

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

*FOR Project 2025-08G: Supply and Delivery of
Various Office Supplies and Consumables
of the University*

**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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations.....	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	10
1. Scope of Bid.....	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders.....	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components.....	14
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security.....	16
15. Sealing and Marking of Bids.....	17
16. Deadline for Submission of Bids.....	17
17. Opening and Preliminary Examination of Bids.....	17
18. Domestic Preference.....	18
19. Detailed Evaluation and Comparison of Bids	18
20. Post-Qualification	19
21. Signing of the Contract	19
Section III. Bid Data Sheet.....	21
Section IV. General Conditions of Contract	23
1. Scope of Contract.....	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	25
5. Warranty.....	25
6. Liability of the Supplier	25
Section V. Special Conditions of Contract.....	26
Section VI. Schedule of Requirements.....	31
Section VII. Technical Specifications.....	34
Section VIII. Checklist of Technical and Financial Documents	41

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.

INVITATION TO BID

For Project 2025-08G: Supply and Delivery of Various Office Supplies and Consumables for the University

1. The *Nueva Vizcaya State University*, through the General Fund (GF), Special Trust Fund (STF), and *Trust Fund (TF-FF)* intends to apply the sum of Three Million Three Hundred Thirty-Four Thousand Four Hundred Sixty-Four pesos & 46/100 only (*Php3,334,464.46*) being the Approved Budget for the Contract (ABC) to payments under the contract of the project 2025-08G: Supply and Delivery Various Office Supplies and Consumables for the University. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Nueva Vizcaya State University* now invites bids for the above Procurement 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 non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Nueva Vizcaya State University* and inspect the Bidding Documents at the address given below from *Mondays to Fridays, 8:00AM to 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders starting on March 19, 2025, from 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*.

NVSU LANDBANK ACCOUNT No.: 0432-1028-82

6. The *NVSU* will hold a Pre-Bid Conference¹ on *March 27, 2025 @ 1:30PM at the Board Room, 3/F New Administration Building, NVSU Bayombong, Campus* and through videoconferencing/webcasting *via Zoom (Meeting ID: 494 840 6176, Password: Password: nvsu@2025)*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before April 8, 2025 at 1:29PM. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

9. Bid opening shall be on *April 8, 2025 at 1:30PM at the Board Room, 3/F New Administration Building, NVSU Bayombong, Campus* and through *via Zoom (Meeting ID: 494 840 6176; Password: nvsu@2025)*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Nueva Vizcaya State University* 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

DR. MARITESS N. MORTERA
MS. ICY P. GARCIA
MS. ELAINE LOVE E. TACDERAN
MS. ALONA M. AGUSTIN
MS. JOVELYN S. ADDUCUL
MS. DONNA JEAN A. CHANSUYCO
MS. JOVITA C. RAHON
MR. JOEL B. DEGAMO
MS. JEMALOU L. MARQUEZ
MR. GRANIEL G. MIRANDA
MS. WEENZEL E. ARROYO
MS. LLEANA MAE P. ALVAREZ
UBAC Secretariat

UBAC Office, 3rd floor New Administration Building,
NVSU Bayombong Campus,
Bayombong, Nueva Vizcaya
Tel. No. 078-321-2112-115 (trunk line)/078-392-1605
Email address: nvsubacgas@nvsu.edu.ph

12. You may visit the website:

For downloading of Bidding Documents: www.nvsu.edu.ph on March 19, 2025.

ELMA P. APOSTOL
*UBAC Chairperson, Goods/Services
and Consultancy 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 2025-08G: Supply and Delivery Various Office Supplies and Consumables for the University., *[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 2025-08G: Supply and Delivery Various Office Supplies and Consumables for the University. is composed of *[indicate number of lots or 243 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]*. Three Million Three Hundred Thirty-Four Thousand Four Hundred Sixty-Four pesos & 46/100 only (*Php3,334,464.46*).

2.2. The source of funding is: Trust Fund (FF) for FY2025.

[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: <ol style="list-style-type: none"> a. Project 2025-08G: Supply and Delivery Various Office Supplies and Consumables for the University. 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: <ol style="list-style-type: none"> a. The amount of not less than Sixty-Six Thousand Six Hundred Eighty-Nine pesos and 29/100 only (<i>Php66,689.29</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 One Hundred Sixty-Six Thousand Seven Hundred Twenty-Three pesos and 22/100 only (<i>Php166,723.22</i>) [<i>Indicate the amount equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond. 			
19.3	<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> <i>[In case the project will be awarded by item, list each item indicating its quantity ABC.]</i>			
	Item Number	Description	Quantity	Total
	1	ACRYLIC NAMEPLATE, blank clear desk stand acrylic name plate holder 12"w x 3" h, triangle	100	
	2	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip Color: Black, can fit A4 and Short Paper	4	
	3	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip, Color: Black, Can fit Long paper	12	
	4	BALLPEN, .35 mm gel pen, black, refillable, retractable, 12 pcs/box	86	
	5	BALLPEN, 0.7 mm ballpoint, black, high quality ink, 12 pcs/box	70	
	6	BALLPEN, 0.8 mm, ballpoint, black, high quality ink, 12 pcs/box	32	
	7	BALLPEN, Black, 0.5, gel pen, retractable with comfortable rubber grip, visible ink level, 12pcs/box	77	
	8	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	145	

9	BALLPEN, black,0.5 gel pen, retractable with comfortable rubber grip, visible ink level,12pcs/box	8	
10	BALLPEN, Blue, 0.5, gel pen retractable with comfortable rubber grip, visible ink level, 12pcs/box	46	
11	BALLPEN, Blue, Ballpoint 0.5, 12 pcs./box	65	
12	BALLPEN, Green, Ballpoint 0.5, 12 pcs/box	4	
13	BALLPEN, Purple, Ballpoint 0.5, 12 pcs/box	5	
14	BALLPEN, red ballpoint,0.5. 12 pcs/box	10	
15	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	39	
16	BATTERY, dry cell size AAA 2 pieces per pack	10	
17	BATTERY, lithium CR2032 Coin type Battery, 3V, 5pcs per pack	15	
18	BOARD, Clipboard, long, flip cover, any color, flexible plastic	33	
19	BRUSH, 2in1 Floor Brush Hard Bristle Cleaning Brush Long Handle Brush, Size: 105*22CM, Material: stainless steel, Brush: PVC bristle + rubber	2	
20	BRUSH, for toilet bowl brush, long handle, plastic	6	
21	CALCULATOR, Scientific Calculator 2-Line Display Scientific Calculator Plus Bk Display Calculations Calculator with 240 functions, dot matrix display, battery powered, textbook display, accurate and easy to use.	3	
22	CART, 3-Tier Utility Plastic Tray Trolley Shelf Rack Organizer with Locking Wheels and Handle	2	
23	CARTOLINA, assorted colors, 25 sheets	28	
24	CERTIFICATE HOLDER, 8 x 11", green	56	
25	CERTIFICATE HOLDER, 8.5"x11", with glass and with plastic/wooden frame	15	
26	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper)	230	
27	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper), Color Green	84	
28	CERTIFICATE HOLDER, material type: plastic product dimension: 216mm x 279mm (8.50 x 11 inches) color: red	120	
29	CERTIFICATE HOLDER, Size: 8 1/2 X 13 inches (red) Material is made of Cardboard and plastic; 2 hangers at the back for portrait and landscape orientation	30	

30	CERTIFICATE HOLDER, with glass cover and with plastic/wooden frame 8.5" x 13" color: Dark Brown	80	
31	CLEANING BLADE, Gestetner MP 2014AD	1	
32	CLEARBOOK, Long, 20 pcs sheet and refillable, green color	35	
33	CLEARBOOK, Long, white color, 20 pages	30	
34	CLIP, backfold 19mm, 12pcs/box	1	
35	CLIP, Stainless Steel, Bulldog Clips,75mm	24	
36	CLOCK, 18 Inch Large Digital Display LED Wall Clock, Displays hour, minute and second (approx. 3" height LED), Displays date, month, year, weekday and temperature, Automatic temperature display, (at 9-50C). Power supply: 220V Power: less than or equal to 4.5W.	2	
37	CLOCK, 18 inches Round Wall Clock, Plastic Frame 460mm	2	
38	CLOCK, Glass Wall Clock, Size: 30cm, 1.5V carbon AA battery, black	3	
39	CLOCK, Wall clock, at least 30 cm (11") or 14", round, plastic (battery operated, AA)	20	
40	CORK BOARD, 12x18 inches with aluminum frame and rubber edges	23	
41	CORRECTION TAPE, at least 10 meters	536	
42	COVER, Gauge 6 PVC Sheet Plastic Cover Roll CLEAR / TRANSPARENT 48"x50m/roll	6	
43	COVER, Hot melt/thermal Binder Cover for A4 size at least 15 mm (101-130 sheets of paper) with transparent PVC front cover and white paper back cover	21	
44	COVER, Hot melt/thermal Binder cover for A4 size at least 6mm (36-50 sheets of paper) with transparent PVC front cover and white paper back cover	20	
45	CUTTER, Industrial Snap-off Blade Cutter Knife (18x100mm) with 3pcs Blades Refill 30003	26	
46	DATA FOLDER, 2" spine 2 rings F4 size. Durable LA mechanism. Spine insert Metal reinforced edges. Finger pull hole. Lockable front cover. Color: Black Size: Legal	121	
47	DATER, Self inking 7-Digit Automatic Numbering Machine	8	
48	DATING AND STAMPING MACHINE, Heavy Duty, year up to 2030 format (Month/Day/Year) Pad Size: 3 mm	23	
49	DEODORANT CAKE, 100g/pc, scent: lemon	40	
50	DESK ORGANIZER, 3grids desk organizer/pen holder, stainless steel, Black	2	

