

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

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

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

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

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

**REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF MARIVELES
MARIVELES, BATAAN**

**INVITATION TO BID FOR
PURCHASE OF OFFICE SUPPLIES (1ST QTR and 2ND
QTR 2023)**

1. The *LGU-Mariveles*, through the *Budget of the Contract Approved by the Sanggunian of 2023* intends to apply the sum of *Two Million, Four Hundred Nine Thousand, Nine Hundred Ninety-Nine and 25/100 Pesos (Php2,409,999.25)* being the ABC to payments under the contract for *Purchase of Office Supplies (1st qtr. and 2nd qtr. 2023)* Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *LGU-Mariveles* now invites bids for the above Procurement Project. Delivery of the Goods is required by within *15 days after the receipt of Notice to Proceed*. Bidders should have completed, within *3 years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Secretariat Office/Procurement Unit, Municipal Hall Compound Mariveles, Bataan* and inspect the Bidding Documents at the address given below during *8: 00a.m-5:00p.m., Monday to Friday*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *March 09, 2023 until 10:00a.m. of March 28, 2023* from the given address and website(s) below and *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, by facsimile, or through electronic means.

6. The ***LGU-Mariveles*** will hold a Pre-Bid Conference¹ on ***March 16, 2023, 10:00am*** at ***BAC Conference Room, Municipal Hall Compound Mariveles, Bataan***, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before ***12nn of March 28, 2023***. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***March 28, 2023 at 2:00p.m.*** at the ***BAC Conference Room, Municipal Hall Compound***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***LGU-Mariveles*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Secretariat Office/Procurement Unit
LGU – Mariveles
Municipal Hall Compound
Poblacion Mariveles, Bataan
Tel. No. (047) 935-4620
Email address: lgu_bacmariveles@yahoo.com.ph
12. You may visit the website for downloading Bidding Documents:
marivelesbataan.gov.ph

[Date of Issue]

Engr. Chito L. Riego de Dios
BAC, Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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, *LGU-Mariveles* wishes to receive Bids for the *Purchase of Office Supplies (1st qtr. and 2nd qtr. 2023)* with identification number *G2023-03-003*.

The Procurement Project (referred to herein as “Project”) is composed of *264 items*, 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 the year 2023 in the amount of *Two Million, Four Hundred Nine Thousand, Nine Hundred Ninety-Nine and 25/100 Pesos (Php2,409,999.25)*
- 2.2. The source of funding is:

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least ***fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*** of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* N/A

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]*
N/A

- 7.4. 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 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 **3 years** prior to the deadline for the submission and receipt of bids.

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until ***120 days from March 28, 2023***. 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 three copies 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.

² 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. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately. *****N/A*****

- 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:

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

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

20. Post-Qualification

20.1 N/A

- 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Purchase of Office Supplies (1st qtr. and 2nd qtr. 2023)</i> b. completed within 3 years prior to the deadline for the submission and receipt of bids.
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.] ***N/A***</i>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Php 48,199.99 <i>[amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 120,499.96 <i>[amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	<i>The project will be awarded by lot.</i>
20.2	<i>N/A</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

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><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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 <i>[indicate place of destination]</i>. 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 in Mariveles, Bataan. 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 Atty. Ace Jello C. Concepcion.</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:</p> <ul style="list-style-type: none"> - performance or supervision of on-site assembly and/or start-up of the supplied Goods; - furnishing of tools required for assembly and/or maintenance of the supplied Goods; - furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; - <i>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</i> - training of the Procuring Entity’s personnel, at the Supplier’s plant

	<p>and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p>
	<p>The Contract price for the Goods shall include the prices charge by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Spare Parts - N/A</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three times the warranty period.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 30 days of placing the order.</p> <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	Partial payment is not allowed.
4	The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled in the absence of the Supplier’s representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<i>Purchase of Office Supplies (1st and 2nd Qtr. 2023)</i>	1 lot	Php 2,409,999.25	15days upon receipt of the Notice to Proceed
1	CLEARBOOK, 20 transparent pockets, legal	40 pieces		
2	ERASER, plastic/ rubber	126 pieces		
3	SIGN PEN, Black, liquid or gel	603 pieces		
4	SIGN PEN, Blue, liquid or gel	185 pieces		
5	SIGN PEN, Red, liquid or gel	62 pieces		
6	WRAPPING PAPER, kraft, 50 sheets per pack	2 packs		
7	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	247 packs		
8	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	254 packs		
9	BATTERY, dry cell, size D, Two (2) pieces per blister pack	31 packs		
10	INK, for stamp pad, 50mL	102 bottles		
11	PHILIPPINE NATIONAL FLAG	2 pieces		
12	EXTERNAL HARD DRIVE, 1TB	14 units		
13	GLUE, all-purpose, 200 grams	80 jars		
14	STAPLE WIRE, heavy duty (binder type), 23/13	10 boxes		
15	STAPLE WIRE, standard	268 boxes		
16	TAPE, electrical	14 rolls		
17	TAPE, masking, 24mm	149 rolls		

