

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

*FOR Project 2023-18G: Supply and Delivery of
Office Supplies and Materials for the University
(2nd Advertisement)*

**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
NUEVA VIZCAYA STATE UNIVERSITY
Bayombong, Nueva Vizcaya

INVITATION TO BID
***FOR Project 2023-18G: Supply and Delivery of Office Supplies
and Materials for the University (2nd Advertisement)***

1. The *Nueva Vizcaya State University*, through the Trust Fund (TF), Special Trust Fund (STF), Auxiliary Fund (AF), Revolving Fund (RF) and General Fund (GF) for *Fund FY 2023* intends to apply the sum of *Php1,880,406.04* being the ABC to payments under the contract for *2023-18G: Supply and Delivery of Office Supplies and Materials for the University (2nd Advertisement)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NVSU* now invites bids for the above procurement project. Delivery of the Goods/Equipment is required by *thirty (30) calendar days*. Bidders should have completed, within *two (02) 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 *NVSU-BAC* and inspect the Bidding Documents at the address given below during *Mondays-Fridays from 8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on *November 7, 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 Php5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*.
6. The *NVSU* will hold a Pre-Bid Conference¹ on *November 15, 2023, 1:30PM* at the *Board Room, 3/F New Administration Building, NVSU Bayombong Campus* and through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders. **ZOOM Meeting ID: 237 313 4467, Password: nvsu@2023.**
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *November 28, 2023 at 1:29PM*. Late bids shall not be accepted.

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.

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 *November 28, 2023, 1:30PM* at the given address and via **ZOOM (Meeting ID: 237 313 4467, Password: nvsu@2023)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *NVSU* 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 bid
11. For further information, please refer to:
MS. MARITNESS N. MORTERA
MS. ELAINE LOVE E. TACDERAN
MS. ALONA M. AGUSTIN
MS. JOVITA C. RAHON
MS. JOVELYN S. ADDUCUL
MS. DONNA JEAN A. CHANSUYCO
MS. SARAH PATRICE F. CAOLBOY
MR. JOEL G. DEGAMO
BAC Secretariat

3rd floor UBAC Office, New Administration Building
NVSU Bayombong Campus, Bayombong, Nueva Vizcaya
Tel. No. 078-392-1605/078-321-2112
Email Address: nvsubacgas@nvsu.edu.ph

NVSU DBP Solano Branch ACCOUNT No.: 0525-004781-032

12. You may visit the website:
Bidding Documents can be downloaded at www.nvsu.edu.ph starting from *November 7, 2023*.

ELMA P. APOSTOL
UBAC Chairperson – Goods & Services

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, *[indicate name]* wishes to receive Bids for the Project 2023- 18G: *Supply and Delivery of Office Supplies and Materials for the University (2nd Advertisement)*. *insert, if applicable:* under a Framework Agreement}, with identification number *[indicate number]*.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) Project 2023- 18G: *Supply and Delivery of Office Supplies and Materials for the University (2nd Advertisement)* is composed of *[indicate number of lots or 191 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 *[indicate funding year]* in the amount of *[indicate amount]*. *One Million Eight Hundred Eighty Thousand Four Hundred Six pesos and 04/100 only (Php1,880,406.04).*

2.2. The source of funding is: GF, STF, AF and TF

[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. *[Select one, delete other/s]*
 - 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:

[Select one, delete the other/s]

- 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: *[Select either failure or monopoly of bidding based on market research conducted]*
 - 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:

[Select one, delete other/s]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- b. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 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 *{[insert if applicable]}* 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, 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 *[state relevant period as provided in paragraph 2 of the IB]* 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single- or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:

[Select one, delete the other/s]

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

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**.

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.

- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

[Select one, delete the other/s]

Option 1 - One Project having several items that shall be awarded as one contract.

Option 2 - One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

- 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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}*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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified 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>[provide the definition or description of similar contracts].</i> b. completed within <i>[indicate period]</i> 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.]</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 Thirty-seven Thousand Six Hundred Eight pesos and 12/100 only (<i>Php37,608.12</i>) <i>[Indicate the 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 Ninety-four Thousand Nine Twenty pesos 30/100 only (<i>Php94,020.30</i>) <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond. 																												
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity ABC.]</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item Number</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ACETATE, Acetate A4 size sheet, 29.5cm x 21 cm/ 100sheets/box thickness: 0.1mm/</td> <td style="text-align: center;">23</td> <td style="text-align: right;">10,350.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>ACETATE, acetate long size Long (13inches) 216mm x 330mm 100 sheets</td> <td style="text-align: center;">35</td> <td style="text-align: right;">15,750.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>ACETATE, Plastic Transparent Vinyl, thickness:0.075mm min (gauge#3) 48" x 50m</td> <td style="text-align: center;">19</td> <td style="text-align: right;">19,500.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>AIR FRESHENER, aerosol, atleast 280ml</td> <td style="text-align: center;">15</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>ARCHFILE, Lever Arch File Folder Side clip, 11.5 "x 14", 2 ring, metal finger pull, horizontal, can fit legal size, red or blue</td> <td style="text-align: center;">6</td> <td style="text-align: right;">1,800.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black</td> <td style="text-align: center;">10</td> <td style="text-align: right;">3,000.00</td> </tr> </tbody> </table>	Item Number	Description	Quantity	Total	1	ACETATE, Acetate A4 size sheet, 29.5cm x 21 cm/ 100sheets/box thickness: 0.1mm/	23	10,350.00	2	ACETATE, acetate long size Long (13inches) 216mm x 330mm 100 sheets	35	15,750.00	3	ACETATE, Plastic Transparent Vinyl, thickness:0.075mm min (gauge#3) 48" x 50m	19	19,500.00	4	AIR FRESHENER, aerosol, atleast 280ml	15	3,000.00	5	ARCHFILE, Lever Arch File Folder Side clip, 11.5 "x 14", 2 ring, metal finger pull, horizontal, can fit legal size, red or blue	6	1,800.00	6	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black	10	3,000.00
Item Number	Description	Quantity	Total																										
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6	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black	10	3,000.00																										

7	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal	26	7,800.00
8	ARCHFILE, Lever Arch File Folder Side-Clip, With 2 Ring and Metal Finger Pull, Legal Size, Black	87	23,925.00
9	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	401	68,170.00
10	BALLPEN, blue, ballpoint 0.5, 12 pcs./box	113	19,210.00
11	BALLPEN, Blue; Retractable; Point type: Fine; stainless steel point; Texture Grip; Features a translucent barrel, classic design, metal accents & clip and a durable tungsten-carbide tip; Smear-resistant, ball point ink; 12pc/Box	11	9,826.00
12	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	12	13,430.00
13	BALLPEN, REFILL; Blue; Compatible with Better Retractable BP-145-F-L, Fine Point. per pc	13	600.00
14	BATTERY, AA USB Rechargeable battery pack 1450 mah (2 pcs)	14	400.00
15	BOARD, Clipboard, Long Size Clipboard, flip cover, any color, flexible plastic	15	4,950.00
16	BOARD, Illustration board, B/W, dimensions: 15in. x 20in. @10pcs	30	3,000.00
17	CALCULATOR, Scientific Calculator, high quality 4-line display, rating: solar cell battery, DC 1.5V, LR44x1 battery with COMP, STAT, EQN, TABLE, COMPLX, BASE-IN, MATRIX, VECTOR set-up	6	9,000.00
18	CARTOLINA, Color: White; Size: 22.5" x 28.5"	137	959.00
19	CHALK, high quality sanitary calcium chalk, chalk, dustless non brittle smooth in writing, 100pcs/box	76	4,940.00
20	CONTAINER, water dispenser container, 5-gallon round water container blue	10	2,500.00
21	CORK BOARD, 12 x 18 inches with aluminum frame and rubber edges	22	13,860.00
22	CORK BOARD, 2FT (WIDTH) X 3FT (LENGTH) With aluminum frame	1	1,000.00
23	CORK BOARD, 60 cm x 90 cm cork board w/ wooden frame, 8mm thickness	10	7,000.00
24	CORK BOARD, Wall-mounted with aluminum frame and rubber edges. 3ft x 5ft	8	22,400.00
25	CORRECTION TAPE, 5mm/8m, film base	617	12,340.00
26	CUTTER BLADE, 18mm high quality blade @ 10 pcs per tube	13	650.00
27	CUTTER BLADE, refill, metal, 10 pcs per pack, Heavy duty blade, Blade Size: 12mm	3	300.00
28	CUTTER, A3 size, at least 297x420mm capacity, heavy duty sliding paper cutter, metal base finish w/ 3 cutting features (perforated, straight and wavy), with replaceable blades	2	5,000.00

29	CUTTER, Paper Cutter, Metal Base, Heavy Duty Paper Trimmer, A3 (15 inch x 18 inch)	1	880.00
30	CUTTER, up to A3 size, metal base, sliding, heavy duty, made of metal, 16 sheets cutting capacity	2	4,800.00
31	DATA FILE BOX, Made of Chipboard, 15 inches X 9.5 inches X 4.5 inches, with closed ends	53	4,505.00
32	DATA FILE BOX, Made of chipboard, 125mm x230mm x 400mm, with closed end	6	570.00
33	DATA FILE BOX, Made of chipboard, 15 inches x 9.5 inches x 4.5 inches	94	20,680.00
34	DATA FILE BOX, storage box with LID(made of cardboard) 16L x 11.5W x11 H, hard box	23	13,800.00
35	DATER, Dating and Stamping, Heavy Duty year up to 2030 format: Month/Day/Year	14	6,991.04
36	DEODORANT CAKE, Assorted Scent 50grams/pc, small size, with holder	50	2,500.00
37	DESK MAT, keyboard desk mat 24"x12" Polyurethane (PU) durable leather color:	4	1,000.00
38	DIPLOMA JACKET, DIPLOMA HOLDER, tagboard, 14 pts., legal with NVSU logo (as	120	7,680.00
39	ENVELOPE, Brown Envelope A4	202	606.00
40	ENVELOPE, Brown Envelope, 10"x15", for Long Size Documents	421	2,105.00
41	ENVELOPE, brown long 8.5 x 13"	245	2,450.00
42	ENVELOPE, brown, kraft, 100 pcs legal	7	2,520.00
43	ENVELOPE, expanding kraft, legal size, 100pcs/box	9	8,100.00
44	FASTENER, plastic paper fastener, - 7cm, - 8 1/2" long, - 50 pcs in a box, - assorted colors (red, blue,yellow, green and white),	16	1,520.00
45	FILE ORGANIZER, file organizer, 4 layer, steel wire metal, size 8.5x10x11 inches	14	9,240.00
46	FILING TRAY, 5 layers authentic plastic utility rack, durable, 32cm x 32cm x 91.5cm, color black/brown	7	4,900.00
47	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	97	67,900.00
48	FILING TRAY, Metal tray, multi-functional heavy duty, boltless 5 layers shelves, 24"x 12" x 60"	2	3,100.00
49	FOLDER, Expanding Folder, Legal 8.5in x 14" 100pcs/box, Brown Kraft	24	46,464.00
50	FOLDER, Fancy white, size; legal, 100pcs/box	50	22,500.00
51	FOLDER, File Folder, Brown Kraft, Long (242 x 366 cm), 100pcs, All Brown	3	2,835.00
52	FOLDER, File Folder, Cream, Long (242 x 366 cm), 100pcs	10	7,800.00
53	FOLDER, File Folder, Cream, Short(240 x 295 cm), 100pcs	2	1,334.00
54	FOLDER, File Folder, White, Long (242 x 366 cm), 100pcs	5	2,760.00
55	FOLDER, Filing A3, Paper Board	20	600.00