51	DETERGENT POWDER, 2.35 kg/pack	20	
52	DISHWASHING, liquid, 1 liter/bottle, lemon scent	22	
53	DISINFECTANT SPRAY, aerosol type, 500g, any available scent	20	
54	DOCUMENT FRAME, 8.5" x13", PVC plastic certificate frame with glass cover, no stand	46	
55	DOCUMENT FRAME, 8.5x11", brown, PVC plastic certificate frame with glass	89	
56	DOCUMENT FRAME, A4, PVC plastic certificate frame with glass cover, no stand	48	
57	DRUM CARTRIDGE, OPC Drum Gestetner, MP2014AD	2	
58	DRY SEAL, NVSU Dry Seal Desk Seal Machine Engraved/Black variation	3	
59	ENVELOPE, Brown, A4	754	
60	ENVELOPE, Brown, Long	2183	
61	ENVELOPE, Plastic Envelope, long, gauge 4 25 pcs per pack	12	
62	ERASER, Magnetic Whiteboard Eraser	7	
63	ERASER, plastic/ rubber, smudge-free, small at least L4 cm x W1.12 cm x H2 cm or with a weight of at least 0.013kg	8	
64	FABRIC CONDITIONER, 1 liter per pack	30	
65	FASTENER, metal; 7 cm; 50 pcs per box	138	
66	FILE ORGANIZER, desk file organizer, 4 layer Metal Mesh File Tray, Black	4	
67	FILE ORGANIZER, File Holder Storage Box A4 Paper Desktop Book Magazine Desk Shelf Home Office Stationery Organizer (5 layers 34*25*26.5cm [horizontal file])	6	
68	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 26 cm, Height 8.5 cm	8	
69	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 31 cm, Height 22 cm Inclusion of Cover Lid	15	
70	FILE ORGANIZER, With 4 Sliding Trays, Metal Mesh File Tray, Black	15	
71	FILING TRAY, Document tray, detachable, white or gray color, heavy duty, plastic(thick), at least 28 cm width x 39 cm length, 5 layers	24	
72	FILING TRAY, Metal Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	30	
73	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	64	
74	FOLDER, Expanding Folder, Size A4" 100pcs/box, Brown Kraft	6	

75	FOLDER, Magnet clip folder, w/ pen holder and side pocket, Size: fits legal	4	
76	FOLDER, Ordinary White Folder [LONG]	486	
77	FOLDER, Ordinary white/brown folder (short)	20	
78	FOLDER, Pressboard Expanding Folder GREEN Short (9.3 x 12.3 inches)	130	
79	FOLDER, Pressboard, long, white 100pcs per box with custom print for Registrar Use	35	
80	GLUE GUN, 40W Heavy Duty for small size glue stick	23	
81	GLUE, Glue Stick, Big	15	
82	GLUE, GLUE STICK, SMALL	329	
83	GLUE, Padding glue, red, 500g	5	
84	GLUE, Rugby, 350ml	11	
85	GLUE, Wood Glue Water Resistant 236ml	2	
86	GUN TACKER, Material : steel top spring configuration, high strength. Stapler gun fit to frame staple(4-14 mm), round staple (10-12 mm) and finish nail(10-14 mm)	18	
87	INK CARTRIDGE, Epson Ink Cart, Standard T-973120 Black	1	
88	INK CARTRIDGE, EPSON Maintenance Box WF C878R	1	
89	INK, Refill, 30 ml, for Pilot Whiteboard Marker, Black	192	
90	INK, BROTHER Printer Ink SET, BT5000C, BT5000M, BT500Y, BTD60BK	12	
91	INK, Epson 001 127 ml, Black, Genuine	31	
92	INK, Epson 001, 70 ml, Cyan, Genuine	24	
93	INK, Epson 001, 70 ml, Magenta, Genuine	26	
94	INK, Epson 001, 70 ml, Yellow, Genuine	19	
95	INK, Epson 003 65ml, Black, Genuine	760	
96	INK, Epson 003 65ml, Cyan, Genuine	365	
97	INK, Epson 003 65ml, Magenta, Genuine	398	
98	INK, Epson 003 65ml, Yellow, Genuine	374	
99	INK, Epson 003, CMYK colored ink set, Genuine	66	
100	INK, Epson 664, CMYK colored ink set, Genuine	26	
101	INK, EPSON Black Ink Standard for WF-C878R	1	
102	INK, EPSON Cyan Ink Standard for WF-C878R	1	
103	INK, Epson Ink 008, Black 135ml, GENUINE	26	
104	INK, Epson Ink 008, Cyan 70ml, GENUINE	19	
105	INK, Epson Ink 008, Magenta 70ml, GENUINE	19	
106	INK, Epson Ink 008, Yellow 70ml, GENUINE	17	

107	INK, EPSON Magenta Ink Standard for WF-C878R	1	
108	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Cyan)	4	
109	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Black	4	
110	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Magenta	4	
111	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (yellow)	4	
112	INK, EPSON Yellow Ink Standard for WF-C878R	1	
113	INK, For Brother LC539XL Genuine Ink Cartridge (Black)	1	
114	INK, For Brother LC539XL Genuine Ink Cartridge (Cyan)	1	
115	INK, For Brother LC539XL Genuine Ink Cartridge (magenta)	1	
116	INK, For Brother LC539XL Genuine Ink Cartridge (yellow)	1	
117	INK, for stamp pad, 50 ml any color	3	
118	INK, for stamp pad, 50ml, blue	5	
119	INK, Marker Ink Refill, 30ml, permanent	26	
120	INK, sublimation ink black 70 ml. Epson	3	
121	INK, sublimation ink CYAN , 70 ml, Epson	2	
122	INK, sublimation ink MAGENTA 70 ml. Epson	1	
123	INK, sublimation ink YELLOW 70 ml. Epson	1	
124	KNOB, Door, cylindrical keyed entry Fits Doors 1 3/8 " – 1 3/4 " thick to 2 3/8 " or 2 3/4 " backset With 3 keys, Easy to install, Stainless Steel Finish (SS)	1	
125	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Glossy (20sheets)	43	
126	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Matte (20sheets)	50	
127	LAMINATING FILM, photo top, high quality, glossy, size: A4, 180 microns, 20 sheets/pack	7	
128	LIQUID HAND SOAP, 500ml, lavender scent	10	
129	MAGAZINE FILE BOX, Material: Cardboard Paper Size: 8.5X13 inches Size: 15.5X 9.5 X 4.5 inches Single	63	
130	MARKER, Black Whiteboard marker Refill (12pcs/box)	9	
131	MARKER, Double-tip, permanent, black, 10 pcs/pack	5	
132	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box fine tip	33	
133	MARKER, Permanent, felt tip, refillable, BLACK,	2	

	12 pcs/box, Broad		
134	MARKER, Whiteboard Marker 12pcs/Box, Black Broad	100	
135	MOP, Rotating Mop and Spin Dry Bucket Set with 1 Microfiber Mop Head, 360degrees Rotating Mop head, Polypropylene Plastic (mop bucket), Stainless steel mop handle	4	
136	MOUSE PAD, black, 300-400mm x 250-350mm	31	
137	NOTE PAD, Removable notes arrow-Please sign here, fluorescent pad 125 sheets, any color	168	
138	NOTE PAD, Stick -on 1"x3" - 3 in 1 COLOR (3 x 100 sheets)	150	
139	NOTE PAD, stick on, 3" x 5", 100 sheets per pad	131	
140	NOTEBOOK, Binding notebook front and back PP hard cover with binder for A4 size, white or light green or light blue or transparent at least 30 holes; matte texture	4	
141	NOTEBOOK, Steno Notebook, 6X9", 60 leaves, Ruled sheets	30	
142	NOTEBOOK, with NVSU mark (see attached design)	21	
143	PAINT BRUSH, 3"	10	
144	PAPER TRIMMER/CUTTING MACHINE, Wood, A4 12 x 10	2	
145	PAPER, A3, 100 gsm	13	
146	PAPER, Board Paper: 8.5" X 11", 180 GSM, Color: White 10 sheets/pack	31	
147	PAPER, Board paper; 12" x 18" ; 180 gsm	2	
148	PAPER, Board Paper; 8.5" x 11"; 180 gsm	1	
149	PAPER, Board, Long, white, 220gsm, 100 sheets per pack	10	
150	PAPER, Certificate Paper Laid specialty, by 10 sheets, cream, A4, 120gsm	97	
151	PAPER, Colored paper (assorted color), A4, 250sheets/pack	6	
152	PAPER, Laid Specialty Paper for certificates, 90gsm, 500pcs/ream, 8.5 x 11 inches, cream	8	
153	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	101	
154	PAPER, Multi-Purpose, A4, gsm 70	30	
155	PAPER, Multi-Purpose, Long, gsm 70	30	
156	PAPER, Specialty paper, light green, 8.5" x 13", long, 90gsm, 500's per ream	9	
157	PAPER, Pattern Paper (Weight:150 Standard) 47" X 100' (Heavy Thickness)	100	
158	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 200gsm, Glossy 20pcs/pack	70	

159	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 20pcs/pack	37	
160	PAPER, Photopaper, Photo, legal size, 200gsm, Glossy 20pcs/pack	16	
161	PAPER, Specialty Board Paper 180gsm White, A4 10sheets/ pack	140	
162	PAPER, Specialty Board Paper, long/legal, White,180 gsm, 100pcs/pack	34	
163	PAPER, Specialty Board Paper, short, White,180 gsm, 100pcs/pack	2	
164	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	14	
165	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	85	
166	PAPER, Specialty paper, 8.5"x13", 160 GSM, CREAM, 10pcs per pack	30	
167	PAPER, Specialty paper, 8.5"x13", 200 GSM, CREAM, 100 pcs per pack	16	
168	PAPER, Specialty paper, 8.5"x13", 200 GSM, WHITE, 100 pcs per pack	63	
169	PAPER, Specialty Paper, A4, white, 200gsm, 100pcs/pack	10	
170	PAPER, Specialty Paper, Size -"Long 8.5x13", Color-"Cream", 200 GSM, 10sheet/packs	32	
171	PAPER, Specialty Paper, Size-"Long 8.5x13", Color-"Cream", 90 GSM, 10sheet/packs	93	
172	PAPER, Specialty Paper, Size-"Short 8.5x11", Color-"Cream", 90 GSM, 10sheet/pack	100	
173	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 160, 10sheets/pack	65	
174	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 180, 10sheets/pack	30	
175	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 200, 10sheets/pack	10	
176	PAPER, Specialty paper, white, 8 x 13 inches, 200 gsm, 100 sheet/pack	23	
177	PAPER, Sticker A4, Glossy, Waterproof, 100 pcs/pack	87	
178	PAPER, Sticker A4, Matte 100 pcs/pack	74	
179	PAPER, Sublimation Paper A4 100 sheets per pack	24	
180	PAPER, vinyl inkjet sticker paper, high quality, glossy, size:A4, used with inkjet printer, 20 sheets/pack	22	
181	PENCIL SHARPENER, One-Hole with Container, Alloy blade	1	
182	PENCIL, medium#2, with eraser, 12pcs/box	2	
183	PENCIL, Standard Tailoring Pencil, color: orange	1	