18	TAPE, masking, 48 mm	56 rolls		
19	TAPE, packaging transparent, 48 mm	178 rolls		
20	TAPE, transparent, 24mm	343 rolls		
21	TAPE, transparent, 48 mm	129 rolls		
22	TWINE, plastic	17 rolls		
23	RULER, plastic, 300mm/12inches	56 pieces		
24	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	1 tube		
25	CHALK, white enamel, 100 pieces per box	10 boxes		
26	CLIP, backfold, 19mm	94 boxes		
27	CLIP, backfold, 25mm	126 boxes		
28	CLIP, backfold, 32mm	111 boxes		
29	CLIP, backfold, 50mm	128 boxes		
30	CORRECTION TAPE, 8 meters	842 pieces		
31	CUTTER/UTILITY KNIFE, for general purpose	21 pieces		
32	DATA FILE BOX	78 pieces		
33	DATA FOLDER	43 pieces		
34	DATING AND STAMPING MACHINE	4 pieces		
35	ENVELOPE, Documentary, A4, 500 pieces per box	14 boxes		
36	ENVELOPE, Documentary, legal, 500 pieces per box	16 boxes		
37	ENVELOPE, Expanding, Kraft, 100 pieces per box	25 boxes		
38	ENVELOPE, Expanding, Plastic	72 pieces		
39	ENVELOPE, Mailing, 500 pieces per box	11 boxes		
40	ENVELOPE, Mailing, with window, 500 pieces per box	6 boxes		
41	ERASER, felt, for blackboard/whiteboard	11 pieces		
42	FASTENER, metal, non-sharp edges, 50 sets per box	23 pieces		

43	FOLDER, Fancy with slide, A4, 50 pieces per bundle	2 bundles		
44	FOLDER, L-type, A4, 50 pieces per pack	3 packs		
45	FOLDER, L-type, legal, 50 pieces per pack	7 packs		
46	FOLDER, pressboard, 100 pieces per box	3 boxes		
47	FOLDER with tab, A4, 100 pieces per pack	6 packs		
48	FOLDER with tab, legal, 100 pieces per pack	22 packs		
49	INDEX TAB, self-adhesive, transparent, 5 sets per box	6 boxes		
50	MAGAZINE FILE BOX, Large	59 pieces		
51	MARKER, Fluorescent, 3 colors per set	37 sets		
52	MARKER, Permanent, Black	345 pieces		
53	MARKER, Permanent, Blue	166 pieces		
54	MARKER, Permanent, Red	105 pieces		
55	MARKER, Whiteboard, Black	211 pieces		
56	MARKER, Whiteboard, Blue	94 pieces		
57	MARKER, Whiteboard, Red	83 pieces		
58	PAPER CLIP, vinly/plastic coated, 33mm	266 boxes		
59	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	193 boxes		
60	PENCIL, lead/graphite, with eraser, one (1) dozen per box	42 boxes		
61	PUNCHER, paper, heavy duty	30 pieces		
62	RUBBER BAND No. 18, 350g	69 boxes		
63	STAMP PAD, felt	65 pieces		
64	SCISSORS, symmetrical or asymmetrical	113 pairs		
65	STAPLER, standard type	107 pieces		
66	STAPLER, heavy duty (binder type), desktop	1 unit		
67	STAPLE REMOVER, plier type	64 pieces		
68	TAPE DISPENSER, table top	40 pieces		

69	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	22 packs		
70	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	5 boxes		
71	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	172 pads		
72	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	104 pads		
73	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	124 pads		
74	NOTEBOOK, stenographer	30 pieces		
75	PAPER, MULTICOPY A4, 500 sheets per ream	308 reams		
76	PAPER, MULTICOPY LEGAL, 500 sheets per ream	348 reams		
77	PAPER, MULTIPURPOSE A4, 500 sheets per ream	714 reams		
78	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	574 reams		
79	PAD PAPER, ruled	33 pads		
80	PAPER, parchment, 100 sheets per box	4 boxes		
81	RECORD BOOK, 300 PAGES	128 books		
82	RECORD BOOK, 500 PAGES	164 books		
83	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1 book		
84	INK CARTRIDGE, CANON CL-811, Colored	9 cart		
85	INK CARTRIDGE, CANON PG-810, Black	9 cart		
86	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	46 cart		
87	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	25 cart		
88	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	25 cart		
89	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	25 cart		
90	RIBBON CARTRIDGE, EPSON C13S015632, Black	15 cart		
91	Calculator 14 digits	5 units		
92	GLUE GUN, HEAVY DUTY	6 pieces		
93	GLUE STICK (FOR HEAVY DUTY GLUE GUN)	50 pieces		