56	FOLDER, Tagboard, 14.25"x9.5", white, 100pcs	52	10,920.00
57	GLUE GUN, Big, heavy duty, 100W, 220-240V	10	2,600.00
58	GLUE, glue stick for big glue gun, 1x22cm, 25g	30	300.00
59	GLUE, Glue Stick, Big	50	1,500.00
60	GLUE, glue stick, small	50	400.00
61	GLUE, Multi-purpose Glue, White, 1010g	8	4,000.00
62	GLUE, Multi-purpose Glue, White, 225 ml	38	4,370.00
63	GLUE, multi-purpose, 240g, white	25	875.00
64	GLUE, Stick all purpose, 22 grams	12	960.00
65	GLUE, WHITE 130 grams	12	720.00
66	GUN TACKER, PACK GUN TACKER STAPLE WIRES. sizes: 8mm x 0.7mm 10mm x 0.7mm 8mm x 1.2mm 10mm x 1.2mm	5	600.00
67	INK, whiteboard ink refill, black, 30 ml	51	8,670.00
68	INSECTICIDE, multi-insect killer, 500ml, aerosol	15	5,250.00
69	LAMINATING FILM, 70mm x 100mm, 250mic, 50 sheets/pack	41	6,150.00
70	LAMINATING FILM, A4 Size, 125 microns, 100pc/box	7	7,700.00
71	LAMINATING FILM, Legal Size (222 X 337mm), 250 micron, 100pc/box	6	6,600.00
72	LAMINATING FILM, Photo Top Cold Laminating Film, A4 Size, 80 Microns 20 sheets/pack, glossy	20	2,280.00
73	LAMINATING FILM, Roll 9 Inches 250 Micron, 50Meters	13	12,350.00
74	LASER POINTER, Wireless PPT PowerPoint Presenter Pointer Clicker Laser Remote With Battery	11	3,850.00
75	MARKER, Fluorescent Highlighter, Yellow, 3pc/pack	8	620.00
76	MARKER, permanent marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	26	1,820.00
77	MARKER, permanent marker, broad, blue, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	1,680.00
78	MARKER, permanent marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	1,680.00
79	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box	22	11,440.00
80	MARKER, Whiteboard Marker Refill, Black, refill for WBMK-M, WBMK-MC, 30ml/Bottle	82	14,760.00
81	MARKER, whiteboard marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	25	1,750.00
82	MARKER, whiteboard marker, broad, blue Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	15	1,050.00

83	MARKER, whiteboard marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	4	280.00
84	MARKER, whiteboard, bullet type, felt tip, refillable, BLACK, 12 pcs/box	66	47,520.00
85	MARKER, whiteboard, broad, Black	191	15,280.00
86	MARKER, whiteboard, bullet type, felt tip, refillable, blue	76	3,550.00
87	MARKER, whiteboard, bullet type, felt tip, refillable, red	4	200.00
88	MONEY DETECTOR, -uses 1-UV bulb to illuminate currency -uses ultraviolet detection -compact electronic money detector	1	1,430.00
89	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	30	2,250.00
90	NOTE PAD, Stick on, Page Marker, 12mmx45mm	23	1,150.00
91	PAPER CLIP, vinyl/plastic coat, 33mm , 100 pcs/box	20	400.00
92	PAPER TRIMMER/CUTTING MACHINE, Size:A4-12x14" • Cutting Size:25.5x30.5cm(10"x12"),alignment grid and ruler for accurate measuring, for different sizes such as A4, B5, A5, B6, B7. • Adjustable Cutting Ruler	4	4,400.00
93	PAPER, Coupon Bond, A3, 297mm x 420mm, 80 GSM	26	17,160.00
94	PAPER, Board Paper, 8"x13", White, Matted, 200 gsm, 10 sheets per pack	103	5,150.00
95	PAPER, Board paper, 8.5x11 inches, 200gsm, cream, 100/pack	24	6,600.00
96	PAPER, Board Paper, White, 8.5in x 13in, 200gsm, 100sheet/pack	70	52,500.00
97	PAPER, Board Paper; 11" x 17"; Texture: matted; color: white; Thickness: 180 gsm	220	2,200.00
98	PAPER, Board Paper; 12x18"; matted; 180 gsm; white	100	1,000.00
99	PAPER, Bond Paper Substance 16 Long, 500 sheets per ream (for duplicate check)	12	2,400.00
100	PAPER, cold laminating photo top, A4, 20 sheets/pack, 80 micron, glossy	56	8,400.00
101	PAPER, Colored paper, light yellow, legal (8" x 13"), 90gsm	10	4,000.00
102	PAPER, Colored Paper, Yellow Green, 8.5"x11", 10pcs./pack	10	350.00
103	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, gsm70	200	55,000.00
104	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, Subs24/gsm80	120	41,400.00
105	PAPER, Matte A4 size, 100/pack, 150gsm	8	1,520.00

106	PAPER, Matte sticker paper, Orange, A4, 80gsm, 10 pcs/pack	3	120.00
107	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	88	3,520.00
108	PAPER, Photo paper, Glossy photo paper A4 size, 180 GSM, 20's	28	6,160.00
109	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 10pcs/pack	174	43,500.00
110	PAPER, premium color paper, acid free, 8.5" x 13 inch, rainbow 10 colors, 80 gsm, 250 sheets per pack	12	2,700.00
111	PAPER, Specialty board paper, cream, 8.5" x 13", 200 gsm 100sheet/pack	92	73,600.00
112	PAPER, specialty board, 8.5"x13", white, 220gsm, 10's/pack	98	2,695.00
113	PAPER, Specialty paper (90gsm) 8.5x11 inches, 100 sheets/pack	240	36,000.00
114	PAPER, Specialty Paper, Cream, 80 gsm, 8.5in x 13in	5	2,700.00
115	PAPER, Specialty paper, Green, Long (8.5" x 13"), 160gsm, 10's/pack	4	291.00
116	PAPER, Specialty paper, White, 8.5"x11", 10's/pack, 200 gsm.	21	840.00
117	PAPER, Specialty Paper, yellow green, 80 gsm, 8.5in x 13in	74	39,960.00
118	PAPER, Specialty Paper, yellow, 80 gsm, 8.5in x 13in	1	540.00
119	PAPER, specialty, white, legal size, 90 gsm, 10's pack	628	25,120.00
120	PAPER, sticker paper matte, white, 80gsm, 10pcs/pack	45	1,800.00
121	PAPER, Sticker Paper, Matted, White, Size: A4, 150-175 GSM, 10pcs per pack	13	520.00
122	PAPER, Sticker paper, Vinyl, A4 size, Waterproof, Scratchproof, Glossy white, 135 gsm, 5760 dpi, 50 sheets/pack	26	5,200.00
123	PAPER, Sticker, A4, matte, 100s/pack, 80gsm, white	78	30,030.00
124	PAPER, Sticky notes, multiple pastel colors, 100 sheets per pack, 76mm x 76mm	35	875.00
125	PAPER, Vinyl Inkjet Printable Sticker, Glossy White A4 size, strong adhesion, waterproof, tear resistant, high quality, 20sheets/pack	31	6,510.00
126	PAPER, vinyl inkjet printable, sticker, semi-clear, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	5	1,250.00
127	PAPER, vinyl inkjet printable, sticker, white glossy, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	11	2,750.00
128	PENCIL SHARPENER, Desk Sharpener	9	2,700.00

129	PENCIL SHARPENER, Electric Pencil Sharpener Automatic Mechanical Pencil Sharpener Thick/Fine Nib/Tip Adjustable, USB, Support sharpen 6-12mm pencils, color pencils, carbon pencils; Built-in 2000mAh rechargeable battery, once charge can use more than 300 times. Support powered by computer, laptop, power bank; High quality ABS shell and alloy spiral blade, sturdy, durable and wear resistant.	2	2,998.00
130	PENCIL, Attr: Pencil Medium #2 with black lead, with eraser, Color: Yellow, Packaging Size: 12 pencils per box	56	6,160.00
131	PIN, Push pins, 100pcs/box, assorted colors	15	1,427.25
132	POST SCREW/ CHICAGO SCREW, 4"	320	3,872.00
133	POST SCREW/ CHICAGO SCREW, Post length: 4";, For holes 1/4" in diameter (Aluminum); Post and Screw Head Diameter: 7/16" (Aluminum); Post Diameter: 3/16" (Aluminum) 10pcs/pack	3	600.00
134	PUNCHER, heavy duty, with two hole (8mm) guide	30	9,000.00
135	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	14	12,320.00
136	PVC COVER, Clear, 300 mic, Legal (100 pcs)	203	178,640.00
137	RING BINDER, 12mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	10	1,700.00
138	RING BINDER, 16mm plastic ring binder, approximately 4 feet long, 1 dozen, any color	14	3,500.00
139	RING BINDER, 20mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	16	4,800.00
140	RING BINDER, 24mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	5	2,250.00
141	RING BINDER, 32mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	2	1,200.00
142	RING BINDER, Plastic, 1", 10 pcs/bundle	6	9,600.00
143	RING BINDER, Plastic, 1/2", 10 pcs/bundle	3	6,000.00
144	RING BINDER, Plastic, 1/4", 10 pcs/bundle	2	3,200.00
145	RING BINDER, plastic, 2", 10 pcs/bundle	13	47,840.00
146	RING BINDER, Plastic, 3", 10 pcs/bundle	2	7,360.00
147	RULER, Ruler; Aluminum; 18", rust-proof	20	2,900.00
148	RULER, wooden meter stick, rust proof, 1 meter	10	500.00
149	SCISSORS, multipurpose, stainless steel	121	12,100.00
150	SIGN PEN, 0.5 mm, liquid/gel ink, green	19	1,567.50
151	SIGN PEN, 0.7mm ball needle point, black, 12pcs/box	223	62,440.00
152	SIGN PEN, 0.7mm ball needle point, blue, 12pcs/box	110	30,800.00
153	SIGN PEN, 0.8mm ball needle point, black liquid gel ink	284	24,140.00