	12pcs/box		
184	PENCIL, Standard Tailoring Pencil, color: red 12pcs/box	1	
185	PENCIL, Standard Tailoring Pencil, color: white 12pcs/box	1	
186	PENCIL, Standard Tailoring Pencil, color: yellow 12pcs/box	1	
187	PHOTO FRAME, Glass front cover Plywood back cover Matting : Off white color 1inch both side (message first for customize size matting) Polystyrene Frame(made of plastic) 8x10 inches with matting (8x10 inches visible area)	24	
188	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	49	
189	POT, Jumbo Fiber cement terrazzo flower pots ceramics, black color (as per sample) 15" w x 14" h	10	
190	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	9	
191	PVC COVER, Legal, 216 x 330 mm, 200 mic	15	
192	PVC COVER, Transparent, 300 mic, A4,(100pcs per pack)	48	
193	PVC COVER, Transparent, 300 mic, legal (100 pcs/pack)	120	
194	RING BINDER, Double loop wire binder, A4 size and at least 34 holes, 100 pcs/box, at least 60 sheets capacity (7.9 mm), black	13	
195	RING BINDER, Plastic, Ring Binder, 6mm, 30 sheets	118	
196	RING BINDER, Plastic, Ring Binder, 8mm, 50 sheets	70	
197	RULER, Durer Triangular Set Clear 28cm	10	
198	RULER, stainless, steel, 12 inches	24	
199	RULER, triangular Scale Weight: 0.1 kg Length: 30 cm Width: 3 cm Height: 3cm	20	
200	RULER, T-Square Acrylic, Transparent 24"	20	
201	SCISSORS, 215mm (8.5")	82	
202	SCISSORS, heavy duty scissor 9"	38	
203	SHEAR, 10 inch Heavy Duty Scissors for Leather Sewing shears for Tailoring Industrial	4	
204	SIGN PEN, Fine Line pen 0.8 , Black, water and fade proof, pigment ink (Uni pin)	45	
205	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color black	35	
206	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color blue	41	

207	SIGN PEN, Quick-dry, gel pen, 0.7mm, blue, 12pcs per box	134	
208	SIGN PEN, Quick-Drying gel pen 0.5mm, Orange, 12pcs/box	25	
209	SIGN PEN, Quick-drying gel pen, 0.5mm, black, 12 pcs/box	5	
210	SIGN PEN, Quick-drying gel pen, 0.5mm, blue, 12 pcs/box	5	
211	SIGN PEN, Quick-drying gel pen, 0.5mm, green	66	
212	SIGN PEN, Quick-drying gel pen, 0.5mm, purple, 12 pcs/box	18	
213	SIGN PEN, Quick-Drying, gel pen, 0.7mm, black, 12pcs per box	95	
214	SIGN PEN, Quick-Drying, gel pen, 0.7mm, red, 12pcs per box	32	
215	SPONGE, Heavy Duty Scrub Sponge Regular, 150mm x 95mm x 30mm (pack of 3)	10	
216	STAMP, Personalized self inking- stamp, 3 lines up to 30 characters per line, Black ink See attached design	19	
217	STAMP, Personalized self-inking stamp, 1 line up to 11 characters (for library ownership) (delete items 216 & 217)	7	
218	STAPLE WIRE, For gun tacker; 10-12 mm round staples; 1000 pcs	17	
219	STAPLE WIRE, Heavy Duty Staple Wire, Leg Length: 10mm, Staples up to 50-70 sheets. Size: 23/10 Leg Length: 10mm 3/8 Inches 1000pcs/box For Heavy Duty Stapler	16	
220	STAPLER, Half Strip Stapler Staple Size: 24/6 Stapling Margin: 50 mm Stapling Capacity: up to 30 sheets	29	
221	STAPLER, Stapler Heavy Metal Adjustable Binding 240/140 Material: Metal Bookbinding Stapling Capacity: 120 Sheet Fit Staples(Pins) Size: 100sheets 23/6, 23/8, 23/10, 23/13	3	
222	STICKER, Frosted Opaque Glass Window Film for Privacy, Glass Sticker, Self-Adhesive, Waterproof, 45cmx500cm	10	
223	STICKER, Paper sticker A4 Matte, glossy, Water proof	100	
224	STORAGE BOX, 25pcs Acrylic Drawer Organizer Desk Bins Container Storage Box Cutout Handle NO LID (8 pcs 3"x3"x2"; 8 pcs 3"x6"x2"; 3 pcs 6"x9"x2"; 6pcs 3"x9"x2")	3	
225	TAPE, Double sided adhesive 1"x10m	12	
226	TAPE, Double sided, foam type 5 meters (1 inch)	45	
227	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 15 mm	10	

	(approx. 101-130 sheets of paper)		
228	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 6 mm (36-50 sheets of paper	20	
229	TAPE, masking, 18mm (3/4) x 20 yards per roll	20	
230	TAPE, Masking, 48mm 50m/roll	8	
231	TAPE, Packaging, Clear, 48 mm width, 200 meters long	10	
232	TAPE, Transparent, 24mm, 50m	12	
233	THUMB TACKS, 100 pcs/box	67	
234	TISSUE, 2 ply, 12 rolls/pack	20	
235	TONER CARTRIDGE, for Apeos 2150/2350 CT203553 Toner Cartridge, genuine	3	
236	TONER CARTRIDGE, for Fuji Xerox DocuCentre S2110	6	
237	TONER, CPI10, Gestetner, Genuine	2	
238	TONER, DX2430, Gestetner, Genuine	2	
239	TONER, for Gestetner MP 2014D	31	
240	TONER, Gestetner M2701 Toner, Genuine	13	
241	TONER, MP 2014H,genuine	1	
242	TRASHBAG, 37" x 40", XL, 10 pcs/roll or pack, Black	40	
243	WHITEBOARD, 3ftX5ft,with aluminum frame, wall mounted, magnetic	4	
	Grand Total		

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: _____.” 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	ACRYLIC NAMEPLATE, blank clear desk stand acrylic name plate holder 12"w x 3" h, triangle	100		30 Calendar days
2	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip Color: Black, can fit A4 and Short Paper	4		
3	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip, Color: Black, Can fit Long paper	12		
4	BALLPEN, .35 mm gel pen, black, refillable, retractable, 12 pcs/box	86		
5	BALLPEN, 0.7 mm ballpoint, black, high quality ink, 12 pcs/box	70		
6	BALLPEN, 0.8 mm, ballpoint, black, high quality ink, 12 pcs/box	32		
7	BALLPEN, Black, 0.5, gel pen, retractable with comfortable rubber grip, visible ink level, 12pcs/box	77		
8	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	145		
9	BALLPEN, black,0.5 gel pen, retractable with comfortable rubber grip, visible ink level,12pcs/box	8		
10	BALLPEN, Blue, 0.5, gel pen retractable with comfortable rubber grip, visible ink level, 12pcs/box	46		
11	BALLPEN, Blue, Ballpoint 0.5, 12 pcs./box	65		
12	BALLPEN, Green, Ballpoint 0.5, 12 pcs/box	4		
13	BALLPEN, Purple, Ballpoint 0.5, 12 pcs/box	5		
14	BALLPEN, red ballpoint,0.5. 12 pcs/box	10		
15	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	39		
16	BATTERY, dry cell size AAA 2 pieces per pack	10		
17	BATTERY, lithium CR2032 Coin type Battery, 3V, 5pcs per pack	15		

18	BOARD, Clipboard, long, flip cover, any color, flexible plastic	33		
19	BRUSH, 2in1 Floor Brush Hard Bristle Cleaning Brush Long Handle Brush, Size: 105*22CM, Material: stainless steel, Brush: PVC bristle + rubber	2		
20	BRUSH, for toilet bowl brush, long handle, plastic	6		
21	CALCULATOR, Scientific Calculator 2-Line Display Scientific Calculator Plus Bk Display Calculations Calculator with 240 functions, dot matrix display, battery powered, textbook display, accurate and easy to use.	3		
22	CART, 3-Tier Utility Plastic Tray Trolley Shelf Rack Organizer with Locking Wheels and Handle	2		
23	CARTOLINA, assorted colors, 25 sheets	28		
24	CERTIFICATE HOLDER, 8 x 11", green	56		
25	CERTIFICATE HOLDER, 8.5"x11", with glass and with plastic/wooden frame	15		
26	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper)	230		
27	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper), Color Green	84		
28	CERTIFICATE HOLDER, material type: plastic product dimension: 216mm x 279mm (8.50 x 11 inches) color: red	120		
29	CERTIFICATE HOLDER, Size: 8 1/2 X 13 inches (red) Material is made of Cardboard and plastic; 2 hangers at the back for portrait and landscape orientation	30		
30	CERTIFICATE HOLDER, with glass cover and with plastic/wooden frame 8.5" x 13" color: Dark Brown	80		
31	CLEANING BLADE, Gestetner MP 2014AD	1		
32	CLEARBOOK, Long, 20 pcs sheet and refillable, green color	35		
33	CLEARBOOK, Long, white color, 20 pages	30		
34	CLIP, backfold 19mm, 12pcs/box	1		
35	CLIP, Stainless Steel, Bulldog Clips, 75mm	24		