94	Manual Paper Cutter Metal 21x16 heavy duty	1 unit		
95	SCISSORS, BIG 185MM	26 pieces		
96	BATTERY, CASIO CALCULATOR GX14B	15 pieces		
97	40 POCKETS FIXED DISPLAY BOOK / CLEARBOOK, LEGAL	10 pieces		
98	BALLPEN 0.5 BLACK	1021 pieces		
99	BALLPEN 0.5 BLUE	202 pieces		
100	BALLPEN 0.5 RED	103pieces		
101	BALLPEN ASSORTED COLOR 0.5	61 pieces		
102	BALLPEN HOLDER WITH DIVIDER	5 pieces		
103	BALLPEN SIGNPEN RT 0.5MM BLACK	328 pieces		
104	BALLPEN SIGNPEN RT 0.5MM BLUE	83 pieces		
105	BALLPEN SIGNPEN RT 0.5MM RED	14 pieces		
106	CD-RW WITHOUT CASE (100PCS)	1 bundle		
107	CLIP, BULLDOG 3"	54 pieces		
108	CORRECTION FLUID MAGIC TOUCH	2 pieces		
109	DOUBLE ADHESIVE TAPE CROCO 1"	96 rolls		
110	DOUBLE ADHESIVE TAPE CROCO 1/2"	66 rolls		
111	DOUBLE ADHESIVE TAPE CROCO 2"	30 rolls		
112	ENVELOPE SHORT BROWN	170 pieces		
113	ENVELOPE LONG BROWN	275 pieces		
114	ENVELOPE, PLASTIC LONG	120 pieces		
115	FASTENER HBW / PRINCE OFFICE PLASTIC	179 boxes		
116	FASTENER, PLASTIC 4 1/2"	26 boxes		
117	FASTENER, PLASTIC 8 1/2""	30 boxes		
118	FOLDER ARCH FILE LONG, VERTICAL, SIDE HOLE	5 pieces		
119	FOLDER ARCH FILE LONG, VERTICAL, TOP HOLE	35 pieces		

120	FOLDER EXPANDING LONG	462 pieces		
121	FOLDER EXPANDING SHORT	60 pieces		
122	FOLDER METRO LONG BROWN	85 pieces		
123	FOLDER METRO SHORT, BROWN	10 pieces		
124	FOLDER METRO LONG, WHITE	1330 pieces		
125	FOLDER METRO SHORT, WHITE	1095 pieces		
126	FOLDER SLIDING-LONG PLASTIC	22 pieces		
127	MOUSE PAD	20 pieces		
128	PENTEL PEN PILOT INK REFILL BLACK	10 bottles		
129	PLASTIC FASTENER 6"	5 boxes		
130	PUSH PIN, FLAT HEAD TYPE, ASSORTED COLORS, 100 PIECES PER CASE	27 boxes		
131	PVC BINDING CLEAR COVER (SHORT) 250 MICRONS 10S	2 packs		
132	Rechargeable Battery AA per blister	8 packs		
133	Rechargeable Battery AAA per blister	7 packs		
134	RETRACTABLE BALLPEN BLACK	645 pieces		
135	RETRACTABLE BALLPEN BLUE	4 pieces		
136	SCOTCH TAPE CROCO 1"	139 rolls		
137	SCOTCH TAPE CROCO 1/2"	49 rolls		
138	SCOTCH TAPE CROCO 3"	47 rolls		
139	STABILO BOSS ASSORTED	152 pieces		
140	STABILO BOSS BLUE	28 pieces		
141	STABILO BOSS GREEN	63 pieces		
140	STABILO BOSS ORANGE	31 pieces		
143	STABILO BOSS PINK	5 pieces		
144	STABILO BOSS YELLOW	126 pieces		
145	STAMP PAD INK BLACK	44 pieces		

146	STAMP PAD FELT VIOLET	5 pieces		
147	STAMP PAD INK VIOLET	30 pieces		
148	STAPLE WIRE #10	18 boxes		
149	STAPLER MAX #10	8 boxes		
150	Stapler No. 1111 #35	5 pieces		
151	STAPLER MAX HD-50R #35 W/ REMOVER	64 pieces		
152	ARROW RUBBER BAND, BIG #18, 350G	95 boxes		
153	CERTIFICATE FOLDER PLASTIC SHORT	45 pieces		
154	CLIPBOARD ASSORTED LONG	12 pieces		
155	DATER W/ NO RECEIVED HBW	9 pieces		
156	DATER W/ RECEIVED HBW	3 pieces		
157	FINE TECH RT BLACK 0.3	80 pieces		
158	FINE TECH RT BLUE 0.3	68 pieces		
159	ENVELOPE CLASSIC WHITE MAILING-SHORT	202 pieces		
160	METAL FILING TRAY 2-LAYER	4 pieces		
161	METAL FILING TRAY 3-LAYER	37 pieces		
162	FRIXION PEN, REFILL for RETRACTABLE (BLUE) .4	3 pieces		
163	FRIXION PEN, RETRACTABLE (BLUE) .4	18 pieces		
164	FRIXION PEN, RETRACTABLE (BLUE) .5	15 pieces		
165	GUN TACKER STAPLE WIRE T50	9 units		
166	ILLUSTRATION BOARD 20X30 3PY	1 piece		
167	LAMINATING FILM (GLOSS) (LEGAL)	5 packs		
168	LEAD FOR MECHANICAL PENCIL	2 pieces		
169	LEAD FOR MECHANICAL PENCIL 0.5	44 pieces		
170	MECHANICAL PENCIL	27 pieces		
171	PASTE, W/ WATER WELL AND APPLICATOR	7 pieces		

