaner (31x11x19.5 cm, dry function, handy stick vacuum cleaner, washable foam filter, dust capacity .8L, motor power, 600w normal, 800w max, working time: max of 35 mins.		4 units						
276.	orbit fan, 16" diameter, 4 speed remote switch w/ remote control		6 unit						
277.	Slim pedal bin 22L, gray or black		2 pcs						
278.	Stand Fan, 16" blade, green, heavy duty		3 units						

279.	Stand Fan, 18" blade, heavy duty, high velocity		2 units						
280.	Stand fan, industrial, 24 inch, heavy duty		2 units						
281.	Steel cabinet, 8 drawers, H109cmxW2cm xD41cm		1 unit						
282.	Steel Cabinets, 4 drawers, dark green, standard size		4 units						
283.	Steel Cabinets, 5 drawers, dark green, standard size (H35cmxW28cmxD35cm)		1 unit						
284.	Water Dispenser, H&C, floor mounted with mini storage cabinet		3 units						
285.	Extension Cord, Heavy Duty (10m) 3 gangs		5 pcs						
286.	Extension Cord, Heavy Duty (10m) with 5 sockets and individual switch		2 pcs						
287.	Emergency light, twinhead, rechargeable, 220-240V		2 pcs						
288.	Extension Cord, 10m,,/female plug 3 holes		2 pcs						
289.	Extension cord, 5 meters, 3 gang		2 pcs						
290.	Extension wheel cable reel, 240V, 30 meters		1 pc						

291.	LED light, 15 watts, 20V		7 pcs						
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Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of:

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and

the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affian

[Lurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