36	CLOCK, 18 Inch Large Digital Display LED Wall Clock, Displays hour, minute and second (approx. 3" height LED), Displays date, month, year, weekday and temperature, Automatic temperature display, (at 9-50C). Power supply: 220V Power: less than or equal to 4.5W.	2		
37	CLOCK, 18 inches Round Wall Clock, Plastic Frame 460mm	2		
38	CLOCK, Glass Wall Clock, Size: 30cm, 1.5V carbon AA battery, black	3		
39	CLOCK, Wall clock, at least 30 cm (11") or 14", round, plastic (battery operated, AA)	20		
40	CORK BOARD, 12x18 inches with aluminum frame and rubber edges	23		
41	CORRECTION TAPE, at least 10 meters	536		
42	COVER, Gauge 6 PVC Sheet Plastic Cover Roll CLEAR / TRANSPARENT 48"x50m/roll	6		
43	COVER, Hot melt/thermal Binder Cover for A4 size at least 15 mm (101-130 sheets of paper) with transparent PVC front cover and white paper back cover	21		
44	COVER, Hot melt/thermal Binder cover for A4 size at least 6mm (36-50 sheets of paper) with transparent PVC front cover and white paper back cover	20		
45	CUTTER, Industrial Snap-off Blade Cutter Knife (18x100mm) with 3pcs Blades Refill 30003	26		
46	DATA FOLDER, 2" spine 2 rings F4 size. Durable LA mechanism. Spine insert Metal reinforced edges. Finger pull hole. Lockable front cover. Color: Black Size: Legal	121		
47	DATER, Self inking 7-Digit Automatic Numbering Machine	8		
48	DATING AND STAMPING MACHINE, Heavy Duty, year up to 2030 format (Month/Day/Year) Pad Size: 3 mm	23		
49	DEODORANT CAKE, 100g/pc, scent: lemon	40		
50	DESK ORGANIZER, 3grids desk organizer/pen holder, stainless steel, Black	2		
51	DETERGENT POWDER, 2.35 kg/pack	20		
52	DISHWASHING, liquid, 1 liter/bottle, lemon scent	22		
53	DISINFECTANT SPRAY, aerosol type, 500g, any available scent	20		

54	DOCUMENT FRAME, 8.5" x13", PVC plastic certificate frame with glass cover, no stand	46		
55	DOCUMENT FRAME, 8.5x11", brown, PVC plastic certificate frame with glass	89		
56	DOCUMENT FRAME, A4, PVC plastic certificate frame with glass cover, no stand	48		
57	DRUM CARTRIDGE, OPC Drum Gestetner, MP2014AD	2		
58	DRY SEAL, NVSU Dry Seal Desk Seal Machine Engraved/Black variation	3		
59	ENVELOPE, Brown, A4	754		
60	ENVELOPE, Brown, Long	2183		
61	ENVELOPE, Plastic Envelope, long, gauge 4 25 pcs per pack	12		
62	ERASER, Magnetic Whiteboard Eraser	7		
63	ERASER, plastic/ rubber, smudge-free, small at least L4 cm x W1.12 cm x H2 cm or with a weight of at least 0.013kg	8		
64	FABRIC CONDITIONER, 1 liter per pack	30		
65	FASTENER, metal; 7 cm; 50 pcs per box	138		
66	FILE ORGANIZER, desk file organizer, 4 layer Metal Mesh File Tray, Black	4		
67	FILE ORGANIZER, File Holder Storage Box A4 Paper Desktop Book Magazine Desk Shelf Home Office Stationery Organizer (5 layers 34*25*26.5cm [horizontal file])	6		
68	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 26 cm, Height 8.5 cm	8		
69	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 31 cm, Height 22 cm Inclusion of Cover Lid	15		
70	FILE ORGANIZER, With 4 Sliding Trays, Metal Mesh File Tray, Black	15		
71	FILING TRAY, Document tray, detachable, white or gray color, heavy duty, plastic(thick), at least 28 cm width x 39 cm length, 5 layers	24		
72	FILING TRAY, Metal Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	30		
73	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	64		

74	FOLDER, Expanding Folder, Size A4" 100pcs/box, Brown Kraft	6		
75	FOLDER, Magnet clip folder, w/ pen holder and side pocket, Size: fits legal	4		
76	FOLDER, Ordinary White Folder [LONG]	486		
77	FOLDER, Ordinary white/brown folder (short)	20		
78	FOLDER, Pressboard Expanding Folder GREEN Short (9.3 x 12.3 inches)	130		
79	FOLDER, Pressboard, long, white 100pcs per box with custom print for Registrar Use	35		
80	GLUE GUN, 40W Heavy Duty for small size glue stick	23		
81	GLUE, Glue Stick, Big	15		
82	GLUE, GLUE STICK, SMALL	329		
83	GLUE, Padding glue, red, 500g	5		
84	GLUE, Rugby, 350ml	11		
85	GLUE, Wood Glue Water Resistant 236ml	2		
86	GUN TACKER, Material : steel top spring configuration, high strength. Stapler gun fit to frame staple(4-14 mm), round staple (10-12 mm) and finish nail(10-14 mm	18		
87	INK CARTRIDGE, Epson Ink Cart, Standard T-973120 Black	1		
88	INK CARTRIDGE, EPSON Maintenance Box WF C878R	1		
89	INK, Refill, 30 ml, for Pilot Whiteboard Marker, Black	192		
90	INK, BROTHER Printer Ink SET, BT5000C, BT5000M, BT500Y, BTD60BK	12		
91	INK, Epson 001 127 ml, Black, Genuine	31		
92	INK, Epson 001, 70 ml, Cyan, Genuine	24		
93	INK, Epson 001, 70 ml, Magenta, Genuine	26		
94	INK, Epson 001, 70 ml, Yellow, Genuine	19		
95	INK, Epson 003 65ml, Black, Genuine	760		
96	INK, Epson 003 65ml, Cyan, Genuine	365		
97	INK, Epson 003 65ml, Magenta, Genuine	398		
98	INK, Epson 003 65ml, Yellow, Genuine	374		
99	INK, Epson 003, CMYK colored ink set,	66		

	Genuine			
100	INK, Epson 664, CMYK colored ink set, Genuine	26		
101	INK, EPSON Black Ink Standard for WF-C878R	1		
102	INK, EPSON Cyan Ink Standard for WF-C878R	1		
103	INK, Epson Ink 008, Black 135ml, GENUINE	26		
104	INK, Epson Ink 008, Cyan 70ml, GENUINE	19		
105	INK, Epson Ink 008, Magenta 70ml, GENUINE	19		
106	INK, Epson Ink 008, Yellow 70ml, GENUINE	17		
107	INK, EPSON Magenta Ink Standard for WF-C878R	1		
108	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Cyan)	4		
109	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Black	4		
110	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Magenta	4		
111	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (yellow)	4		
112	INK, EPSON Yellow Ink Standard for WF-C878R	1		
113	INK, For Brother LC539XL Genuine Ink Cartridge (Black)	1		
114	INK, For Brother LC539XL Genuine Ink Cartridge (Cyan)	1		
115	INK, For Brother LC539XL Genuine Ink Cartridge (magenta)	1		
116	INK, For Brother LC539XL Genuine Ink Cartridge (yellow)	1		
117	INK, for stamp pad, 50 ml any color	3		
118	INK, for stamp pad, 50ml, blue	5		
119	INK, Marker Ink Refill, 30ml, permanent	26		
120	INK, sublimation ink black 70 ml. Epson	3		
121	INK, sublimation ink CYAN , 70 ml, Epson	2		
122	INK, sublimation ink MAGENTA 70 ml. Epson	1		
123	INK, sublimation ink YELLOW 70 ml. Epson	1		

124	KNOB, Door, cylindrical keyed entry Fits Doors 1 3/8 " – 1 3/4 " thick to 2 3/8 " or 2 3/4 " backset With 3 keys,Easy to install,Stainless Steel Finish (SS)	1		
125	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Glossy (20sheets)	43		
126	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Matte (20sheets)	50		
127	LAMINATING FILM, photo top, high quality, glossy, size: A4, 180 microns, 20 sheets/pack	7		
128	LIQUID HAND SOAP, 500ml, lavender scent	10		
129	MAGAZINE FILE BOX, Material: Cardboard Paper Size: 8.5X13 inches Size: 15.5X 9.5 X 4.5 inches Single	63		
130	MARKER, Black Whiteboard marker Refill (12pcs/box)	9		
131	MARKER, Double-tip, permanent, black, 10 pcs/pack	5		
132	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box fine tip	33		
133	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box, Broad	2		
134	MARKER, Whiteboard Marker 12pcs/Box, Black Broad	100		
135	MOP, Rotating Mop and Spin Dry Bucket Set with 1 Microfiber Mop Head, 360degrees Rotating Mop head, Polypropylene Plastic (mop bucket), Stainless steel mop handle	4		
136	MOUSE PAD, black, 300-400mm x 250-350mm	31		
137	NOTE PAD, Removable notes arrow-Please sign here, fluorescent pad 125 sheets, any color	168		
138	NOTE PAD, Stick -on 1"x3" - 3 in 1 COLOR (3 x 100 sheets)	150		
139	NOTE PAD, stick on, 3" x 5", 100 sheets per pad	131		
140	NOTEBOOK, Binding notebook front and back PP hard cover with binder for A4 size, white or light green or light blue or transparent at least 30 holes; matte texture	4		
141	NOTEBOOK, Steno Notebook, 6X9", 60 leaves, Ruled sheets	30		
142	NOTEBOOK, with NVSU mark (see attached design)	21		