172	PLASTIC COVER	8 rolls		
173	RUBBER BOND EVERLASTING SMALL #16	36 boxes		
174	RULER, METAL	2 pieces		
175	SIGN PEN , 1.0, BLACK UNI BALL RETRACTABLE	141 pieces		
176	SIGN PEN , 1.0, BLUE UNIBALL RETRACTABLE	56 pieces		
177	SPONGE DAMPER PAD	14 pads		
178	STAPLE REMOVER, SCISSOR TYPE	17 pieces		
179	STAPLE WIRE ETONA 2410	4 boxes		
180	STAPLE WIRE ETONA, 23/13 (1/2") CHISEL POINTED, 5000 STAPLES PER BOX	7 boxes		
181	STAPLER HEAVY DUTY H4710 ETONA / KW-TRIO	1 unit		
182	FINE TECH (BLACK) 0.4	10 pieces		
183	TRODAT 10 DIGIT NUMBER STAMP	3 units		
184	WHITE BOARD 15"X15"	1 unit		
185	WHITEBOARD WITH WHEELS SIZE: BIG	1 unit		
186	ARROW HEAD STICKY NOTE	70 packs		
187	CONTINUOUS FORM 3 PLY BOOK 20 11x14 7/8	4 boxes		
188	BOND PAPER 70 GSM A4	206 reams		
189	BOND PAPER 70 GSM LONG	628 reams		
190	BOND PAPER 70 GSM SHORT	466 reams		
191	BOND PAPER S-16 SHORT	120 reams		
192	BOND PAPER S-20 A3 MAPPING PAPER	9 reams		
193	BOND PAPER S-20 SHORT	96 reams		
194	BOOK PAPER 8 1/2 X 14" COPY ONE	14 reams		
195	CONSTRUCTION PAPER (1COLOR/PACK) 20SHEETS/PACK	12 packs		
196	CONTINUOUS FORM, 1 PLY, 280X241MM/ 9.5/11	6 boxes		

197	CONTINUOUS FORM, 3 PLY, 280X378MM/ 9.5/13	6 boxes		
198	PHOTO PAPER PREMIUM 20S	72 packs		
199	Please sign Sticky note 20x48mm	30 packs		
200	SPECIALTY BOARD 200 LONG WHITE	37 packs		
201	SPECIALTY BOARD 200, SHORT, LIGHT BLUE	40 packs		
202	SPECIALTY BOARD 200, SHORT, MINT GREEN	115 packs		
203	SPECIALTY BOARD 200, SHORT, WHITE	90 packs		
204	STICKER PAPER 20'S VECO	54 packs		
205	YELLOW PAPER	23 pads		
206	FLASH DRIVE, 32GB, USB 2.0, PLUG AND PLAY	23 pieces		
207	FLASH DRIVE, 64GB, USB 2.0, PLUG AND PLAY	21 pieces		
208	KEYBOARD	11 units		
209	WIRELESS MOUSE	19 pieces		
210	BROTHER INK 500 BT (BLACK)	6 bottles		
211	BROTHER INK 500 BT (CYAN)	6 bottles		
212	BROTHER INK 500 BT (MAGENTA)	6 bottles		
213	BROTHER INK 500 BT (YELLOW)	6 bottles		
214	BROTHER INK 6000BT	6 bottles		
215	CANON GI-790 (BK)	30 bottles		
216	CANON GI-790 (C)	18 bottles		
217	CANON GI-790 (M)	18 bottles		
218	CANON GI-790 (Y)	18 bottles		
219	CANON INK REFILL CYAN W/ NOZZLE 100ML 4OZ.	6 bottles		
220	CANON INK REFILL MAGENTA W/ NOZZLE 100ML 4OZ.	6 bottles		
221	CANON INK REFILL YELLOW W/ NOZZLE 100ML 4OZ.	6 bottles		