	154	SIGN PEN, black 0.5	100	2,000.00
	155	SIGN PEN, Black, liquid/gel ink, 0.5 mm needle tip	460	20,700.00
	156	SIGN PEN, Blue, liquid/gel ink, 0.5 mm needle tip	128	5,760.00
	157	SIGN PEN, for rollerball pen, black,.5mm needle tip, refill	13	4,550.00
	158	SIGN PEN, Green, liquid/gel ink, 0.5 mm needle tip	5	225.00
	159	SIGN PEN, Red, liquid/gel ink, 0.5 mm needle tip	94	4,230.00
	160	SIGN PEN, Rollerball Pen Refill Black Ink Medium Nib, /0.7mm Tip, Smudge-proof and Blot-proof Ink	25	1,574.25
	161	SIGN PEN, rollerball pen, black, .5mm needle tip, refillable	1	1,500.00
	162	STAMP PAD, customized stamp pad name pre-inked	1	800.00
	163	STAMP PAD, Pad number 3 with ink (violet), 4.5" x 7.5" (108mm x 191mm)	2	200.00
	164	STAMP PAD, without ink, 70x103mm	5	500.00
	165	STAPLE WIRE, staple wire No.35 (big box)	10	2,600.00
	166	STAPLER, Standard stapler with staple wire remover	8	2,400.00
	167	STAPLER, stapler with staple remover, use 24/6-26/6 staples, with metal base	6	1,200.00
	168	STAPLER, Stapler, 12", Long Arm, No.35, Size & Spec.: 40x11.8x0.9cm, Stapling Capacity: 25 Sheets, Staple Size: 24/6 or 26/6 staple, Color: Silver, Material: ABS Cap + Metal Cover + SPCC Metal Structure + Metal Base	11	3,300.00
	169	STAPLER, Stapler, Half strip desk stapler, Rotating Interchangeable Clincher, Staple wire: No.3 (24/6), No.35 (26/6), Color: Beige, with staple wire remover, Original	6	1,500.00
	170	STORAGE BOX, With lid for cover and open handles on the sides; Made from premium quality thick paper; Spacious and durable with a plastic pocket for label, size (L x H x W): Long (15 1/2" x 9 3/8" x 7 1/8"), Cover: Buffalo Skin (smooth), Color: Midnight Blue.	14	7,000.00
	171	TAPE DISPENSER, For 12mm/18mm/24mm Big Roll tape, any color, 22x9x11cm, 1.6kg	7	1,750.00
	172	TAPE DISPENSER, -table top -uses tapes up to 19mm in width and 66mm in length - core 1" or 3"	2	429.00
	173	TAPE, Binding, Cloth, 1 inch x 25m Gray	20	2,000.00
	174	TAPE, Binding, Cloth, 2 inch x 25m Gray	12	1,800.00
	175	TAPE, double sided adhesive 1"x10m	217	8,680.00

	176	TAPE, double-sided adhesive, 1/2" x 10m	35	1,400.00
	177	TAPE, double-sided, 1" x 15m/roll	162	8,100.00
	178	TAPE, Duct Tape, Heavy Duty Cloth, Silver/Gray, 2 Inches, 10 Meters/Roll	7	665.00
	179	TAPE, Duct Tape, Silver, 1", 25m/roll	30	3,000.00
	180	TAPE, masking, 48mm 50m/roll	19	2,280.00
	181	TAPE, packing tape, transparent 24mm x 50 meters/ 6pcs per pack	7	1,050.00
	182	TAPE, scotch tape clear 12mm x 30m	26	650.00
	183	TAPE, transparent, 48mm 50m/roll	29	1,914.00
	184	THUMB TACKS, no. 33, Gold- (25pcs/box)	97	970.00
	185	TISSUE, 12 Rolls/pack, 3 ply	150	45,000.00
	186	TOILET TISSUE PAPER, 2-ply, 12 Rolls per pack	107	12,840.00
	187	TOILET TISSUE PAPER, Toilet tissue paper, roll (48 rolls/pack), 2 ply	46	23,000.00
	188	WHITEBOARD, 3 ft x 5 ft with stand and roller	2	10,858.00
	189	WHITEBOARD, heavy duty magnetic whiteboard, 18"x24" with aluminum frame	5	3,250.00
	190	WHITEBOARD, Wall mount magnetic whiteboard with aluminum frame (3ftx5ft), easy to clean	12	33,600.00
	191	WHITEBOARD, with stand, 4ftx6ft, Non-Magnetic, With stand, roller and stopper.	1	7,000.00
	GRAND TOTAL			1,880,406.04

20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</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**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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. *[[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

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 *{[Include if Framework Agreement will be used:]* or Framework Agreement} 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 <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</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 <i>[indicate name(s)]</i>.</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> <ul style="list-style-type: none"> 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>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	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p> <p>Not Allowed.</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

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
1	ACETATE, Acetate A4 size sheet, 29.5cm x 21 cm/ 100 sheets/box thickness: 0.1mm/	23	10,350.00	30 calendar days
2	ACETATE, acetate long size Long (13 inches) 216mm x 330mm 100 sheets	35	15,750.00	
3	ACETATE, Plastic Transparent Vinyl, thickness: 0.075mm min (gauge #3) 48" x 50m	19	19,500.00	
4	AIR FRESHENER, aerosol, at least 280ml	15	3,000.00	
5	ARCHFILE, Lever Arch File Folder Side clip, 11.5 "x 14", 2 ring, metal finger pull, horizontal, can fit legal size, red or blue	6	1,800.00	
6	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black	10	3,000.00	
7	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Blue	26	7,800.00	
8	ARCHFILE, Lever Arch File Folder Side-Clip, With 2 Ring and Metal Finger Pull, Legal Size, Black	87	23,925.00	
9	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	401	68,170.00	
10	BALLPEN, blue, ballpoint 0.5, 12 pcs./box	113	19,210.00	
11	BALLPEN, Blue; Retractable; Point type: Fine; stainless steel point; Texture Grip; Features a translucent barrel, classic design, metal accents & clip and a durable tungsten-carbide tip; Smear-resistant, ball point ink; 12pc/Box	17	9,826.00	
12	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	79	13,430.00	
13	BALLPEN, REFILL; Blue; Compatible with Better Retractable BP-145-F-L, Fine Point. per pc	30	600.00	
14	BATTERY, AA USB Rechargeable battery pack 1450 mah (2 pcs)	2	400.00	
15	BOARD, Clipboard, Long Size Clipboard, flip cover, any color, flexible plastic	33	4,950.00	

16	BOARD, Illustration board, B/W, dimensions: 15in. x 20in. @10pcs	30	3,000.00
17	CALCULATOR, Scientific Calculator, high quality 4-line display, rating: solar cell battery, DC 1.5V, LR44x1 battery with COMP, STAT, EQN, TABLE, COMPLX, BASE-IN, MATRIX, VECTOR set-up	6	9,000.00
18	CARTOLINA, Color: White; Size: 22.5" x 28.5"	137	959.00
19	CHALK, high quality sanitary calcium chalk, chalk, dustless non brittle smooth in writing, 100pcs/box	76	4,940.00
20	CONTAINER, water dispenser container, 5-gallon round water container blue	10	2,500.00
21	CORK BOARD, 12 x 18 inches with aluminum frame and rubber edges	22	13,860.00
22	CORK BOARD, 2FT (WIDTH) X 3FT (LENGTH) With aluminum frame	1	1,000.00
23	CORK BOARD, 60 cm x 90 cm cork board w/ wooden frame, 8mm thickness	10	7,000.00
24	CORK BOARD, Wall-mounted with aluminum frame and rubber edges. 3ft x 5ft	8	22,400.00
25	CORRECTION TAPE, 5mm/8m, film base	617	12,340.00
26	CUTTER BLADE, 18mm high quality blade @ 10 pcs per tube	13	650.00
27	CUTTER BLADE, refill, metal, 10 pcs per pack, Heavy duty blade, Blade Size: 12mm	3	300.00
28	CUTTER, A3 size, at least 297x420mm capacity, heavy duty sliding paper cutter, metal base finish w/ 3 cutting features (perforated, straight and wavy), with replaceable blades	2	5,000.00
29	CUTTER, Paper Cutter, Metal Base, Heavy Duty Paper Trimmer, A3 (15 inch x 18 inch)	1	880.00
30	CUTTER, up to A3 size, metal base, sliding, heavy duty, made of metal, 16 sheets cutting capacity	2	4,800.00
31	DATA FILE BOX, Made of Chipboard, 15 inches X 9.5 inches X 4.5 inches, with closed ends	53	4,505.00
32	DATA FILE BOX, Made of chipboard, 125mm x230mm x 400mm, with closed end	6	570.00
33	DATA FILE BOX, Made of chipboard, 15 inches x 9.5 inches x 4.5 inches	94	20,680.00
34	DATA FILE BOX, storage box with LID(made of cardboard) 16L x 11.5W x11 H, hard box	23	13,800.00

35	DATER, Dating and Stamping, Heavy Duty year up to 2030 format: Month/Day/Year	14	6,991.04
36	DEODORANT CAKE, Assorted Scent 50grams/pc, small size, with holder	50	2,500.00
37	DESK MAT, keyboard desk mat 24"x12" Polyurethane (PU) durable leather color: black	4	1,000.00
38	DIPLOMA JACKET, DIPLOMA HOLDER, tagboard, 14 pts., legal with NVSU logo (as per sample)	120	7,680.00
39	ENVELOPE, Brown Envelope A4	202	606.00
40	ENVELOPE, Brown Envelope, 10"x15", for Long Size Documents	421	2,105.00
41	ENVELOPE, brown long 8.5 x 13"	245	2,450.00
42	ENVELOPE, brown, kraft, 100 pcs legal	7	2,520.00
43	ENVELOPE, expanding kraft, legal size, 100pcs/box	9	8,100.00
44	FASTENER, plastic paper fastener, - 7cm, - 8 1/2" long, - 50 pcs in a box, - assorted colors (red, blue,yellow, green and white),	16	1,520.00
45	FILE ORGANIZER, file organizer, 4 layer, steel wire metal, size 8.5x10x11 inches	14	9,240.00
46	FILING TRAY, 5 layers authentic plastic utility rack, durable, 32cm x 32cm x 91.5cm, color black/brown	7	4,900.00
47	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	97	67,900.00
48	FILING TRAY, Metal tray, multi-functional heavy duty, boltless 5 layers shelves, 24"x 12" x 60"	2	3,100.00
49	FOLDER, Expanding Folder, Legal 8.5in x 14" 100pcs/box, Brown Kraft	24	46,464.00
50	FOLDER, Fancy white, size; legal, 100pcs/box	50	22,500.00
51	FOLDER, File Folder, Brown Kraft, Long (242 x 366 cm), 100pcs, All Brown	3	2,835.00
52	FOLDER, File Folder, Cream, Long (242 x 366 cm), 100pcs	10	7,800.00
53	FOLDER, File Folder, Cream, Short(240 x 295 cm), 100pcs	2	1,334.00
54	FOLDER, File Folder, White, Long (242 x 366 cm), 100pcs	5	2,760.00
55	FOLDER, Filing A3, Paper Board	20	600.00
56	FOLDER, Tagboard, 14.25"x9.5", white, 100pcs	52	10,920.00
57	GLUE GUN, Big, heavy duty, 100W, 220-240V	10	2,600.00
58	GLUE, glue stick for big glue gun, 1x22cm, 25g	30	300.00
59	GLUE, Glue Stick, Big	50	1,500.00
60	GLUE, glue stick, small	50	400.00