143	PAINT BRUSH, 3"	10		
144	PAPER TRIMMER/CUTTING MACHINE, Wood, A4 12 x 10	2		
145	PAPER, A3, 100 gsm	13		
146	PAPER, Board Paper: 8.5" X 11", 180 GSM, Color: White 10 sheets/pack	31		
147	PAPER, Board paper; 12" x 18" ; 180 gsm	2		
148	PAPER, Board Paper; 8.5" x 11"; 180 gsm	1		
149	PAPER, Board, Long, white, 220gsm, 100 sheets per pack	10		
150	PAPER, Certificate Paper Laid specialty, by 10 sheets, cream, A4, 120gsm	97		
151	PAPER, Colored paper (assorted color), A4, 250sheets/pack	6		
152	PAPER, Laid Specialty Paper for certificates, 90gsm, 500pcs/ream, 8.5 x 11 inches, cream	8		
153	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	101		
154	PAPER, Multi-Purpose, A4, gsm 70	30		
155	PAPER, Multi-Purpose, Long, gsm 70	30		
156	PAPER, Specialty paper, light green, 8.5" x 13", long, 90gsm, 500's per ream	9		
157	PAPER, Pattern Paper (Weight:150 Standard) 47" X 100' (Heavy Thickness)	100		
158	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 200gsm, Glossy 20pcs/pack	70		
159	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 20pcs/pack	37		
160	PAPER, Photopaper, Photo, legal size, 200gsm, Glossy 20pcs/pack	16		
161	PAPER, Specialty Board Paper 180gsm White, A4 10sheets/ pack	140		
162	PAPER, Specialty Board Paper, long/legal, White,180 gsm, 100pcs/pack	34		
163	PAPER, Specialty Board Paper, short, White,180 gsm, 100pcs/pack	2		
164	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	14		
165	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	85		
166	PAPER, Specialty paper, 8.5"x13", 160 GSM, CREAM, 10pcs per pack	30		
167	PAPER, Specialty paper, 8.5"x13", 200 GSM, CREAM, 100 pcs per pack	16		

168	PAPER, Specialty paper, 8.5"x13", 200 GSM, WHITE, 100 pcs per pack	63		
169	PAPER, Specialty Paper, A4, white, 200gsm, 100pcs/pack	10		
170	PAPER, Specialty Paper, Size -"Long 8.5x13", Color-"Cream", 200 GSM, 10sheet/packs	32		
171	PAPER, Specialty Paper, Size-"Long 8.5x13", Color-"Cream", 90 GSM, 10sheet/packs	93		
172	PAPER, Specialty Paper, Size-"Short 8.5x11", Color-"Cream", 90 GSM, 10sheet/pack	100		
173	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 160, 10sheets/pack	65		
174	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 180, 10sheets/pack	30		
175	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 200, 10sheets/pack	10		
176	PAPER, Specialty paper, white, 8 x 13 inches, 200 gsm, 100 sheet/pack	23		
177	PAPER, Sticker A4, Glossy, Waterproof, 100 pcs/pack	87		
178	PAPER, Sticker A4, Matte 100 pcs/pack	74		
179	PAPER, Sublimation Paper A4 100 sheets per pack	24		
180	PAPER, vinyl inkjet sticker paper, high quality, glossy, size:A4, used with inkjet printer, 20 sheets/pack	22		
181	PENCIL SHARPENER, One-Hole with Container, Alloy blade	1		
182	PENCIL, medium#2, with eraser, 12pcs/box	2		
183	PENCIL, Standard Tailoring Pencil, color: orange 12pcs/box	1		
184	PENCIL, Standard Tailoring Pencil, color: red 12pcs/box	1		
185	PENCIL, Standard Tailoring Pencil, color: white 12pcs/box	1		
186	PENCIL, Standard Tailoring Pencil, color: yellow 12pcs/box	1		
187	PHOTO FRAME, Glass front cover Plywood back cover Matting : Off white color 1inch both side (message first for customize size matting) Polystyrene Frame(made of plastic) 8x10 inches with matting (8x10 inches visible area)	24		
188	POST SCREW/ CHICAGO SCREW, Post length: 4",; For holes 1/4" in diameter (Aluminum); Post and Screw Head	49		

	Diameter: 7/16" (Aluminum); Post Diameter: 3/16" (Aluminum) 10pcs/pack			
189	POT, Jumbo Fiber cement terrazzo flower pots ceramics, black color (as per sample) 15" w x 14" h	10		
190	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	9		
191	PVC COVER, Legal, 216 x 330 mm, 200 mic	15		
192	PVC COVER, Transparent, 300 mic, A4,(100pcs per pack)	48		
193	PVC COVER, Transparent, 300 mic, legal (100 pcs/pack)	120		
194	RING BINDER, Double loop wire binder, A4 size and at least 34 holes, 100 pcs/box, at least 60 sheets capacity (7.9 mm), black	13		
195	RING BINDER, Plastic, Ring Binder, 6mm, 30 sheets	118		
196	RING BINDER, Plastic, Ring Binder, 8mm, 50 sheets	70		
197	RULER, Durer Triangular Set Clear 28cm	10		
198	RULER, stainless, steel, 12 inches	24		
199	RULER, triangular Scale Weight: 0.1 kg Length: 30 cm Width: 3 cm Height: 3cm	20		
200	RULER, T-Square Acrylic, Transparent 24"	20		
201	SCISSORS, 215mm (8.5")	82		
202	SCISSORS, heavy duty scissor 9"	38		
203	SHEAR, 10 inch Heavy Duty Scissors for Leather Sewing shears for Tailoring Industrial	4		
204	SIGN PEN, Fine Line pen 0.8 , Black, water and fade proof, pigment ink (Uni pin)	45		
205	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color black	35		
206	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color blue	41		
207	SIGN PEN, Quick-dry, gel pen, 0.7mm, blue, 12pcs per box	134		
208	SIGN PEN, Quick-Drying gel pen 0.5mm, Orange, 12pcs/box	25		
209	SIGN PEN, Quick-drying gel pen, 0.5mm, black, 12 pcs/box	5		
210	SIGN PEN, Quick-drying gel pen, 0.5mm, blue, 12 pcs/box	5		
211	SIGN PEN, Quick-drying gel pen, 0.5mm, green	66		

212	SIGN PEN, Quick-drying gel pen, 0.5mm, purple, 12 pcs/box	18		
213	SIGN PEN, Quick-Drying, gel pen, 0.7mm, black, 12pcs per box	95		
214	SIGN PEN, Quick-Drying, gel pen, 0.7mm, red, 12pcs per box	32		
215	SPONGE, Heavy Duty Scrub Sponge Regular, 150mm x 95mm x 30mm (pack of 3)	10		
216	STAMP, Personalized self inking- stamp, 3 lines up to 30 characters per line, Black ink See attached design	19		
217	STAMP, Personalized self-inking stamp, 1 line up to 11 characters (for library ownership) (delete items 216 & 217)	7		
218	STAPLE WIRE, For gun tacker; 10-12 mm round staples; 1000 pcs	17		
219	STAPLE WIRE, Heavy Duty Staple Wire, Leg Length: 10mm, Staples up to 50-70 sheets. Size: 23/10 Leg Length: 10mm 3/8 Inches 1000pcs/box For Heavy Duty Stapler	16		
220	STAPLER, Half Strip Stapler Staple Size: 24/6 Stapling Margin: 50 mm Stapling Capacity: up to 30 sheets	29		
221	STAPLER, Stapler Heavy Metal Adjustable Binding 240/140 Material: Metal Bookbinding Stapling Capacity: 120 Sheet Fit Staples(Pins) Size: 100sheets 23/6, 23/8, 23/10, 23/13	3		
222	STICKER, Frosted Opaque Glass Window Film for Privacy, Glass Sticker, Self-Adhesive, Waterproof, 45cmx500cm	10		
223	STICKER, Paper sticker A4 Matte, glossy, Water proof	100		
224	STORAGE BOX, 25pcs Acrylic Drawer Organizer Desk Bins Container Storage Box Cutout Handle NO LID (8 pcs 3"x3"x2"; 8 pcs 3"x6"x2"; 3 pcs 6"x9"x2"; 6pcs 3"x9"x2")	3		
225	TAPE, Double sided adhesive 1"x10m	12		
226	TAPE, Double sided, foam type 5 meters (1 inch)	45		
227	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 15 mm (approx. 101-130 sheets of paper)	10		
228	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 6 mm (36-50 sheets of paper)	20		
229	TAPE, masking, 18mm (3/4) x 20 yards per	20		

	roll			
230	TAPE, Masking, 48mm 50m/roll	8		
231	TAPE, Packaging, Clear, 48 mm width, 200 meters long	10		
232	TAPE, Transparent, 24mm, 50m	12		
233	THUMB TACKS, 100 pcs/box	67		
234	TISSUE, 2 ply, 12 rolls/pack	20		
235	TONER CARTRIDGE, for Apeos 2150/2350 CT203553 Toner Cartridge, genuine	3		
236	TONER CARTRIDGE, for Fuji Xerox DocuCentre S2110	6		
237	TONER, CPI10, Gestetner, Genuine	2		
238	TONER, DX2430, Gestetner, Genuine	2		
239	TONER, for Gestetner MP 2014D	31		
240	TONER, Gestetner M2701 Toner, Genuine	13		
241	TONER, MP 2014H,genuine	1		
242	TRASHBAG, 37" x 40", XL, 10 pcs/roll or pack, Black	40		
243	WHITEBOARD, 3ftX5ft,with aluminum frame, wall mounted, magnetic	4		
	Grand Total			

[Use this form for Framework Agreement:]

Awarded By Lot

Project 2025-08G: Supply and Delivery of Various Office Supplies and Consumables for the University