222	CANON INK INK REFILL BLACK 1000ML	6 bottles		
223	CANON INK REFILL BLACK W/ NOZZLE 100ML 4OZ.	6 bottles		
224	CANON PIXMA 790 BLACK	14 bottles		
225	CANON PIXMA 790 CYAN	5 bottles		
226	CANON PIXMA 790 MAGENTA	5 bottles		
227	CANON PIXMA 790 YELLOW	5 bottles		
228	EPSON CARTRIDGE RIBBON LQ 2190 SO15531	7 cart		
229	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 BLACK	453 bottles		
230	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 CYAN	184 bottles		
231	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 MAGENTA	184 bottles		
232	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 YELLOW	184 bottles		
233	Toner for Kyocera Ecosys M4125idn	3 cart		
234	Epson Ink Refill 001 for Epson Printer L6290 Black	6 bottles		
235	Epson Ink Refill 001 for Epson Printer L6290 Cyan	4 bottles		
236	Epson Ink Refill 001 for Epson Printer L6290 Magenta	4 bottles		
237	Epson Ink Refill 001 for Epson Printer L6290 Yellow	4 bottles		
238	Epson Ink Refill 004 for Epson Printer L3158 Black	6 bottles		
239	Epson Ink Refill 004 for Epson Printer L3158 Cyan	3 bottles		
240	Epson Ink Refill 004 for Epson Printer L3158 Magenta	3 bottles		
241	Epson Ink Refill 004 for Epson Printer L3158 Yellow	3 bottles		
242	EPSON REFILL 664 INK FOR EPSON PRINTER BLACK	10 bottles		
243	EPSON REFILL 664 INK FOR EPSON PRINTER CYAN	10 bottles		
244	EPSON REFILL 664 INK FOR EPSON PRINTER MAGENTA	10 bottles		
245	EPSON REFILL 664 INK FOR EPSON PRINTER YELLOW	10 bottles		

246	EPSON L1800 REFILL INK FOR EPSON PRINTER MAGENTA	4 bottles		
247	EPSON L1800 REFILL INK FOR EPSON PRINTER BLACK	4 bottles		
248	EPSON L1800 REFILL INK FOR EPSON PRINTER CYAN	4 bottles		
249	EPSON L1800 REFILL INK FOR EPSON PRINTER LIGHT CYAN	4 bottles		
250	EPSON L1800 REFILL INK FOR EPSON PRINTER LIGHT MAGENTA	4 bottles		
251	EPSON L1800 REFILL INK FOR EPSON PRINTER YELLOW	4 bottles		
252	EPSON L210/220 REFILL INK FOR EPSON PRINTER BLACK	32 bottles		
253	EPSON L210/220 REFILL INK FOR EPSON PRINTER CYAN	2 bottles		
254	EPSON L210/220 REFILL INK FOR EPSON PRINTER MAGENTA	2 bottles		
255	EPSON L210/220 REFILL INK FOR EPSON PRINTER YELLOW	2 bottles		
256	EPSON L360 REFILL INK FOR EPSON PRINTER BLACK	114 bottles		
257	EPSON L360 REFILL INK FOR EPSON PRINTER CYAN	46 bottles		
258	EPSON L360 REFILL INK FOR EPSON PRINTER MAGENTA	46 bottles		
259	EPSON L360 REFILL INK FOR EPSON PRINTER YELLOW	46 bottles		
260	EPSON RIBBON LX310	25 pieces		
261	HP GT53 XL INK REFILL 135ML BLACK	1 bottle		
262	NPG-51 CANON IMAGE RUNNER toner black canon 2525W	4 cart		
263	OKI RIBBON CARTRIDGE 791	12 cart		
264	RIBBON FOR MANUAL TYPEWRITER, 2 SPOOLS	20 pieces		
	nothing follows			

I hereby certify to comply with all the above Technical Specifications.

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME (Duly authorized to sign the Bid)

TELEPHONE / FAX NO.

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
		<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>
1	CLEARBOOK, 20 transparent pockets, legal	
2	ERASER, plastic/ rubber	
3	SIGN PEN, Black, liquid or gel	
4	SIGN PEN, Blue, liquid or gel	
5	SIGN PEN, Red, liquid or gel	
6	WRAPPING PAPER, kraft, 50 sheets per pack	
7	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	
8	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	
9	BATTERY, dry cell, size D, Two (2) pieces per blister pack	

10	INK, for stamp pad, 50mL	
11	PHILIPPINE NATIONAL FLAG	
12	EXTERNAL HARD DRIVE, 1TB	
13	GLUE, all-purpose, 200 grams	
14	STAPLE WIRE, heavy duty (binder type), 23/13	
15	STAPLE WIRE, standard	
16	TAPE, electrical	
17	TAPE, masking, 24mm	
18	TAPE, masking, 48 mm	
19	TAPE, packaging transparent, 48 mm	
20	TAPE, transparent, 24mm	
21	TAPE, transparent, 48 mm	
22	TWINE, plastic	
23	RULER, plastic, 300mm/12inches	
24	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	
25	CHALK, white enamel, 100 pieces per box	
26	CLIP, backfold, 19mm	
27	CLIP, backfold, 25mm	
28	CLIP, backfold, 32mm	
29	CLIP, backfold, 50mm	
30	CORRECTION TAPE, 8 meters	
31	CUTTER/UTILITY KNIFE, for general purpose	
32	DATA FILE BOX	
33	DATA FOLDER	
34	DATING AND STAMPING MACHINE	