61	GLUE, Multi-purpose Glue, White, 1010g	8	4,000.00
62	GLUE, Multi-purpose Glue, White, 225 ml	38	4,370.00
63	GLUE, multi-purpose, 240g, white	25	875.00
64	GLUE, Stick all purpose, 22 grams	12	960.00
65	GLUE, WHITE 130 grams	12	720.00
66	GUN TACKER, PACK GUN TACKER STAPLE WIRES. sizes: 8mm x 0.7mm 10mm x 0.7mm 8mm x 1.2mm 10mm x 1.2mm	5	600.00
67	INK, whiteboard ink refill, black, 30 ml	51	8,670.00
68	INSECTICIDE, multi-insect killer, 500ml, aerosol	15	5,250.00
69	LAMINATING FILM, 70mm x 100mm, 250mic, 50 sheets/pack	41	6,150.00
70	LAMINATING FILM, A4 Size, 125 microns, 100pc/box	7	7,700.00
71	LAMINATING FILM, Legal Size (222 X 337mm), 250 micron, 100pc/box	6	6,600.00
72	LAMINATING FILM, Photo Top Cold Laminating Film, A4 Size, 80 Microns 20 sheets/pack, glossy	20	2,280.00
73	LAMINATING FILM, Roll 9 Inches 250 Micron, 50Meters	13	12,350.00
74	LASER POINTER, Wireless PPT PowerPoint Presenter Pointer Clicker Laser Remote With Battery	11	3,850.00
75	MARKER, Flourescent Highlighter, Yellow, 3pc/pack	8	620.00
76	MARKER, permanent marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	26	1,820.00
77	MARKER, permanent marker, broad, blue, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	1,680.00
78	MARKER, permanent marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	1,680.00
79	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box	22	11,440.00
80	MARKER, Whiteboard Marker Refill, Black, refill for WBMK-M, WBMK-MC, 30ml/Bottle	82	14,760.00
81	MARKER, whiteboard marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	25	1,750.00
82	MARKER, whiteboard marker, broad, blue Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	15	1,050.00
83	MARKER, whiteboard marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	4	280.00

84	MARKER, whiteboard, bullet type, felt tip, refillable, BLACK, 12 pcs/box	66	47,520.00
85	MARKER, whiteboard, broad, Black	191	15,280.00
86	MARKER, whiteboard, bullet type, felt tip, refillable, blue	76	3,550.00
87	MARKER, whiteboard, bullet type, felt tip, refillable, red	4	200.00
88	MONEY DETECTOR, -uses 1-UV bulb to illuminate currency -uses ultraviolet detection -compact electronic money detector	1	1,430.00
89	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	30	2,250.00
90	NOTE PAD, Stick on, Page Marker, 12mmx45mm	23	1,150.00
91	PAPER CLIP, vinyl/plastic coat, 33mm, 100 pcs/box	20	400.00
92	PAPER TRIMMER/CUTTING MACHINE, Size:A4-12x14" • Cutting Size:25.5x30.5cm(10"x12"),alignment grid and ruler for accurate measuring, for different sizes such as A4, B5, A5, B6, B7. • Adjustable Cutting Ruler	4	4,400.00
93	PAPER, Coupon Bond, A3, 297mm x 420mm, 80 GSM	26	17,160.00
94	PAPER, Board Paper, 8"x13", White, Matted, 200 gsm, 10 sheets per pack	103	5,150.00
95	PAPER, Board paper, 8.5x11 inches, 200gsm, cream, 100/pack	24	6,600.00
96	PAPER, Board Paper, White, 8.5in x 13in, 200gsm, 100sheet/pack	70	52,500.00
97	PAPER, Board Paper; 11" x 17"; Texture: matted; color: white; Thickness: 180 gsm	220	2,200.00
98	PAPER, Board Paper; 12x18"; matted; 180 gsm; white	100	1,000.00
99	PAPER, Bond Paper Substance 16 Long, 500 sheets per ream (for duplicate check)	12	2,400.00
100	PAPER, cold laminating photo top, A4, 20 sheets/pack, 80 micron, glossy	56	8,400.00
101	PAPER, Colored paper, light yellow, legal (8" x 13"), 90gsm	10	4,000.00
102	PAPER, Colored Paper, Yellow Green, 8.5"x11", 10pcs./pack	10	350.00
103	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, gsm70	200	55,000.00
104	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, Subs24/gsm80	120	41,400.00
105	PAPER, Matte A4 size, 100/pack, 150gsm	8	1,520.00
106	PAPER, Matte sticker paper, Orange, A4, 80gsm, 10 pcs/pack	3	120.00
107	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	88	3,520.00
108	PAPER, Photo paper, Glossy photo paper A4 size, 180 GSM, 20's	28	6,160.00

109	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 10pcs/pack	174	43,500.00
110	PAPER, premium color paper, acid free, 8.5" x 13 inch, rainbow 10 colors, 80 gsm, 250 sheets per pack	12	2,700.00
111	PAPER, Specialty board paper, cream, 8.5" x 13", 200 gsm 100sheet/pack	92	73,600.00
112	PAPER, specialty board, 8.5"x13", white, 220gsm, 10's/pack	98	2,695.00
113	PAPER, Specialty paper (90gsm) 8.5x11 inches, 100 sheets/pack	240	36,000.00
114	PAPER, Specialty Paper, Cream, 80 gsm, 8.5in x 13in	5	2,700.00
115	PAPER, Specialty paper, Green, Long (8.5" x 13"), 160gsm, 10's/pack	4	291.00
116	PAPER, Specialty paper, White, 8.5"x11", 10's/pack, 200 gsm.	21	840.00
117	PAPER, Specialty Paper, yellow green, 80 gsm, 8.5in x 13in	74	39,960.00
118	PAPER, Specialty Paper, yellow, 80 gsm, 8.5in x 13in	1	540.00
119	PAPER, specialty, white, legal size, 90 gsm, 10's pack	628	25,120.00
120	PAPER, sticker paper matte, white, 80gsm, 10pcs/pack	45	1,800.00
121	PAPER, Sticker Paper, Matted, White, Size: A4, 150-175 GSM, 10pcs per pack	13	520.00
122	PAPER, Sticker paper, Vinyl, A4 size, Waterproof, Scratchproof, Glossy white, 135 gsm, 5760 dpi, 50 sheets/pack	26	5,200.00
123	PAPER, Sticker, A4, matte, 100s/pack, 80gsm, white	78	30,030.00
124	PAPER, Sticky notes, multiple pastel colors, 100 sheets per pack, 76mm x 76mm	35	875.00
125	PAPER, Vinyl Inkjet Printable Sticker, Glossy White A4 size, strong adhesion, waterproof, tear resistant, high quality, 20sheets/pack	31	6,510.00
126	PAPER, vinyl inkjet printable, sticker, semi-clear, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	5	1,250.00
127	PAPER, vinyl inkjet printable, sticker, white glossy, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	11	2,750.00
128	PENCIL SHARPENER, Desk Sharpener	9	2,700.00

129	PENCIL SHARPENER, Electric Pencil Sharpener Automatic Mechanical Pencil Sharpener Thick/Fine Nib/Tip Adjustable, USB, Support sharpen 6-12mm pencils, color pencils, carbon pencils; Built-in 2000mAh rechargeable battery, once charge can use more than 300 times. Support powered by computer, laptop, power bank; High quality ABS shell and alloy spiral blade, sturdy, durable and wear resistant.	2	2,998.00
130	PENCIL, Attr: Pencil Medium #2 with black lead, with eraser, Color: Yellow, Packaging Size: 12 pencils per box	56	6,160.00
131	PIN, Push pins, 100pcs/box, assorted colors	15	1,427.25
132	POST SCREW/ CHICAGO SCREW, 4"	320	3,872.00
133	POST SCREW/ CHICAGO SCREW, Post length: 4",; For holes 1/4" in diameter (Aluminum); Post and Screw Head Diameter: 7/16" (Aluminum); Post Diameter: 3/16" (Aluminum) 10pcs/pack	3	600.00
134	PUNCHER, heavy duty, with two hole (8mm) guide	30	9,000.00
135	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	14	12,320.00
136	PVC COVER, Clear, 300 mic, Legal (100 pcs)	203	178,640.00
137	RING BINDER, 12mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	10	1,700.00
138	RING BINDER, 16mm plastic ring binder, approximately 4 feet long, 1 dozen, any color	14	3,500.00
139	RING BINDER, 20mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	16	4,800.00
140	RING BINDER, 24mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	5	2,250.00
141	RING BINDER, 32mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	2	1,200.00
142	RING BINDER, Plastic, 1", 10 pcs/bundle	6	9,600.00
143	RING BINDER, Plastic, 1/2", 10 pcs/bundle	3	6,000.00
144	RING BINDER, Plastic, 1/4", 10 pcs/bundle	2	3,200.00
145	RING BINDER, plastic, 2", 10 pcs/bundle	13	47,840.00
146	RING BINDER, Plastic, 3", 10 pcs/bundle	2	7,360.00
147	RULER, Ruler; Aluminum; 18", rust-proof	20	2,900.00

148	RULER, wooden meter stick, rust proof, 1 meter	10	500.00
149	SCISSORS, multipurpose, stainless steel	121	12,100.00
150	SIGN PEN, 0.5 mm, liquid/gel ink, green	19	1,567.50
151	SIGN PEN, 0.7mm ball needle point, black, 12pcs/box	223	62,440.00
152	SIGN PEN, 0.7mm ball needle point, blue, 12pcs/box	110	30,800.00
153	SIGN PEN, 0.8mm ball needle point, black liquid gel ink	284	24,140.00
154	SIGN PEN, black 0.5	100	2,000.00
155	SIGN PEN, Black, liquid/gel ink, 0.5 mm needle tip	460	20,700.00
156	SIGN PEN, Blue, liquid/gel ink, 0.5 mm needle tip	128	5,760.00
157	SIGN PEN, for rollerball pen, black,.5mm needle tip, refill	13	4,550.00
158	SIGN PEN, Green, liquid/gel ink, 0.5 mm needle tip	5	225.00
159	SIGN PEN, Red, liquid/gel ink, 0.5 mm needle tip	94	4,230.00
160	SIGN PEN, Rollerball Pen Refill Black Ink Medium Nib, /0.7mm Tip, Smudge-proof and Blot-proof Ink	25	1,574.25
161	SIGN PEN, rollerball pen, black, .5mm needle tip, refillable	1	1,500.00
162	STAMP PAD, customized stamp pad name pre-inked	1	800.00
163	STAMP PAD, Pad number 3 with ink (violet), 4.5" x 7.5" (108mm x 191mm)	2	200.00
164	STAMP PAD, without ink, 70x103mm	5	500.00
165	STAPLE WIRE, staple wire No.35 (big box)	10	2,600.00
166	STAPLER, Standard stapler with staple wire remover	8	2,400.00
167	STAPLER, stapler with staple remover, use 24/6-26/6 staples, with metal base	6	1,200.00
168	STAPLER, Stapler, 12", Long Arm, No.35, Size & Spec.: 40x11.8x0.9cm, Stapling Capacity: 25 Sheets, Staple Size: 24/6 or 26/6 staple, Color: Silver, Material: ABS Cap + Metal Cover + SPCC Metal Structure + Metal Base	11	3,300.00
169	STAPLER, Stapler, Half strip desk stapler, Rotating Interchangeable Clincher, Staple wire: No.3 (24/6), No.35 (26/6), Color: Beige, with staple wire remover, Original	6	1,500.00
170	STORAGE BOX, With lid for cover and open handles on the sides; Made from premium quality thick paper; Spacious and durable with a plastic pocket for label, size (L x H x W): Long (15 1/2" x 9 3/8" x 7 1/8"), Cover: Buffalo Skin (smooth), Color: Midnight Blue.	14	7,000.00