No.	Particulars	Qty	Unit	Unit Cost Bid	Total Bid
1	ACRYLIC NAMEPLATE, blank clear desk stand acrylic name plate holder 12"w x 3" h, triangle	100	Piece		
2	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip Color: Black, can fit A4 and Short Paper	4	Piece		
3	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip, Color: Black, Can fit Long paper	12	Piece		
4	BALLPEN, .35 mm gel pen, black, refillable, retractable, 12 pcs/box	86	Box		
5	BALLPEN, 0.7 mm ballpoint, black, high quality ink, 12 pcs/box	70	Box		
6	BALLPEN, 0.8 mm, ballpoint, black, high quality ink, 12 pcs/box	32	Box		
7	BALLPEN, Black, 0.5, gel pen, retractable with comfortable rubber grip, visible ink level, 12pcs/box	77	Box		
8	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	145	Box		
9	BALLPEN, black,0.5 gel pen, retractable with comfortable rubber grip, visible ink level,12pcs/box	8	Box		
10	BALLPEN, Blue, 0.5, gel pen retractable with comfortable rubber grip, visible ink level, 12pcs/box	46	Box		
11	BALLPEN, Blue, Ballpoint 0.5, 12 pcs./box	65	Box		
12	BALLPEN, Green, Ballpoint 0.5, 12 pcs/box	4	Box		
13	BALLPEN, Purple, Ballpoint 0.5, 12 pcs/box	5	Box		
14	BALLPEN, red ballpoint,0.5. 12 pcs/box	10	Box		
15	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	39	Box		
16	BATTERY, dry cell size AAA 2 pieces per pack	10	Pack		
17	BATTERY, lithium CR2032 Coin type Battery, 3V, 5pcs per pack	15	Pack		
18	BOARD, Clipboard, long, flip cover, any color, flexible plastic	33	Piece		
19	BRUSH, 2in1 Floor Brush Hard Bristle Cleaning Brush Long Handle Brush, Size: 105*22CM, Material: stainless steel, Brush: PVC bristle + rubber	2	Piece		
20	BRUSH, for toilet bowl brush, long handle, plastic	6	Piece		
21	CALCULATOR, Scientific Calculator 2-Line Display Scientific Calculator Plus Bk Display Calculations Calculator with 240 functions, dot matrix display,	3	Unit		

	battery powered, textbook display, accurate and easy to use.				
22	CART, 3-Tier Utility Plastic Tray Trolley Shelf Rack Organizer with Locking Wheels and Handle	2	Unit		
23	CARTOLINA, assorted colors, 25 sheets	28	Pack		
24	CERTIFICATE HOLDER, 8 x 11", green	56	Piece		
25	CERTIFICATE HOLDER, 8.5"x11", with glass and with plastic/wooden frame	15	Unit		
26	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper)	230	Piece		
27	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper), Color Green	84	Piece		
28	CERTIFICATE HOLDER, material type: plastic product dimension: 216mm x 279mm (8.50 x 11 inches) color: red	120	Piece		
29	CERTIFICATE HOLDER, Size: 8 1/2 X 13 inches (red) Material is made of Cardboard and plastic; 2 hangers at the back for portrait and landscape orientation	30	Piece		
30	CERTIFICATE HOLDER, with glass cover and with plastic/wooden frame 8.5" x 13" color: Dark Brown	80	Piece		
31	CLEANING BLADE, Gestetner MP 2014AD	1	Piece		
32	CLEARBOOK, Long, 20 pcs sheet and refillable, green color	35	Piece		
33	CLEARBOOK, Long, white color, 20 pages	30	Piece		
34	CLIP, backfold 19mm, 12pcs/box	1	Box		
35	CLIP, Stainless Steel, Bulldog Clips,75mm	24	Piece		
36	CLOCK, 18 Inch Large Digital Display LED Wall Clock, Displays hour, minute and second (approx. 3" height LED), Displays date, month, year, weekday and temperature, Automatic temperature display, (at 9-50C). Power supply: 220V Power: less than or equal to 4.5W.	2	Unit		
37	CLOCK, 18 inches Round Wall Clock, Plastic Frame 460mm	2	Piece		
38	CLOCK, Glass Wall Clock, Size: 30cm, 1.5V carbon AA battery, black	3	Piece		
39	CLOCK, Wall clock, at least 30 cm (11") or 14", round, plastic (battery operated, AA)	20	Unit		
40	CORK BOARD, 12x18 inches with aluminum frame and rubber edges	23	Piece		
41	CORRECTION TAPE, at least 10 meters	536	Piece		
42	COVER, Gauge 6 PVC Sheet Plastic Cover Roll CLEAR / TRANSPARENT 48"x50m/roll	6	Roll		
43	COVER, Hot melt/thermal Binder Cover for A4 size at least 15 mm (101-130 sheets of paper) with transparent PVC front cover and white	21	Piece		

	paper back cover				
44	COVER, Hot melt/thermal Binder cover for A4 size at least 6mm (36-50 sheets of paper) with transparent PVC front cover and white paper back cover	20	Piece		
45	CUTTER, Industrial Snap-off Blade Cutter Knife (18x100mm) with 3pcs Blades Refill 30003	26	Piece		
46	DATA FOLDER, 2" spine 2 rings F4 size. Durable LA mechanism. Spine insert Metal reinforced edges. Finger pull hole. Lockable front cover. Color: Black Size: Legal	121	Piece		
47	DATER, Self inking 7-Digit Automatic Numbering Machine	8	Unit		
48	DATING AND STAMPING MACHINE, Heavy Duty, year up to 2030 format (Month/Day/Year) Pad Size: 3 mm	23	Piece		
49	DEODORANT CAKE, 100g/pc, scent: lemon	40	Piece		
50	DESK ORGANIZER, 3grids desk organizer/pen holder, stainless steel, Black	2	Piece		
51	DETERGENT POWDER, 2.35 kg/pack	20	Pack		
52	DISHWASHING, liquid, 1 liter/bottle, lemon scent	22	Bottle		
53	DISINFECTANT SPRAY, aerosol type, 500g, any available scent	20	Bottle		
54	DOCUMENT FRAME, 8.5" x13", PVC plastic certificate frame with glass cover, no stand	46	Piece		
55	DOCUMENT FRAME, 8.5x11", brown, PVC plastic certificate frame with glass	89	Piece		
56	DOCUMENT FRAME, A4, PVC plastic certificate frame with glass cover, no stand	48	Piece		
57	DRUM CARTRIDGE, OPC Drum Gestetner, MP2014AD	2	Piece		
58	DRY SEAL, NVSU Dry Seal Desk Seal Machine Engraved/Black variation	3	Piece		
59	ENVELOPE, Brown, A4	754	Piece		
60	ENVELOPE, Brown, Long	2183	Piece		
61	ENVELOPE, Plastic Envelope, long, gauge 4 25 pcs per pack	12	Pack		
62	ERASER, Magnetic Whiteboard Eraser	7	Piece		
63	ERASER, plastic/ rubber, smudge-free, small at least L4 cm x W1.12 cm x H2 cm or with a weight of at least 0.013kg	8	Piece		
64	FABRIC CONDITIONER, 1 liter per pack	30	Pack		
65	FASTENER, metal; 7 cm; 50 pcs per box	138	Box		
66	FILE ORGANIZER, desk file organizer, 4 layer Metal Mesh File Tray, Black	4	Piece		
67	FILE ORGANIZER, File Holder Storage Box A4 Paper Desktop Book Magazine Desk Shelf Home Office Stationery Organizer (5 layers 34*25*26.5cm [horizontal file])	6	Unit		

68	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 26 cm, Height 8.5 cm	8	Piece		
69	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 31 cm, Height 22 cm Inclusion of Cover Lid	15	Piece		
70	FILE ORGANIZER, With 4 Sliding Trays, Metal Mesh File Tray, Black	15	Unit		
71	FILING TRAY, Document tray, detachable, white or gray color, heavy duty, plastic(thick), at least 28 cm width x 39 cm length, 5 layers	24	Piece		
72	FILING TRAY, Metal Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	30	Piece		
73	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	64	Piece		
74	FOLDER, Expanding Folder, Size A4" 100pcs/box, Brown Kraft	6	Box		
75	FOLDER, Magnet clip folder, w/ pen holder and side pocket, Size: fits legal	4	Piece		
76	FOLDER, Ordinary White Folder [LONG]	486	Piece		
77	FOLDER, Ordinary white/brown folder (short)	20	Piece		
78	FOLDER, Pressboard Expanding Folder GREEN Short (9.3 x 12.3 inches)	130	Piece		
79	FOLDER, Pressboard, long, white 100pcs per box with custom print for Registrar Use	35	Box		
80	GLUE GUN, 40W Heavy Duty for small size glue stick	23	Piece		
81	GLUE, Glue Stick, Big	15	Piece		
82	GLUE, GLUE STICK, SMALL	329	Piece		
83	GLUE, Padding glue, red, 500g	5	Bottle		
84	GLUE, Rugby, 350ml	11	Bottle		
85	GLUE, Wood Glue Water Resistant 236ml	2	Bottle		
86	GUN TACKER, Material : steel top spring configuration, high strength. Stapler gun fit to frame staple(4-14 mm), round staple (10-12 mm) and finish nail(10-14 mm)	18	Unit		
87	INK CARTRIDGE, Epson Ink Cart, Standard T-973120 Black	1	Cart		
88	INK CARTRIDGE, EPSON Maintenance Box WF C878R	1	Unit		
89	INK, Refill, 30 ml, for Pilot Whiteboard Marker, Black	192	Bottle		
90	INK, BROTHER Printer Ink SET, BT5000C, BT5000M, BT500Y, BT500BK	12	Set		
91	INK, Epson 001 127 ml, Black, Genuine	31	Bottle		
92	INK, Epson 001, 70 ml, Cyan, Genuine	24	Bottle		
93	INK, Epson 001, 70 ml, Magenta, Genuine	26	Bottle		
94	INK, Epson 001, 70 ml, Yellow, Genuine	19	Bottle		
95	INK, Epson 003 65ml, Black, Genuine	760	Bottle		