35	ENVELOPE, Documentary, A4, 500 pieces per box	
36	ENVELOPE, Documentary, legal, 500 pieces per box	
37	ENVELOPE, Expanding, Kraft, 100 pieces per box	
38	ENVELOPE, Expanding, Plastic	
39	ENVELOPE, Mailing, 500 pieces per box	
40	ENVELOPE, Mailing, with window, 500 pieces per box	
41	ERASER, felt, for blackboard/whiteboard	
42	FASTENER, metal, non-sharp edges, 50 sets per box	
43	FOLDER, Fancy with slide, A4, 50 pieces per bundle	
44	FOLDER, L-type, A4, 50 pieces per pack	
45	FOLDER, L-type, legal, 50 pieces per pack	
46	FOLDER, pressboard, 100 pieces per box	
47	FOLDER with tab, A4, 100 pieces per pack	
48	FOLDER with tab, legal, 100 pieces per pack	
49	INDEX TAB, self-adhesive, transparent, 5 sets per box	
50	MAGAZINE FILE BOX, Large	
51	MARKER, Flourescent, 3 colors per set	
52	MARKER, Permanent, Black	
53	MARKER, Permanent, Blue	
54	MARKER, Permanent, Red	
55	MARKER, Whiteboard, Black	
56	MARKER, Whiteboard, Blue	
57	MARKER, Whiteboard, Red	
58	PAPER CLIP, vinly/plastic coated, 33mm	

59	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	
60	PENCIL, lead/graphite, with eraser, one (1) dozen per box	
61	PUNCHER, paper, heavy duty	
62	RUBBER BAND No. 18, 350g	
63	STAMP PAD, felt	
64	SCISSORS, symmetrical or asymmetrical	
65	STAPLER, standard type	
66	STAPLER, heavy duty (binder type), desktop	
67	STAPLE REMOVER, plier type	
68	TAPE DISPENSER, table top	
69	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	
70	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	
71	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	
72	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	
73	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	
74	NOTEBOOK, stenographer	
75	PAPER, MULTICOPY A4, 500 sheets per ream	
76	PAPER, MULTICOPY LEGAL, 500 sheets per ream	
77	PAPER, MULTIPURPOSE A4, 500 sheets per ream	
78	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	
79	PAD PAPER, ruled	
80	PAPER, parchment, 100 sheets per box	
81	RECORD BOOK, 300 PAGES	
82	RECORD BOOK, 500 PAGES	
83	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA	

	9184)	
84	INK CARTRIDGE, CANON CL-811, Colored	
85	INK CARTRIDGE, CANON PG-810, Black	
86	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	
87	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	
88	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	
89	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	
90	RIBBON CARTRIDGE, EPSON C13S015632, Black	
91	Calculator 14 digits	
92	GLUE GUN, HEAVY DUTY	
93	GLUE STICK (FOR HEAVY DUTY GLUE GUN)	
94	Manual Paper Cutter Metal 21x16 heavy duty	
95	SCISSORS, BIG 185MM	
96	BATTERY, CASIO CALCULATOR GX14B	
97	40 POCKETS FIXED DISPLAY BOOK / CLEARBOOK, LEGAL	
98	BALLPEN 0.5 BLACK	
99	BALLPEN 0.5 BLUE	
100	BALLPEN 0.5 RED	
101	BALLPEN ASSORTED COLOR 0.5	
102	BALLPEN HOLDER WITH DIVIDER	
103	BALLPEN SIGNPEN RT 0.5MM BLACK	
104	BALLPEN SIGNPEN RT 0.5MM BLUE	
105	BALLPEN SIGNPEN RT 0.5MM RED	
106	CD-RW WITHOUT CASE (100PCS)	
107	CLIP, BULLDOG 3"	