171	TAPE DISPENSER, For 12mm/18mm/24mm Big Roll tape, any color, 22x9x11cm, 1.6kg	7	1,750.00
172	TAPE DISPENSER, -table top -uses tapes up to 19mm in width and 66mm in length -core 1" or 3"	2	429.00
173	TAPE, Binding, Cloth, 1 inch x 25m Gray	20	2,000.00
174	TAPE, Binding, Cloth, 2 inch x 25m Gray	12	1,800.00
175	TAPE, double sided adhesive 1"x10m	217	8,680.00
176	TAPE, double-sided adhesive, 1/2" x 10m	35	1,400.00
177	TAPE, double-sided, 1" x 15m/roll	162	8,100.00
178	TAPE, Duct Tape, Heavy Duty Cloth, Silver/Gray, 2 Inches, 10 Meters/Roll	7	665.00
179	TAPE, Duct Tape, Silver, 1", 25m/roll	30	3,000.00
180	TAPE, masking, 48mm 50m/roll	19	2,280.00
181	TAPE, packing tape, transparent 24mm x 50 meters/ 6pcs per pack	7	1,050.00
182	TAPE, scotch tape clear 12mm x 30m	26	650.00
183	TAPE, transparent, 48mm 50m/roll	29	1,914.00
184	THUMB TACKS, no. 33, Gold-(25pcs/box)	97	970.00
185	TISSUE, 12 Rolls/pack, 3 ply	150	45,000.00
186	TOILET TISSUE PAPER, 2-ply, 12 Rolls per pack	107	12,840.00
187	TOILET TISSUE PAPER, Toilet tissue paper, roll (48 rolls/pack), 2 ply	46	23,000.00
188	WHITEBOARD, 3 ft x 5 ft with stand and roller	2	10,858.00
189	WHITEBOARD, heavy duty magnetic whiteboard, 18"x24" with aluminum frame	5	3,250.00
190	WHITEBOARD, Wall mount magnetic whiteboard with aluminum frame (3ftx5ft), easy to clean	12	33,600.00
191	WHITEBOARD, with stand, 4ftx6ft, Non-Magnetic, With stand, roller and stopper.	1	7,000.00

[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<i>FRAMEWORK AGREEMENT LIST (AGENCY)</i>			
<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
<i>TOTAL (Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</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>
1	ACETATE, Acetate A4 size sheet,29.5cm x 21 cm/ 100sheets/box thickness: 0.1mm/	
2	ACETATE, acetate long size Long (13inches) 216mm x 330mm 100 sheets	
3	ACETATE, Plastic Transparent Vinyl, thickness:0.075mm min (gauge#3) 48" x 50m	
4	AIR FRESHENER, aerosol, atleast 280ml	
5	ARCHFILE, Lever Arch File Folder Side clip, 11.5 "x 14", 2 ring, metal finger pull, horizontal, can fit legal size, red or blue	

6	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black	
7	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Blue	
8	ARCHFILE, Lever Arch File Folder Side-Clip, With 2 Ring and Metal Finger Pull, Legal Size, Black	
9	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	
10	BALLPEN, blue, ballpoint 0.5, 12 pcs./box	
11	BALLPEN, Blue; Retractable; Piont type: Fine; stainless steel point; Texture Grip; Features a translucent barrel, classic design, metal accents & clip and a durable tungsten-carbide tip; Smear-resistant, ball point ink; 12pc/Box	
12	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	
13	BALLPEN, REFILL; Blue; Compatible with Better Retractable BP-145-F-L, Fine Point. per pc	
14	BATTERY, AA USB Rechargeable battery pack 1450 mah (2 pcs)	
15	BOARD, Clipboard, Long Size Clipboard, flip cover, any color, flexible plastic	
16	BOARD, Illustration board, B/W, dimensions: 15in. x 20in. @10pcs	
17	CALCULATOR, Scientific Calculator, high quality 4-line display, rating: solar cell battery, DC 1.5V, LR44x1 battery with COMP, STAT, EQN, TABLE, COMPLX, BASE-IN, MATRIX, VECTOR set-up	
18	CARTOLINA, Color: White; Size: 22.5" x 28.5"	
19	CHALK, high quality sanitary calcium chalk, chalk, dustless non brittle smooth in writing, 100pcs/box	
20	CONTAINER, water dispenser container, 5-gallon round water container blue	
21	CORK BOARD, 12 x 18 inches with aluminum frame and rubber edges	
22	CORK BOARD, 2FT (WIDTH) X 3FT (LENGTH) With aluminum frame	

23	CORK BOARD, 60 cm x 90 cm cork board w/ wooden frame, 8mm thickness	
24	CORK BOARD, Wall-mounted with aluminum frame and rubber edges. 3ft x 5ft	
25	CORRECTION TAPE, 5mm/8m, film base	
26	CUTTER BLADE, 18mm high quality blade @ 10 pcs per tube	
27	CUTTER BLADE, refill, metal, 10 pcs per pack, Heavy duty blade, Blade Size: 12mm	
28	CUTTER, A3 size, at least 297x420mm capacity, heavy duty sliding paper cutter, metal base finish w/ 3 cutting features (perforated, straight and wavy), with replaceable blades	
29	CUTTER, Paper Cutter, Metal Base, Heavy Duty Paper Trimmer, A3 (15 inch x 18 inch)	
30	CUTTER, up to A3 size, metal base, sliding, heavy duty, made of metal, 16 sheets cutting capacity	
31	DATA FILE BOX, Made of Chipboard, 15 inches X 9.5 inches X 4.5 inches, with closed ends	
32	DATA FILE BOX, Made of chipboard, 125mm x230mm x 400mm, with closed end	
33	DATA FILE BOX, Made of chipboard, 15 inches x 9.5 inches x 4.5 inches	
34	DATA FILE BOX, storage box with LID(made of cardboard) 16L x 11.5W x11 H, hard box	
35	DATER, Dating and Stamping, Heavy Duty year up to 2030 format: Month/Day/Year	
36	DEODORANT CAKE, Assorted Scent 50grams/pc, small size, with holder	
37	DESK MAT, keyboard desk mat 24"x12" Polyurethane (PU) durable leather color: black	
38	DIPLOMA JACKET, DIPLOMA HOLDER, tagboard, 14 pts., legal with NVSU logo (as per sample)	
39	ENVELOPE, Brown Envelope A4	
40	ENVELOPE, Brown Envelope, 10"x15", for Long Size Documents	

41	ENVELOPE, brown long 8.5 x 13"	
42	ENVELOPE, brown, kraft, 100 pcs legal	
43	ENVELOPE, expanding kraft, legal size, 100pcs/box	
44	FASTENER, plastic paper fastener, - 7cm, - 8 1/2" long, - 50 pcs in a box, - assorted colors (red, blue,yellow, green and white),	
45	FILE ORGANIZER, file organizer, 4 layer, steel wire metal, size 8.5x10x11 inches	
46	FILING TRAY, 5 layers authentic plastic utility rack, durable, 32cm x 32cm x 91.5cm, color black/brown	
47	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	
48	FILING TRAY, Metal tray, multi-functional heavy duty, boltless 5 layers shelves, 24"x 12" x 60"	
49	FOLDER, Expanding Folder, Legal 8.5in x 14" 100pcs/box, Brown Kraft	
50	FOLDER, Fancy white, size; legal, 100pcs/box	
51	FOLDER, File Folder, Brown Kraft, Long (242 x 366 cm), 100pcs, All	
52	FOLDER, File Folder, Cream, Long (242 x 366 cm), 100pcs	
53	FOLDER, File Folder, Cream, Short(240 x 295 cm), 100pcs	
54	FOLDER, File Folder, White, Long (242 x 366 cm), 100pcs	
55	FOLDER, Filing A3, Paper Board	
56	FOLDER, Tagboard, 14.25"x9.5",	
57	GLUE GUN, Big, heavy duty, 100W,	
58	GLUE, glue stick for big glue gun,	
59	GLUE, Glue Stick, Big	
60	GLUE, glue stick, small	
61	GLUE, Multi-purpose Glue, White,	
62	GLUE, Multi-purpose Glue, White,	
63	GLUE, multi-purpose, 240g, white	
64	GLUE, Stick all purpose, 22 grams	
65	GLUE, WHITE 130 grams	
66	GUN TACKER, PACK GUN TACKER STAPLE WIRES. sizes: 8mm x 0.7mm 10mm x 0.7mm 8mm x 1.2mm 10mm x 1.2mm	
67	INK, whiteboard ink refill, black, 30 ml	
68	INSECTICIDE, multi-insect killer, 500ml, aerosol	

69	LAMINATING FILM, 70mm x 100mm, 250mic, 50 sheets/pack	
70	LAMINATING FILM, A4 Size, 125 microns, 100pc/box	
71	LAMINATING FILM, Legal Size (222 X 337mm), 250 micron, 100pc/box	
72	LAMINATING FILM, Photo Top Cold Laminating Film, A4 Size, 80 Microns 20 sheets/pack, glossy	
73	LAMINATING FILM, Roll 9 Inches 250 Micron, 50Meters	
74	LASER POINTER, Wireless PPT PowerPoint Presenter Pointer Clicker Laser Remote With Battery	
75	MARKER, Flourescent Highlighter, Yellow, 3pc/pack	
76	MARKER, permanent marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
77	MARKER, permanent marker, broad, blue, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
78	MARKER, permanent marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
79	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box	
80	MARKER, Whiteboard Marker Refill, Black, refill for WBMK-M, WBMK-MC, 30ml/Bottle	
81	MARKER, whiteboard marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
82	MARKER, whiteboard marker, broad, blue Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
83	MARKER, whiteboard marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	
84	MARKER, whiteboard, bullet type, felt tip, refillable, BLACK, 12 pcs/box	
85	MARKER, whiteboard, broad, Black	
86	MARKER, whiteboard, bullet type, felt tip, refillable, blue	
87	MARKER, whiteboard, bullet type, felt tip, refillable, red	
88	MONEY DETECTOR, -uses 1-UV bulb to illuminate currency -uses ultraviolet detection -compact electronic money detector	
89	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	
90	NOTE PAD, Stick on, Page Marker, 12mmx45mm	

91	PAPER CLIP, vinyl/plastic coat, 33mm , 100 pcs/box	
92	PAPER TRIMMER/CUTTING MACHINE, Size:A4-12x14" • Cutting Size:25.5x30.5cm(10"x12"),alignment grid and ruler for accurate measuring, for different sizes such as A4, B5, A5, B6, B7. • Adjustable Cutting Ruler	
93	PAPER, Coupon Bond, A3, 297mm x 420mm, 80 GSM	
94	PAPER, Board Paper, 8"x13", White, Matted, 200 gsm, 10 sheets per pack	
95	PAPER, Board paper, 8.5x11 inches, 200gsm, cream, 100/pack	
96	PAPER, Board Paper, White, 8.5in x 13in, 200gsm, 100sheet/pack	
97	PAPER, Board Paper; 11" x 17"; Texture: matted; color: white; Thickness: 180 gsm	
98	PAPER, Board Paper; 12x18"; matted; 180 gsm; white	
99	PAPER, Bond Paper Substance 16 Long, 500 sheets per ream (for duplicate check)	
100	PAPER, cold laminating photo top, A4, 20 sheets/pack, 80 micron, glossy	
101	PAPER, Colored paper, light yellow, legal (8" x 13"), 90gsm	
102	PAPER, Colored Paper, Yellow Green, 8.5"x11", 10pcs./pack	
103	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, gsm70	
104	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, Subs24/gsm80	
105	PAPER, Matte A4 size, 100/pack, 150gsm	
106	PAPER, Matte sticker paper, Orange, A4, 80gsm, 10 pcs/pack	
107	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	
108	PAPER, Photo paper, Glossy photo paper A4 size, 180 GSM, 20's	
109	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 10pcs/pack	
110	PAPER, premium color paper, acid free, 8.5" x 13 inch, rainbow 10 colors, 80 gsm, 250 sheets per pack	
111	PAPER, Specialty board paper, cream, 8.5" x 13", 200 gsm 100sheet/pack	