96	INK, Epson 003 65ml, Cyan, Genuine	365	Bottle		
97	INK, Epson 003 65ml, Magenta, Genuine	398	Bottle		
98	INK, Epson 003 65ml, Yellow, Genuine	374	Bottle		
99	INK, Epson 003, CMYK colored ink set, Genuine	66	Set		
100	INK, Epson 664, CMYK colored ink set, Genuine	26	Set		
101	INK, EPSON Black Ink Standard for WF-C878R	1	Unit		
102	INK, EPSON Cyan Ink Standard for WF-C878R	1	Unit		
103	INK, Epson Ink 008, Black 135ml, GENUINE	26	Bottle		
104	INK, Epson Ink 008, Cyan 70ml, GENUINE	19	Bottle		
105	INK, Epson Ink 008, Magenta 70ml, GENUINE	19	Bottle		
106	INK, Epson Ink 008, Yellow 70ml, GENUINE	17	Bottle		
107	INK, EPSON Magenta Ink Standard for WF-C878R	1	Unit		
108	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Cyan)	4	Piece		
109	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Black	4	Piece		
110	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Magenta	4	Piece		
111	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (yellow)	4	Piece		
112	INK, EPSON Yellow Ink Standard for WF-C878R	1	Unit		
113	INK, For Brother LC539XL Genuine Ink Cartridge (Black)	1	Piece		
114	INK, For Brother LC539XL Genuine Ink Cartridge (Cyan)	1	Piece		
115	INK, For Brother LC539XL Genuine Ink Cartridge (magenta)	1	Piece		
116	INK, For Brother LC539XL Genuine Ink Cartridge (yellow)	1	Piece		
117	INK, for stamp pad, 50 ml any color	3	Bottle		
118	INK, for stamp pad, 50ml, blue	5	Bottle		
119	INK, Marker Ink Refill, 30ml, permanent	26	Bottle		
120	INK, sublimation ink black 70 ml. Epson	3	Bottle		
121	INK, sublimation ink CYAN , 70 ml, Epson	2	Bottle		
122	INK, sublimation ink MAGENTA 70 ml. Epson	1	Bottle		
123	INK, sublimation ink YELLOW 70 ml. Epson	1	Bottle		
124	KNOB, Door, cylindrical keyed entry Fits Doors 1 3/8 " – 1 3/4 " thick to 2 3/8 " or 2 3/4 " backset With 3 keys,Easy to install,Stainless Steel Finish (SS)	1	Set		
125	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Glossy (20sheets)	43	Pack		
126	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Matte (20sheets)	50	Pax		
127	LAMINATING FILM, photo top, high quality, glossy, size: A4, 180 microns, 20 sheets/pack	7	Pack		
128	LIQUID HAND SOAP, 500ml, lavender scent	10	Bottle		

129	MAGAZINE FILE BOX, Material: Cardboard Paper Size: 8.5X13 inches Size: 15.5X 9.5 X 4.5 inches Single	63	Piece		
130	MARKER, Black Whiteboard marker Refill (12pcs/box)	9	Box		
131	MARKER, Double-tip, permanent, black, 10 pcs/pack	5	Box		
132	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box fine tip	33	Box		
133	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box, Broad	2	Box		
134	MARKER, Whiteboard Marker 12pcs/Box, Black Broad	100	Box		
135	MOP, Rotating Mop and Spin Dry Bucket Set with 1 Microfiber Mop Head, 360degrees Rotating Mop head, Polypropylene Plastic (mop bucket), Stainless steel mop handle	4	Set		
136	MOUSE PAD, black, 300-400mm x 250-350mm	31	Piece		
137	NOTE PAD, Removable notes arrow-Please sign here, fluorescent pad 125 sheets, any color	168	Pack		
138	NOTE PAD, Stick -on 1"x3" - 3 in 1 COLOR (3 x 100 sheets)	150	Pad		
139	NOTE PAD, stick on, 3" x 5", 100 sheets per pad	131	Pad		
140	NOTEBOOK, Binding notebook front and back PP hard cover with binder for A4 size, white or light green or light blue or transparent at least 30 holes; matte texture	4	Set		
141	NOTEBOOK, Steno Notebook, 6X9", 60 leaves, Ruled sheets	30	Piece		
142	NOTEBOOK, with NVSU mark (see attached design)	21	Book		
143	PAINT BRUSH, 3"	10	Piece		
144	PAPER TRIMMER/CUTTING MACHINE, Wood, A4 12 x 10	2	Unit		
145	PAPER, A3, 100 gsm	13	Ream		
146	PAPER, Board Paper: 8.5" X 11", 180 GSM, Color: White 10 sheets/pack	31	Pack		
147	PAPER, Board paper; 12" x 18" ; 180 gsm	2	Ream		
148	PAPER, Board Paper; 8.5" x 11"; 180 gsm	1	Ream		
149	PAPER, Board, Long, white, 220gsm, 100 sheets per pack	10	Pack		
150	PAPER, Certificate Paper Laid specialty, by 10 sheets, cream, A4, 120gsm	97	Piece		
151	PAPER, Colored paper (assorted color), A4, 250sheets/pack	6	Pack		
152	PAPER, Laid Specialty Paper for certificates, 90gsm, 500pcs/ream, 8.5 x 11 inches, cream	8	Ream		
153	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	101	Pack		

154	PAPER, Multi-Purpose, A4, gsm 70	30	Ream		
155	PAPER, Multi-Purpose, Long, gsm 70	30	Ream		
156	PAPER, Specialty paper, light green, 8.5" x 13", long, 90gsm, 500's per ream	9	Ream		
157	PAPER, Pattern Paper (Weight:150 Standard) 47" X 100' (Heavy Thickness)	100	Piece		
158	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 200gsm, Glossy 20pcs/pack	70	Pack		
159	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 20pcs/pack	37	Pack		
160	PAPER, Photopaper, Photo, legal size, 200gsm, Glossy 20pcs/pack	16	Pack		
161	PAPER, Specialty Board Paper 180gsm White, A4 10sheets/ pack	140	Pack		
162	PAPER, Specialty Board Paper, long/legal, White,180 gsm, 100pcs/pack	34	Pack		
163	PAPER, Specialty Board Paper, short, White,180 gsm, 100pcs/pack	2	Pack		
164	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	14	Pack		
165	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	85	Pack		
166	PAPER, Specialty paper, 8.5"x13", 160 GSM, CREAM, 10pcs per pack	30	Pack		
167	PAPER, Specialty paper, 8.5"x13", 200 GSM, CREAM, 100 pcs per pack	16	Pack		
168	PAPER, Specialty paper, 8.5"x13", 200 GSM, WHITE, 100 pcs per pack	63	Pack		
169	PAPER, Specialty Paper, A4, white, 200gsm, 100pcs/pack	10	Pack		
170	PAPER, Specialty Paper, Size -"Long 8.5x13", Color-"Cream", 200 GSM, 10sheet/packs	32	Pack		
171	PAPER, Specialty Paper, Size-"Long 8.5x13", Color-"Cream", 90 GSM, 10sheet/packs	93	Pack		
172	PAPER, Specialty Paper, Size-"Short 8.5x11", Color-"Cream", 90 GSM, 10sheet/pack	100	Pack		
173	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 160, 10sheets/pack	65	Pack		
174	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 180, 10sheets/pack	30	Pack		
175	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 200, 10sheets/pack	10	Pack		
176	PAPER, Specialty paper, white, 8 x 13 inches, 200 gsm, 100 sheet/pack	23	Pack		
177	PAPER, Sticker A4, Glossy, Waterproof, 100 pcs/pack	87	Pack		
178	PAPER, Sticker A4, Matte 100 pcs/pack	74	Pack		
179	PAPER, Sublimation Paper A4 100 sheets per pack	24	Pack		

180	PAPER, vinyl inkjet sticker paper, high quality, glossy, size:A4, used with inkjet printer, 20 sheets/pack	22	Pack		
181	PENCIL SHARPENER, One-Hole with Container, Alloy blade	1	Piece		
182	PENCIL, medium#2, with eraser, 12pcs/box	2	Box		
183	PENCIL, Standard Tailoring Pencil, color: orange 12pcs/box	1	Box		
184	PENCIL, Standard Tailoring Pencil, color: red 12pcs/box	1	Box		
185	PENCIL, Standard Tailoring Pencil, color: white 12pcs/box	1	Box		
186	PENCIL, Standard Tailoring Pencil, color: yellow 12pcs/box	1	Box		
187	PHOTO FRAME, Glass front cover Plywood back cover Matting : Off white color 1inch both side (message first for customize size matting) Polystyrene Frame(made of plastic) 8x10 inches with matting (8x10 inches visible area)	24	Piece		
188	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	49	Pack		
189	POT, Jumbo Fiber cement terrazzo flower pots ceramics, black color (as per sample) 15" w x 14" h	10	Piece		
190	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	9	Pack		
191	PVC COVER, Legal, 216 x 330 mm, 200 mic	15	Box		
192	PVC COVER, Transparent, 300 mic, A4,(100pcs per pack)	48	Pack		
193	PVC COVER, Transparent, 300 mic, legal (100 pcs/pack)	120	Pack		
194	RING BINDER, Double loop wire binder, A4 size and at least 34 holes, 100 pcs/box, at least 60 sheets capacity (7.9 mm), black	13	Box		
195	RING BINDER, Plastic, Ring Binder, 6mm, 30 sheets	118	Dozen		
196	RING BINDER, Plastic, Ring Binder, 8mm, 50 sheets	70	Dozen		
197	RULER, Durer Triangular Set Clear 28cm	10	Set		
198	RULER, stainless, steel, 12 inches	24	Piece		
199	RULER, triangular Scale Weight: 0.1 kg Length: 30 cm Width: 3 cm Height: 3cm	20	Piece		
200	RULER, T-Square Acrylic, Transparent 24"	20	Piece		
201	SCISSORS, 215mm (8.5")	82	Piece		
202	SCISSORS, heavy duty scissor 9"	38	Piece		
203	SHEAR, 10 inch Heavy Duty Scissors for Leather Sewing shears for Tailoring Industrial	4	Piece		
204	SIGN PEN, Fine Line pen 0.8 , Black, water and fade proof, pigment ink (Uni pin)	45	Piece		