108	CORRECTION FLUID MAGIC TOUCH	
109	DOUBLE ADHESIVE TAPE CROCO 1"	
110	DOUBLE ADHESIVE TAPE CROCO 1/2"	
111	DOUBLE ADHESIVE TAPE CROCO 2"	
112	ENVELOPE SHORT BROWN	
113	ENVELOPE LONG BROWN	
114	ENVELOPE, PLASTIC LONG	
115	FASTENER HBW / PRINCE OFFICE PLASTIC	
116	FASTENER, PLASTIC 4 1/2"	
117	FASTENER, PLASTIC 8 1/2"	
118	FOLDER ARCH FILE LONG, VERTICAL, SIDE HOLE	
119	FOLDER ARCH FILE LONG, VERTICAL, TOP HOLE	
120	FOLDER EXPANDING LONG	
121	FOLDER EXPANDING SHORT	
122	FOLDER METRO LONG BROWN	
123	FOLDER METRO SHORT, BROWN	
124	FOLDER METRO LONG, WHITE	
125	FOLDER METRO SHORT, WHITE	
126	FOLDER SLIDING-LONG PLASTIC	
127	MOUSE PAD	
128	PENTEL PEN PILOT INK REFILL BLACK	
129	PLASTIC FASTENER 6"	
130	PUSH PIN, FLAT HEAD TYPE, ASSORTED COLORS, 100 PIECES PER CASE	
131	PVC BINDING CLEAR COVER (SHORT) 250 MICRONS 10S	

132	Rechargable Battery AA per blister	
133	Rechargable Battery AAA per blister	
134	RETRACTABLE BALLPEN BLACK	
135	RETRACTABLE BALLPEN BLUE	
136	SCOTCH TAPE CROCO 1"	
137	SCOTCH TAPE CROCO 1/2"	
138	SCOTCH TAPE CROCO 3"	
139	STABILO BOSS ASSORTED	
140	STABILO BOSS BLUE	
141	STABILO BOSS GREEN	
140	STABILO BOSS ORANGE	
143	STABILO BOSS PINK	
144	STABILO BOSS YELLOW	
145	STAMP PAD INK BLACK	
146	STAMP PAD FELT VIOLET	
147	STAMP PAD INK VIOLET	
148	STAPLE WIRE #10	
149	STAPLER MAX #10	
150	Stapler No. 1111 #35	
151	STAPLER MAX HD-50R #35 W/ REMOVER	
152	ARROW RUBBER BAND, BIG #18, 350G	
153	CERTIFICATE FOLDER PLASTIC SHORT	
154	CLIPBOARD ASSORTED LONG	
155	DATER W/ NO RECEIVED HBW	
156	DATER W/ RECEIVED HBW	
157	FINE TECH RT BLACK 0.3	

158	FINE TECH RT BLUE 0.3	
159	ENVELOPE CLASSIC WHITE MAILING-SHORT	
160	METAL FILING TRAY 2-LAYER	
161	METAL FILING TRAY 3-LAYER	
162	FRIXION PEN, REFILL for RETRACTABLE (BLUE) .4	
163	FRIXION PEN, RETRACTABLE (BLUE) .4	
164	FRIXION PEN, RETRACTABLE (BLUE) .5	
165	GUN TACKER STAPLE WIRE T50	
166	ILLUSTRATION BOARD 20X30 3PY	
167	LAMINATING FILM (GLOSS) (LEGAL)	
168	LEAD FOR MECHANICAL PENCIL	
169	LEAD FOR MECHANICAL PENCIL 0.5	
170	MECHANICAL PENCIL	
171	PASTE, W/ WATER WELL AND APPLICATOR	
172	PLASTIC COVER	
173	RUBBER BOND EVERLASTING SMALL #16	
174	RULER, METAL	
175	SIGN PEN , 1.0, BLACK UNI BALL RETRACTABLE	
176	SIGN PEN , 1.0, BLUE UNIBALL RETRACTABLE	
177	SPONGE DAMPER PAD	
178	STAPLE REMOVER, SCISSOR TYPE	
179	STAPLE WIRE ETONA 2410	
180	STAPLE WIRE ETONA, 23/13 (1/2") CHISEL POINTED, 5000 STAPLES PER BOX	
181	STAPLER HEAVY DUTY H4710 ETONA / KW-TRIO	

182	FINE TECH (BLACK) 0.4	
183	TRODAT 10 DIGIT NUMBER STAMP	
184	WHITE BOARD 15"X15"	
185	WHITEBOARD WITH WHEELS SIZE: BIG	
186	ARROW HEAD STICKY NOTE	
187	CONTINUOUS FORM 3 PLY BOOK 20 11x14 7/8	
188	BOND PAPER 70 GSM A4	
189	BOND PAPER 70 GSM LONG	
190	BOND PAPER 70 GSM SHORT	
191	BOND PAPER S-16 SHORT	
192	BOND PAPER S-20 A3 MAPPING PAPER	
193	BOND PAPER S-20 SHORT	
194	BOOK PAPER 8 1/2 X 14" COPY ONE	
195	CONSTRUCTION PAPER (1COLOR/PACK) 20SHEETS/PACK	
196	CONTINUOUS FORM, 1 PLY, 280X241MM/ 9.5/11	
197	CONTINUOUS FORM, 3 PLY, 280X378MM/ 9.5/13	
198	PHOTO PAPER PREMIUM 20S	
199	Please sign Sticky note 20x48mm	
200	SPECIALTY BOARD 200 LONG WHITE	
201	SPECIALTY BOARD 200, SHORT, LIGHT BLUE	
202	SPECIALTY BOARD 200, SHORT, MINT GREEN	
203	SPECIALTY BOARD 200, SHORT, WHITE	
204	STICKER PAPER 20'S VECO	
205	YELLOW PAPER	
206	FLASH DRIVE, 32GB, USB 2.0,	