112	PAPER, specialty board, 8.5"x13", white, 220gsm, 10's/pack	
113	PAPER, Specialty paper (90gsm) 8.5x11 inches, 100 sheets/pack	
114	PAPER, Specialty Paper, Cream, 80 gsm, 8.5in x 13in	
115	PAPER, Specialty paper, Green, Long (8.5" x 13"), 160gsm, 10's/pack	
116	PAPER, Specialty paper, White, 8.5"x11", 10's/pack, 200 gsm.	
117	PAPER, Specialty Paper, yellow green, 80 gsm, 8.5in x 13in	
118	PAPER, Specialty Paper, yellow, 80 gsm, 8.5in x 13in	
119	PAPER, specialty, white, legal size, 90 gsm, 10's pack	
120	PAPER, sticker paper matte, white, 80gsm, 10pcs/pack	
121	PAPER, Sticker Paper, Matted, White, Size: A4, 150-175 GSM, 10pcs per pack	
122	PAPER, Sticker paper, Vinyl, A4 size, Waterproof, Scratchproof, Glossy	
123	PAPER, Sticker, A4, matte, 100s/pack, 80gsm, white	
124	PAPER, Sticky notes, multiple pastel colors, 100 sheets per pack, 76mm x 76mm	
125	PAPER, Vinyl Inkjet Printable Sticker, Glossy White A4 size, strong adhesion, waterproof, tear resistant, high quality, 20sheets/pack	
126	PAPER, vinyl inkjet printable, sticker, semi-clear, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	
127	PAPER, vinyl inkjet printable, sticker, white glossy, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	
128	PENCIL SHARPENER, Desk Sharpener	
129	PENCIL SHARPENER, Electric Pencil Sharpener Automatic Mechanical Pencil Sharpener Thick/Fine Nib/Tip Adjustable, USB, Support sharpen 6-12mm pencils, color pencils, carbon pencils; Built-in 2000mAh rechargeable battery, once charge can use more than 300 times. Support powered by computer, laptop, power bank; High quality ABS shell and alloy spiral blade, sturdy, durable and wear resistant.	

130	PENCIL, Attr: Pencil Medium #2 with black lead, with eraser, Color: Yellow, Packaging Size: 12 pencils per box	
131	PIN, Push pins, 100pcs/box, assorted colors	
132	POST SCREW/ CHICAGO SCREW, 4"	
133	POST SCREW/ CHICAGO SCREW, Post length: 4";; For holes 1/4" in diameter (Aluminum); Post and Screw Head Diameter: 7/16" (Aluminum); Post Diameter: 3/16" (Aluminum) 10pcs/pack	
134	PUNCHER, heavy duty, with two hole (8mm) guide	
135	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	
136	PVC COVER, Clear, 300 mic, Legal (100 pcs)	
137	RING BINDER, 12mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	
138	RING BINDER, 16mm plastic ring binder, approximately 4 feet long, 1 dozen, any color	
139	RING BINDER, 20mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	
140	RING BINDER, 24mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	
141	RING BINDER, 32mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	
142	RING BINDER, Plastic, 1", 10 pcs/bundle	
143	RING BINDER, Plastic, 1/2", 10 pcs/bundle	
144	RING BINDER, Plastic, 1/4", 10 pcs/bundle	
145	RING BINDER, plastic, 2", 10 pcs/bundle	
146	RING BINDER, Plastic, 3", 10 pcs/bundle	
147	RULER, Ruler; Aluminum; 18", rust-proof	
148	RULER, wooden meter stick, rust proof, 1 meter	
149	SCISSORS, multipurpose, stainless steel	
150	SIGN PEN, 0.5 mm, liquid/gel ink, green	

151	SIGN PEN, 0.7mm ball needle point, black, 12pcs/box	
152	SIGN PEN, 0.7mm ball needle point, blue, 12pcs/box	
153	SIGN PEN, 0.8mm ball needle point, black liquid gel ink	
154	SIGN PEN, black 0.5	
155	SIGN PEN, Black, liquid/gel ink, 0.5 mm needle tip	
156	SIGN PEN, Blue, liquid/gel ink, 0.5 mm needle tip	
157	SIGN PEN, for rollerball pen, black, .5mm needle tip, refill	
158	SIGN PEN, Green, liquid/gel ink, 0.5 mm needle tip	
159	SIGN PEN, Red, liquid/gel ink, 0.5 mm needle tip	
160	SIGN PEN, Rollerball Pen Refill Black Ink Medium Nib, /0.7mm Tip, Smudge-proof and Blot-proof Ink	
161	SIGN PEN, rollerball pen, black, .5mm needle tip, refillable	
162	STAMP PAD, customized stamp pad name pre-inked	
163	STAMP PAD, Pad number 3 with ink (violet), 4.5" x 7.5" (108mm x 191mm)	
164	STAMP PAD, without ink, 70x103mm	
165	STAPLE WIRE, staple wire No.35 (big box)	
166	STAPLER, Standard stapler with staple wire remover	
167	STAPLER, stapler with staple remover, use 24/6-26/6 staples, with metal base	
168	STAPLER, Stapler, 12", Long Arm, No.35, Size & Spec.: 40x11.8x0.9cm, Stapling Capacity: 25 Sheets, Staple Size: 24/6 or 26/6 staple, Color: Silver, Material: ABS Cap + Metal Cover + SPCC Metal Structure + Metal Base	
169	STAPLER, Stapler, Half strip desk stapler, Rotating Interchangeable Clincher, Staple wire: No.3 (24/6), No.35 (26/6), Color: Beige, with staple wire remover, Original	
170	STORAGE BOX, With lid for cover and open handles on the sides; Made from premium quality thick paper; Spacious and durable with a plastic pocket for label, size (L x H x W): Long (15 ½" x 9 3/8" x 7 1/8"), Cover: Buffalo Skin (smooth), Color: Midnight Blue.	

171	TAPE DISPENSER, For 12mm/18mm/24mm Big Roll tape, any color, 22x9x11cm, 1.6kg	
172	TAPE DISPENSER, -table top -uses tapes up to 19mm in width and 66mm in length -core 1" or 3"	
173	TAPE, Binding, Cloth, 1 inch x 25m Gray	
174	TAPE, Binding, Cloth, 2 inch x 25m Gray	
175	TAPE, double sided adhesive 1"x10m	
176	TAPE, double-sided adhesive, 1/2" x 10m	
177	TAPE, double-sided, 1" x 15m/roll	
178	TAPE, Duct Tape, Heavy Duty Cloth, Silver/Gray, 2 Inches, 10 Meters/Roll	
179	TAPE, Duct Tape, Silver, 1", 25m/roll	
180	TAPE, masking, 48mm 50m/roll	
181	TAPE, packing tape, transparent 24mm x 50 meters/ 6pcs per pack	
182	TAPE, scotch tape clear 12mm x 30m	
183	TAPE, transparent, 48mm 50m/roll	
184	THUMB TACKS, no. 33, Gold- (25pcs/box)	
185	TISSUE, 12 Rolls/pack, 3 ply	
186	TOILET TISSUE PAPER, 2-ply, 12 Rolls per pack	
187	TOILET TISSUE PAPER, Toilet tissue paper, roll (48 rolls/pack), 2 ply	
188	WHITEBOARD, 3 ft x 5 ft with stand and roller	
189	WHITEBOARD, heavy duty magnetic whiteboard, 18"x24" with aluminum frame	
190	WHITEBOARD, Wall mount magnetic whiteboard with aluminum frame (3ftx5ft), easy to clean	
191	WHITEBOARD, with stand, 4ftx6ft, Non-Magnetic, With stand, roller and stopper.	

For Line Item

	Item Description	Qty	Unit	Unit Cost	ABC Amount	Unit Cost	Bid Amount
1	ACETATE, Acetate A4 size sheet,29.5cm x 21 cm/ 100sheets/box thickness: 0.1mm/	23	Box	450.00	10,350.00		
2	ACETATE, acetate long size Long (13inches) 216mm x 330mm 100 sheets	35	Pack	450.00	15,750.00		
3	ACETATE, Plastic Transparent Vinyl, thickness:0.075mm min (gauge#3) 48" x 50m	19	Roll	1,026.32	19,500.00		
4	AIR FRESHENER, aerosol, atleast 280ml	15	Can	200.00	3,000.00		
5	ARCHFILE, Lever Arch File Folder Side clip, 11.5 "x 14", 2 ring, metal finger pull, horizontal, can fit legal size, red or blue	6	Piece	300.00	1,800.00		
6	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Black	10	Piece	300.00	3,000.00		
7	ARCHFILE, Lever Arch File Folder Side-Clip, L:11.5in, W:3in, H:14 With 2 Ring and Metal Finger Pull, Can fit Legal Size, Blue	26	Piece	300.00	7,800.00		
8	ARCHFILE, Lever Arch File Folder Side-Clip, With 2 Ring and Metal Finger Pull, Legal Size, Black	87	Piece	275.00	23,925.00		
9	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	401	Box	170.00	68,170.00		
10	BALLPEN, blue, ballpoint 0.5, 12 pcs./box	113	Box	170.00	19,210.00		
11	BALLPEN, Blue; Retractable; Piont type: Fine; stainless steel point; Texture Grip; Features a translucent barrel, classic design, metal accents & clip and a durable tungsten-carbide tip; Smear-resistant, ball point ink; 12pc/Box	17	Box	578.00	9,826.00		
12	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	79	Box	170.00	13,430.00		
13	BALLPEN, REFILL; Blue; Compatible with Better Retractable BP-145-F-L, Fine Point. per pc	30	Piece	20.00	600.00		
14	BATTERY, AA USB Rechargeable battery pack 1450 mah (2 pcs)	2	Pack	200.00	400.00		
15	BOARD, Clipboard, Long Size Clipboard, flip cover, any color, flexible plastic	33	Piece	150.00	4,950.00		
16	BOARD, Illustration board, B/W, dimensions: 15in. x 20in. @10pcs	30	Pack	100.00	3,000.00		
17	CALCULATOR, Scientific Calculator, high quality 4-line display, rating: solar cell battery, DC 1.5V, LR44x1 battery with COMP, STAT, EQN, TABLE, COMPLX, BASE-IN, MATRIX, VECTOR set-up	6	Unit	1,500.00	9,000.00		