	PLUG AND PLAY	
207	FLASH DRIVE, 64GB, USB 2.0, PLUG AND PLAY	
208	KEYBOARD	
209	WIRELESS MOUSE	
210	BROTHER INK 500 BT (BLACK)	
211	BROTHER INK 500 BT (CYAN)	
212	BROTHER INK 500 BT (MAGENTA)	
213	BROTHER INK 500 BT (YELLOW)	
214	BROTHER INK 6000BT	
215	CANON GI-790 (BK)	
216	CANON GI-790 (C)	
217	CANON GI-790 (M)	
218	CANON GI-790 (Y)	
219	CANON INK REFILL CYAN W/ NOZZLE 100ML 4OZ.	
220	CANON INK REFILL MAGENTA W/ NOZZLE 100ML 4OZ.	
221	CANON INK REFILL YELLOW W/ NOZZLE 100ML 4OZ.	
222	CANON INK INK REFILL BLACK 1000ML	
223	CANON INK REFILL BLACK W/ NOZZLE 100ML 4OZ.	
224	CANON PIXMA 790 BLACK	
225	CANON PIXMA 790 CYAN	
226	CANON PIXMA 790 MAGENTA	
227	CANON PIXMA 790 YELLOW	
228	EPSON CARTRIDGE RIBBON LQ 2190 SO15531	
229	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 BLACK	
230	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 CYAN	

231	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 MAGENTA	
232	EPSON INK REFILL 003 FOR EPSON PRINTER L3110 YELLOW	
233	Toner for Kyocera Ecosys M4125idn	
234	Epson Ink Refill 001 for Epson Printer L6290 Black	
235	Epson Ink Refill 001 for Epson Printer L6290 Cyan	
236	Epson Ink Refill 001 for Epson Printer L6290 Magenta	
237	Epson Ink Refill 001 for Epson Printer L6290 Yellow	
238	Epson Ink Refill 004 for Epson Printer L3158 Black	
239	Epson Ink Refill 004 for Epson Printer L3158 Cyan	
240	Epson Ink Refill 004 for Epson Printer L3158 Magenta	
241	Epson Ink Refill 004 for Epson Printer L3158 Yellow	
242	EPSON REFILL 664 INK FOR EPSON PRINTER BLACK	
243	EPSON REFILL 664 INK FOR EPSON PRINTER CYAN	
244	EPSON REFILL 664 INK FOR EPSON PRINTER MAGENTA	
245	EPSON REFILL 664 INK FOR EPSON PRINTER YELLOW	
246	EPSON L1800 REFILL INK FOR EPSON PRINTER MAGENTA	
247	EPSON L1800 REFILL INK FOR EPSON PRINTER BLACK	
248	EPSON L1800 REFILL INK FOR EPSON PRINTER CYAN	
249	EPSON L1800 REFILL INK FOR EPSON PRINTER LIGHT CYAN	
250	EPSON L1800 REFILL INK FOR EPSON PRINTER LIGHT MAGENTA	
251	EPSON L1800 REFILL INK FOR EPSON PRINTER YELLOW	
252	EPSON L210/220 REFILL INK FOR EPSON PRINTER BLACK	
253	EPSON L210/220 REFILL INK FOR EPSON PRINTER CYAN	

254	EPSON L210/220 REFILL INK FOR EPSON PRINTER MAGENTA	
255	EPSON L210/220 REFILL INK FOR EPSON PRINTER YELLOW	
256	EPSON L360 REFILL INK FOR EPSON PRINTER BLACK	
257	EPSON L360 REFILL INK FOR EPSON PRINTER CYAN	
258	EPSON L360 REFILL INK FOR EPSON PRINTER MAGENTA	
259	EPSON L360 REFILL INK FOR EPSON PRINTER YELLOW	
260	EPSON RIBBON LX310	
261	HP GT53 XL INK REFILL 135ML BLACK	
262	NPG-51 CANON IMAGE RUNNER toner black canon 2525W	
263	OKI RIBBON CARTRIDGE 791	
264	RIBBON FOR MANUAL TYPEWRITER, 2 SPOOLS	
	nothing follows	

I hereby certify to comply with all the above Technical Specifications.

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME (Duly authorized to sign the Bid)

TELEPHONE / FAX NO.

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

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

- (j) 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**
- (k) 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

- (l) 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)

- (m) *[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.
- (n) 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).