18	CARTOLINA, Color: White; Size: 22.5" x 28.5"	137	Piece	7.00	959.00		
19	CHALK, high quality sanitary calcium chalk, chalk, dustless non brittle smooth in writing, 100pcs/box	76	Box	65.00	4,940.00		
20	CONTAINER, water dispenser container, 5-gallon round water container blue	10	Piece	250.00	2,500.00		
21	CORK BOARD, 12 x 18 inches with aluminum frame and rubber edges	22	Piece	630.00	13,860.00		
22	CORK BOARD, 2FT (WIDTH) X 3FT (LENGTH) With aluminum frame	1	Piece	1,000.00	1,000.00		
23	CORK BOARD, 60 cm x 90 cm cork board w/ wooden frame, 8mm thickness	10	Piece	700.00	7,000.00		
24	CORK BOARD, Wall-mounted with aluminum frame and rubber edges. 3ft x 5ft	8	Unit	2,800.00	22,400.00		
25	CORRECTION TAPE, 5mm/8m, film base	617	Piece	20.00	12,340.00		
26	CUTTER BLADE, 18mm high quality blade @ 10 pcs per tube	13	Tube	50.00	650.00		
27	CUTTER BLADE, refill, metal, 10 pcs per pack, Heavy duty blade, Blade Size: 12mm	3	Box	100.00	300.00		
28	CUTTER, A3 size, at least 297x420mm capacity, heavy duty sliding paper cutter, metal base finish w/ 3 cutting features (perforated, straight and wavy), with replaceable blades	2	Unit	2,500.00	5,000.00		
29	CUTTER, Paper Cutter, Metal Base, Heavy Duty Paper Trimmer, A3 (15 inch x 18 inch)	1	Unit	880.00	880.00		
30	CUTTER, up to A3 size, metal base, sliding, heavy duty, made of metal, 16 sheets cutting capacity	2	Unit	2,400.00	4,800.00		
31	DATA FILE BOX, Made of Chipboard, 15 inches X 9.5 inches X 4.5 inches, with closed ends	53	Piece	85.00	4,505.00		
32	DATA FILE BOX, Made of chipboard, 125mm x230mm x 400mm, with closed end	6	Box	95.00	570.00		
33	DATA FILE BOX, Made of chipboard, 15 inches x 9.5 inches x 4.5 inches	94	Piece	220.00	20,680.00		
34	DATA FILE BOX, storage box with LID(made of cardboard) 16L x 11.5W x11 H, hard box	23	Piece	600.00	13,800.00		
35	DATER, Dating and Stamping, Heavy Duty year up to 2030 format: Month/Day/Year	14	Piece	499.36	6,991.04		
36	DEODORANT CAKE, Assorted Scent 50grams/pc, small size, with holder	50	Piece	50.00	2,500.00		
37	DESK MAT, keyboard desk mat 24"x12" Polyurethane (PU) durable leather color: black	4	Piece	250.00	1,000.00		

38	DIPLOMA JACKET, DIPLOMA HOLDER, tagboard, 14 pts., legal with NVSU logo (as per sample)	120	Piece	64.00	7,680.00		
39	ENVELOPE, Brown Envelope A4	202	Piece	3.00	606.00		
40	ENVELOPE, Brown Envelope, 10"x15", for Long Size Documents	421	Piece	5.00	2,105.00		
41	ENVELOPE, brown long 8.5 x 13"	245	Piece	10.00	2,450.00		
42	ENVELOPE, brown, kraft, 100 pcs legal	7	Pack	360.00	2,520.00		
43	ENVELOPE, expanding kraft, legal size, 100pcs/box	9	Box	900.00	8,100.00		
44	FASTENER, plastic paper fastener, - 7cm, - 8 1/2" long, - 50 pcs in a box, - assorted colors (red, blue,yellow, green and white),	16	Box	95.00	1,520.00		
45	FILE ORGANIZER, file organizer, 4 layer, steel wire metal, size 8.5x10x11 inches	14	Piece	660.00	9,240.00		
46	FILING TRAY, 5 layers authentic plastic utility rack, durable, 32cm x 32cm x 91.5cm, color black/brown	7	Piece	700.00	4,900.00		
47	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	97	Piece	700.00	67,900.00		
48	FILING TRAY, Metal tray, multi-functional heavy duty, boltless 5 layers shelves, 24"x 12" x 60"	2	Piece	1,550.00	3,100.00		
49	FOLDER, Expanding Folder, Legal 8.5in x 14" 100pcs/box, Brown Kraft	24	Box	1,936.00	46,464.00		
50	FOLDER, Fancy white, size; legal, 100pcs/box	50	Box	450.00	22,500.00		
51	FOLDER, File Folder, Brown Kraft, Long (242 x 366 cm), 100pcs, All Brown	3	Box	945.00	2,835.00		
52	FOLDER, File Folder, Cream, Long (242 x 366 cm), 100pcs	10	Pack	780.00	7,800.00		
53	FOLDER, File Folder, Cream, Short(240 x 295 cm), 100pcs	2	Pack	667.00	1,334.00		
54	FOLDER, File Folder, White, Long (242 x 366 cm), 100pcs	5	Pack	552.00	2,760.00		
55	FOLDER, Filing A3, Paper Board	20	Piece	30.00	600.00		
56	FOLDER, Tagboard, 14.25"x9.5", white, 100pcs	52	Pack	210.00	10,920.00		
57	GLUE GUN, Big, heavy duty, 100W, 220-240V	10	Piece	260.00	2,600.00		
58	GLUE, glue stick for big glue gun, 1x22cm, 25g	30	Piece	10.00	300.00		
59	GLUE, Glue Stick, Big	50	Piece	30.00	1,500.00		
60	GLUE, glue stick, small	50	Piece	8.00	400.00		
61	GLUE, Multi-purpose Glue, White, 1010g	8	Bottle	500.00	4,000.00		
62	GLUE, Multi-purpose Glue, White, 225 ml	38	Bottle	115.00	4,370.00		

63	GLUE, multi-purpose, 240g, white	25	Bottle	35.00	875.00		
64	GLUE, Stick all purpose, 22 grams	12	Piece	80.00	960.00		
65	GLUE, WHITE 130 grams	12	Bottle	60.00	720.00		
66	GUN TACKER, PACK GUN TACKER STAPLE WIRES. sizes: 8mm x 0.7mm 10mm x 0.7mm 8mm x 1.2mm 10mm x 1.2mm	5	Pack	120.00	600.00		
67	INK, whiteboard ink refill, black, 30 ml	51	Bottle	170.00	8,670.00		
68	INSECTICIDE, multi-insect killer, 500ml, aerosol	15	Can	350.00	5,250.00		
69	LAMINATING FILM, 70mm x 100mm, 250mic, 50 sheets/pack	41	Pack	150.00	6,150.00		
70	LAMINATING FILM, A4 Size, 125 microns, 100pc/box	7	Box	1,100.00	7,700.00		
71	LAMINATING FILM, Legal Size (222 X 337mm), 250 micron, 100pc/box	6	Box	1,100.00	6,600.00		
72	LAMINATING FILM, Photo Top Cold Laminating Film, A4 Size, 80 Microns 20 sheets/pack, glossy	20	Pack	114.00	2,280.00		
73	LAMINATING FILM, Roll 9 Inches 250 Micron, 50Meters	13	Roll	950.00	12,350.00		
74	LASER POINTER, Wireless PPT PowerPoint Presenter Pointer Clicker Laser Remote With Battery	11	Piece	350.00	3,850.00		
75	MARKER, Flourescent Highlighter, Yellow, 3pc/pack	8	Set	77.50	620.00		
76	MARKER, permanent marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	26	Piece	70.00	1,820.00		
77	MARKER, permanent marker, broad, blue, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	Piece	70.00	1,680.00		
78	MARKER, permanent marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	24	Piece	70.00	1,680.00		
79	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box	22	Box	520.00	11,440.00		
80	MARKER, Whiteboard Marker Refill, Black, refill for WBMK-M, WBMK-MC, 30ml/Bottle	82	Bottle	180.00	14,760.00		
81	MARKER, whiteboard marker, broad, black, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	25	Piece	70.00	1,750.00		
82	MARKER, whiteboard marker, broad, blue Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	15	Piece	70.00	1,050.00		
83	MARKER, whiteboard marker, broad, red, Acrylic fibre chisel tip writes a 2.0/4.5mm line. Refillable	4	Piece	70.00	280.00		
84	MARKER, whiteboard, bullet type, felt tip, refillable, BLACK, 12 pcs/box	66	Box	720.00	47,520.00		
85	MARKER, whiteboard, broad, Black	191	Piece	80.00	15,280.00		
86	MARKER, whiteboard, bullet type, felt tip, refillable, blue	76	Piece	46.71	3,550.00		
87	MARKER, whiteboard, bullet type, felt tip, refillable, red	4	Piece	50.00	200.00		

88	MONEY DETECTOR, -uses 1-UV bulb to illuminate currency -uses ultraviolet detection -compact electronic money detector	1	Unit	1,430.00	1,430.00		
89	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	30	Pad	75.00	2,250.00		
90	NOTE PAD, Stick on, Page Marker, 12mmx45mm	23	Pad	50.00	1,150.00		
91	PAPER CLIP, vinyl/plastic coat, 33mm , 100 pcs/box	20	Box	20.00	400.00		
92	PAPER TRIMMER/CUTTING MACHINE, Size:A4-12x14" • Cutting Size:25.5x30.5cm(10"x12"),alignment grid and ruler for accurate measuring, for different sizes such as A4, B5, A5, B6, B7. • Adjustable Cutting Ruler	4	Unit	1,100.00	4,400.00		
93	PAPER, Coupon Bond, A3, 297mm x 420mm, 80 GSM	26	Ream	660.00	17,160.00		
94	PAPER, Board Paper, 8"x13", White, Matted, 200 gsm, 10 sheets per pack	103	Pack	50.00	5,150.00		
95	PAPER, Board paper, 8.5x11 inches, 200gsm, cream, 100/pack	24	Pack	275.00	6,600.00		
96	PAPER, Board Paper, White, 8.5in x 13in, 200gsm, 100sheet/pack	70	Pack	750.00	52,500.00		
97	PAPER, Board Paper; 11" x 17"; Texture: matted; color: white; Thickness: 180 gsm	220	Piece	10.00	2,200.00		
98	PAPER, Board Paper; 12x18"; matted; 180 gsm; white	100	Piece	10.00	1,000.00		
99	PAPER, Bond Paper Substance 16 Long, 500 sheets per ream (for duplicate check)	12	Ream	200.00	2,400.00		
100	PAPER, cold laminating photo top, A4, 20 sheets/pack, 80 micron, glossy	56	Pack	150.00	8,400.00		
101	PAPER, Colored paper, light yellow, legal (8" x 13"), 90gsm	10	Ream	400.00	4,000.00		
102	PAPER, Colored Paper, Yellow Green, 8.5"x11", 10pcs./pack	10	Pack	35.00	350.00		
103	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, gsm70	200	Ream	275.00	55,000.00		
104	PAPER, Coupon Bond, Legal 8.5"x13", White, 500sheets per ream, Subs24/gsm80	120	Ream	345.00	41,400.00		
105	PAPER, Matte A4 size, 100/pack, 150gsm	8	Pack	190.00	1,520.00		
106	PAPER, Matte sticker paper, Orange, A4, 80gsm, 10 pcs/pack	3	Pack	40.00	120.00		
107	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	88	Pack	40.00	3,520.00		
108	PAPER, Photo paper, Glossy photo paper A4 size, 180 GSM, 20's	28	Pack	220.00	6,160.00		

109	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 10pcs/pack	174	Pack	250.00	43,500.00		
110	PAPER, premium color paper, acid free, 8.5" x 13 inch, rainbow 10 colors, 80 gsm, 250 sheets per pack	12	Pack	225.00	2,700.00		
111	PAPER, Specialty board paper, cream, 8.5" x 13", 200 gsm 100sheet/pack	92	Pack	800.00	73,600.00		
112	PAPER, specialty board, 8.5"x13", white, 220gsm, 10's/pack	98	Pack	27.50	2,695.00		
113	PAPER, Specialty paper (90gsm) 8.5x11 inches, 100 sheets/pack	240	Pack	150.00	36,000.00		
114	PAPER, Specialty Paper, Cream, 80 gsm, 8.5in x 13in	5	Ream	540.00	2,700.00		
115	PAPER, Specialty paper, Green, Long (8.5" x 13"), 160gsm, 10's/pack	4	Pack	72.75	291.00		
116	PAPER, Specialty paper, White, 8.5"x11", 10's/pack, 200 gsm.	21	Pack	40.00	840.00		
117	PAPER, Specialty Paper, yellow green, 80 gsm, 8.5in x 13in	74	Ream	540.00	39,960.00		
118	PAPER, Specialty Paper, yellow, 80 gsm, 8.5in x 13in	1	Ream	540.00	540.00		
119	PAPER, specialty, white, legal size, 90 gsm, 10's pack	628	Pack	40.00	25,120.00		
120	PAPER, sticker paper matte, white, 80gsm, 10pcs/pack	45	Pack	40.00	1,800.00		
121	PAPER, Sticker Paper, Matted, White, Size: A4, 150-175 GSM, 10pcs per pack	13	Pack	40.00	520.00		
122	PAPER, Sticker paper, Vinyl, A4 size, Waterproof, Scratchproof, Glossy white, 135 gsm, 5760 dpi, 50 sheets/pack	26	Pack	200.00	5,200.00		
123	PAPER, Sticker, A4, matte, 100s/pack, 80gsm, white	78	Pack	385.00	30,030.00		
124	PAPER, Sticky notes, multiple pastel colors, 100 sheets per pack, 76mm x 76mm	35	Pack	25.00	875.00		
125	PAPER, Vinyl Inkjet Printable Sticker, Glossy White A4 size, strong adhesion, waterproof, tear resistant, high quality, 20sheets/pack	31	Pack	210.00	6,510.00		
126	PAPER, vinyl inkjet printable, sticker, semi-clear, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	5	Pack	250.00	1,250.00		
127	PAPER, vinyl inkjet printable, sticker, white glossy, waterproof, strong adhesion, tear resistant, A4, high quality @ 20sheets	11	Pack	250.00	2,750.00		
128	PENCIL SHARPENER, Desk Sharpener	9	Piece	300.00	2,700.00		

129	PENCIL SHARPENER, Electric Pencil Sharpener Automatic Mechanical Pencil Sharpener Thick/Fine Nib/Tip Adjustable, USB, Support sharpen 6-12mm pencils, color pencils, carbon pencils; Built-in 2000mAh rechargeable battery, once charge can use more than 300 times. Support powered by computer, laptop, power bank; High quality ABS shell and alloy spiral blade, sturdy, durable and wear resistant.	2	Unit	1,499.00	2,998.00		
130	PENCIL, Attr: Pencil Medium #2 with black lead, with eraser, Color: Yellow, Packaging Size: 12 pencils per box	56	Box	110.00	6,160.00		
131	PIN, Push pins, 100pcs/box, assorted colors	15	Box	95.15	1,427.25		
132	POST SCREW/ CHICAGO SCREW, 4"	320	Piece	12.10	3,872.00		
133	POST SCREW/ CHICAGO SCREW, Post length: 4",; For holes 1/4" in diameter (Aluminum); Post and Screw Head Diameter: 7/16" (Aluminum); Post Diameter: 3/16" (Aluminum) 10pcs/pack	3	Pack	200.00	600.00		
134	PUNCHER, heavy duty, with two hole (8mm) guide	30	Piece	300.00	9,000.00		
135	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	14	Pack	880.00	12,320.00		
136	PVC COVER, Clear, 300 mic, Legal (100 pcs)	203	Pack	880.00	178,640.00		
137	RING BINDER, 12mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	10	Dozen	170.00	1,700.00		
138	RING BINDER, 16mm plastic ring binder, approximately 4 feet long, 1 dozen, any color	14	Dozen	250.00	3,500.00		
139	RING BINDER, 20mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	16	Dozen	300.00	4,800.00		
140	RING BINDER, 24mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	5	Dozen	450.00	2,250.00		
141	RING BINDER, 32mm plastic ring binder, 1 dozen, approximately 4 feet long, any color	2	Dozen	600.00	1,200.00		
142	RING BINDER, Plastic, 1", 10 pcs/bundle	6	Bundle	1,600.00	9,600.00		
143	RING BINDER, Plastic, 1/2", 10 pcs/bundle	3	Bundle	2,000.00	6,000.00		
144	RING BINDER, Plastic, 1/4", 10 pcs/bundle	2	Bundle	1,600.00	3,200.00		
145	RING BINDER, plastic, 2", 10 pcs/bundle	13	Bundle	3,680.00	47,840.00		

146	RING BINDER, Plastic, 3", 10 pcs/bundle	2	Bundle	3,680.00	7,360.00		
147	RULER, Ruler; Aluminum; 18", rust-proof	20	Piece	145.00	2,900.00		
148	RULER, wooden meter stick, rust proof, 1 meter	10	Piece	50.00	500.00		
149	SCISSORS, multipurpose, stainless steel	121	Piece	100.00	12,100.00		
150	SIGN PEN, 0.5 mm, liquid/gel ink, green	19	Piece	82.50	1,567.50		
151	SIGN PEN, 0.7mm ball needle point, black, 12pcs/box	223	Box	280.00	62,440.00		
152	SIGN PEN, 0.7mm ball needle point, blue, 12pcs/box	110	Box	280.00	30,800.00		
153	SIGN PEN, 0.8mm ball needle point, black liquid gel ink	284	Piece	85.00	24,140.00		
154	SIGN PEN, black 0.5	100	Piece	20.00	2,000.00		
155	SIGN PEN, Black, liquid/gel ink, 0.5 mm needle tip	460	Piece	45.00	20,700.00		
156	SIGN PEN, Blue, liquid/gel ink, 0.5 mm needle tip	128	Piece	45.00	5,760.00		
157	SIGN PEN, for rollerball pen, black,.5mm needle tip, refill	13	Piece	350.00	4,550.00		
158	SIGN PEN, Green, liquid/gel ink, 0.5 mm needle tip	5	Piece	45.00	225.00		
159	SIGN PEN, Red, liquid/gel ink, 0.5 mm needle tip	94	Piece	45.00	4,230.00		
160	SIGN PEN, Rollerball Pen Refill Black Ink Medium Nib, /0.7mm Tip, Smudge-proof and Blot-proof Ink	25	Piece	62.97	1,574.25		
161	SIGN PEN, rollerball pen, black, .5mm needle tip, refillable	1	Piece	1,500.00	1,500.00		
162	STAMP PAD, customized stamp pad name pre-inked	1	Piece	800.00	800.00		
163	STAMP PAD, Pad number 3 with ink (violet), 4.5" x 7.5" (108mm x 191mm)	2	Unit	100.00	200.00		
164	STAMP PAD, without ink, 70x103mm	5	Piece	100.00	500.00		
165	STAPLE WIRE, staple wire No.35 (big box)	10	Box	260.00	2,600.00		
166	STAPLER, Standard stapler with staple wire remover	8	Piece	300.00	2,400.00		
167	STAPLER, stapler with staple remover, use 24/6-26/6 staples, with metal base	6	Piece	200.00	1,200.00		
168	STAPLER, Stapler, 12", Long Arm, No.35, Size & Spec.: 40x11.8x0.9cm, Stapling Capacity: 25 Sheets, Staple Size: 24/6 or 26/6 staple, Color: Silver, Material: ABS Cap + Metal Cover + SPCC Metal Structure + Metal Base	11	Piece	300.00	3,300.00		
169	STAPLER, Stapler, Half strip desk stapler, Rotating Interchangeable Clincher, Staple wire: No.3 (24/6), No.35 (26/6), Color: Beige, with staple wire remover, Original	6	Unit	250.00	1,500.00		

170	STORAGE BOX, With lid for cover and open handles on the sides; Made from premium quality thick paper; Spacious and durable with a plastic pocket for label, size (L x H x W): Long (15 ½" x 9 3/8" x 7 1/8"), Cover: Buffalo Skin (smooth), Color: Midnight Blue.	14	Piece	500.00	7,000.00		
171	TAPE DISPENSER, For 12mm/18mm/24mm Big Roll tape, any color, 22x9x11cm, 1.6kg	7	Unit	250.00	1,750.00		
172	TAPE DISPENSER, -table top -uses tapes up to 19mm in width and 66mm in length -core 1" or 3"	2	Unit	214.50	429.00		
173	TAPE, Binding, Cloth, 1 inch x 25m Gray	20	Roll	100.00	2,000.00		
174	TAPE, Binding, Cloth, 2 inch x 25m Gray	12	Roll	150.00	1,800.00		
175	TAPE, double sided adhesive 1"x10m	217	Roll	40.00	8,680.00		
176	TAPE, double-sided adhesive, 1/2" x 10m	35	Roll	40.00	1,400.00		
177	TAPE, double-sided, 1" x 15m/roll	162	Roll	50.00	8,100.00		
178	TAPE, Duct Tape, Heavy Duty Cloth, Silver/Gray, 2 Inches, 10 Meters/Roll	7	Roll	95.00	665.00		
179	TAPE, Duct Tape, Silver, 1", 25m/roll	30	Roll	100.00	3,000.00		
180	TAPE, masking, 48mm 50m/roll	19	Roll	120.00	2,280.00		
181	TAPE, packing tape, transparent 24mm x 50 meters/ 6pcs per pack	7	Pack	150.00	1,050.00		
182	TAPE, scotch tape clear 12mm x 30m	26	Piece	25.00	650.00		
183	TAPE, transparent, 48mm 50m/roll	29	Roll	66.00	1,914.00		
184	THUMB TACKS, no. 33, Gold- (25pcs/box)	97	Box	10.00	970.00		
185	TISSUE, 12 Rolls/pack, 3 ply	150	Pack	300.00	45,000.00		
186	TOILET TISSUE PAPER, 2-ply, 12 Rolls per pack	107	Pack	120.00	12,840.00		
187	TOILET TISSUE PAPER, Toilet tissue paper, roll (48 rolls/pack), 2 ply	46	Pack	500.00	23,000.00		
188	WHITEBOARD, 3 ft x 5 ft with stand and roller	2	Unit	5,429.00	10,858.00		
189	WHITEBOARD, heavy duty magnetic whiteboard, 18"x24" with aluminum frame	5	Piece	650.00	3,250.00		
190	WHITEBOARD, Wall mount magnetic whiteboard with aluminum frame (3ftx5ft), easy to clean	12	Piece	2,800.00	33,600.00		
191	WHITEBOARD, with stand, 4ftx6ft, Non-Magnetic, With stand, roller and stopper.	1	Unit	7,000.00	7,000.00		

[Use this form for Framework Agreement:]

Technical Specifications

<i>TECHNICAL SPECIFICATIONS</i>			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<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.]</i></p>

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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

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

- (g) 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

- (h) 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)

- (i) [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.

- (j) 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).

ANNEX I - BIDDING FORMS

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 and 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: _____

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]

Affiant

[Jurat]

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

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)

Name: _____

Legal Capacity: _____

Signature: _____

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

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company) _____ has the following completed contracts for the period CY 2019-2021. *(Note: covering 2 years up to the opening of bids)*

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is	
							A) Manufacturer	B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

*Instructions:

- a) Cut-off date as of:
 - (i) **Up to the day before the deadline of** submission of bids.
- b) **In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.**
- c) **"Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the procurement at hand. Example: "Supply and Delivery of Generator Set"**

Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts

This is to certify that _____ (company) has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. **The day before the deadline of** submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: *“Supply and Delivery of Generator Set”*

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conformer thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Republic of the Philippines