205	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color black	35	Box		
206	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color blue	41	Box		
207	SIGN PEN, Quick-dry, gel pen, 0.7mm, blue, 12pcs per box	134	Box		
208	SIGN PEN, Quick-Drying gel pen 0.5mm, Orange, 12pcs/box	25	Box		
209	SIGN PEN, Quick-drying gel pen, 0.5mm, black, 12 pcs/box	5	Box		
210	SIGN PEN, Quick-drying gel pen, 0.5mm, blue, 12 pcs/box	5	Box		
211	SIGN PEN, Quick-drying gel pen, 0.5mm, green	66	Piece		
212	SIGN PEN, Quick-drying gel pen, 0.5mm, purple, 12 pcs/box	18	Box		
213	SIGN PEN, Quick-Drying, gel pen, 0.7mm, black, 12pcs per box	95	Box		
214	SIGN PEN, Quick-Drying, gel pen, 0.7mm, red, 12pcs per box	32	Box		
215	SPONGE, Heavy Duty Scrub Sponge Regular, 150mm x 95mm x 30mm (pack of 3)	10	Pack		
216	STAMP, Personalized self inking- stamp, 3 lines up to 30 characters per line, Black ink See attached design	19	Piece		
217	STAMP, Personalized self-inking stamp, 1 line up to 11 characters (for library ownership) (delete items 216 & 217)	7	Piece		
218	STAPLE WIRE, For gun tacker; 10-12 mm round staples; 1000 pcs	17	Box		
219	STAPLE WIRE, Heavy Duty Staple Wire, Leg Length: 10mm, Staples up to 50-70 sheets. Size: 23/10 Leg Length: 10mm 3/8 Inches 1000pcs/box For Heavy Duty Stapler	16	Box		
220	STAPLER, Half Strip Stapler Staple Size: 24/6 Stapling Margin: 50 mm Stapling Capacity: up to 30 sheets	29	Piece		
221	STAPLER, Stapler Heavy Metal Adjustable Binding 240/140 Material: Metal Bookbinding Stapling Capacity: 120 Sheet Fit Staples(Pins) Size: 100sheets 23/6, 23/8, 23/10, 23/13	3	Unit		
222	STICKER, Frosted Opaque Glass Window Film for Privacy, Glass Sticker, Self-Adhesive, Waterproof, 45cmx500cm	10	Roll		
223	STICKER, Paper sticker A4 Matte, glossy, Water proof	100	Piece		
224	STORAGE BOX, 25pcs Acrylic Drawer Organizer Desk Bins Container Storage Box Cutout Handle NO LID (8 pcs 3"x3"x2"; 8 pcs 3"x6"x2"; 3 pcs 6"x9"x2"; 6pcs 3"x9"x2")	3	Set		
225	TAPE, Double sided adhesive 1"x10m	12	Roll		

226	TAPE, Double sided, foam type 5 meters (1 inch)	45	Piece		
227	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 15 mm (approx. 101-130 sheets of paper)	10	Piece		
228	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 6 mm (36-50 sheets of paper)	20	Piece		
229	TAPE, masking, 18mm (3/4) x 20 yards per roll	20	Roll		
230	TAPE, Masking, 48mm 50m/roll	8	Roll		
231	TAPE, Packaging, Clear, 48 mm width, 200 meters long	10	Roll		
232	TAPE, Transparent, 24mm, 50m	12	Piece		
233	THUMB TACKS, 100 pcs/box	67	Box		
234	TISSUE, 2 ply, 12 rolls/pack	20	Pack		
235	TONER CARTRIDGE, for Apeos 2150/2350 CT203553 Toner Cartridge, genuine	3	Cart		
236	TONER CARTRIDGE, for Fuji Xerox DocuCentre S2110	6	Cart		
237	TONER, CPI10, Gestetner, Genuine	2	Tube		
238	TONER, DX2430, Gestetner, Genuine	2	Tube		
239	TONER, for Gestetner MP 2014D	31	Bottle		
240	TONER, Gestetner M2701 Toner, Genuine	13	Tube		
241	TONER, MP 2014H,genuine	1	Piece		
242	TRASHBAG, 37" x 40", XL, 10 pcs/roll or pack, Black	40	Pack		
243	WHITEBOARD, 3ftX5ft,with aluminum frame, wall mounted, magnetic	4	Piece		
	Grand Total				

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.

FRAMEWORK AGREEMENT LIST (AGENCY)			
<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>
TOTAL (Approved Budget for the Contract)			
<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>		
SIGNATURE OVER PRINTED NAME	POSITION	DEPARTMENT/DIVISION	

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	ACRYLIC NAMEPLATE, blank clear desk stand acrylic name plate holder 12"w x 3" h, triangle	
2	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip Color: Black, can fit A4 and Short Paper	
3	ARCHFILE, 2-Ring Binder File Organizer 3 inches Side Clip, Color: Black, Can fit Long paper	
4	BALLPEN, .35 mm gel pen, black, refillable, retractable, 12 pcs/box	
5	BALLPEN, 0.7 mm ballpoint, black, high quality ink, 12 pcs/box	
6	BALLPEN, 0.8 mm, ballpoint, black, high quality ink, 12 pcs/box	

7	BALLPEN, Black, 0.5, gel pen, retractable with comfortable rubber grip, visible ink level, 12pcs/box	
8	BALLPEN, Black, Ballpoint 0.5, 12 pcs/box	
9	BALLPEN, black,0.5 gel pen, retractable with comfortable rubber grip, visible ink level,12pcs/box	
10	BALLPEN, Blue, 0.5, gel pen retractable with comfortable rubber grip, visible ink level, 12pcs/box	
11	BALLPEN, Blue, Ballpoint 0.5, 12 pcs./box	
12	BALLPEN, Green, Ballpoint 0.5, 12 pcs/box	
13	BALLPEN, Purple, Ballpoint 0.5, 12 pcs/box	
14	BALLPEN, red ballpoint,0.5. 12 pcs/box	
15	BALLPEN, Red, Ballpoint, 0.5, 12pc/box	
16	BATTERY, dry cell size AAA 2 pieces per pack	
17	BATTERY, lithium CR2032 Coin type Battery, 3V, 5pcs per pack	
18	BOARD, Clipboard, long, flip cover, any color, flexible plastic	
19	BRUSH, 2in1 Floor Brush Hard Bristle Cleaning Brush Long Handle Brush, Size: 105*22CM, Material: stainless steel, Brush: PVC bristle + rubber	
20	BRUSH, for toilet bowl brush, long handle, plastic	
21	CALCULATOR, Scientific Calculator 2-Line Display Scientific Calculator Plus Bk Display Calculations Calculator with 240 functions, dot matrix display, battery powered, textbook display, accurate and easy to use.	
22	CART, 3-Tier Utility Plastic Tray Trolley Shelf Rack Organizer with Locking Wheels and Handle	
23	CARTOLINA, assorted colors, 25 sheets	

24	CERTIFICATE HOLDER, 8 x 11", green	
25	CERTIFICATE HOLDER, 8.5"x11", with glass and with plastic/wooden frame	
26	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper)	
27	CERTIFICATE HOLDER, Certificate holder - Size: 8 1/4 X 11 X 3/4 inches (A4 Bond Paper), Color Green	
28	CERTIFICATE HOLDER, material type: plastic product dimension: 216mm x 279mm (8.50 x 11 inches) color: red	
29	CERTIFICATE HOLDER, Size: 8 1/2 X 13 inches (red) Material is made of Cardboard and plastic; 2 hangers at the back for portrait and landscape orientation	
30	CERTIFICATE HOLDER, with glass cover and with plastic/wooden frame 8.5" x 13" color: Dark Brown	
31	CLEANING BLADE, Gestetner MP 2014AD	
32	CLEARBOOK, Long, 20 pcs sheet and refillable, green color	
33	CLEARBOOK, Long, white color, 20 pages	
34	CLIP, backfold 19mm, 12pcs/box	
35	CLIP, Stainless Steel, Bulldog Clips, 75mm	
36	CLOCK, 18 Inch Large Digital Display LED Wall Clock, Displays hour, minute and second (approx. 3" height LED), Displays date, month, year, weekday and temperature, Automatic temperature display, (at 9-50C). Power supply: 220V Power: less than or equal to 4.5W.	
37	CLOCK, 18 inches Round Wall Clock, Plastic Frame 460mm	
38	CLOCK, Glass Wall Clock, Size: 30cm, 1.5V carbon AA battery, black	
39	CLOCK, Wall clock, at least 30 cm (11") or 14", round, plastic (battery operated, AA)	

40	CORK BOARD, 12x18 inches with aluminum frame and rubber edges	
41	CORRECTION TAPE, at least 10 meters	
42	COVER, Gauge 6 PVC Sheet Plastic Cover Roll CLEAR / TRANSPARENT 48"x50m/roll	
43	COVER, Hot melt/thermal Binder Cover for A4 size at least 15 mm (101-130 sheets of paper) with transparent PVC front cover and white paper back cover	
44	COVER, Hot melt/thermal Binder cover for A4 size at least 6mm (36-50 sheets of paper) with transparent PVC front cover and white paper back cover	
45	CUTTER, Industrial Snap-off Blade Cutter Knife (18x100mm) with 3pcs Blades Refill 30003	
46	DATA FOLDER, 2" spine 2 rings F4 size. Durable LA mechanism. Spine insert Metal reinforced edges. Finger pull hole. Lockable front cover. Color: Black Size: Legal	
47	DATER, Self inking 7-Digit Automatic Numbering Machine	
48	DATING AND STAMPING MACHINE, Heavy Duty, year up to 2030 format (Month/Day/Year) Pad Size: 3 mm	
49	DEODORANT CAKE, 100g/pc, scent: lemon	
50	DESK ORGANIZER, 3grids desk organizer/pen holder, stainless steel, Black	
51	DETERGENT POWDER, 2.35 kg/pack	
52	DISHWASHING, liquid, 1 liter/bottle, lemon scent	
53	DISINFECTANT SPRAY, aerosol type, 500g, any available scent	
54	DOCUMENT FRAME, 8.5" x13", PVC plastic certificate frame with glass cover, no stand	
55	DOCUMENT FRAME, 8.5x11", brown, PVC plastic certificate frame with glass	

56	DOCUMENT FRAME, A4, PVC plastic certificate frame with glass cover, no stand	
57	DRUM CARTRIDGE, OPC Drum Gestetner, MP2014AD	
58	DRY SEAL, NVSU Dry Seal Desk Seal Machine Engraved/Black variation	
59	ENVELOPE, Brown, A4	
60	ENVELOPE, Brown, Long	
61	ENVELOPE, Plastic Envelope, long, gauge 4 25 pcs per pack	
62	ERASER, Magnetic Whiteboard Eraser	
63	ERASER, plastic/ rubber, smudge-free, small at least L4 cm x W1.12 cm x H2 cm or with a weight of at least 0.013kg	
64	FABRIC CONDITIONER, 1 liter per pack	
65	FASTENER, metal; 7 cm; 50 pcs per box	
66	FILE ORGANIZER, desk file organizer, 4 layer Metal Mesh File Tray, Black	
67	FILE ORGANIZER, File Holder Storage Box A4 Paper Desktop Book Magazine Desk Shelf Home Office Stationery Organizer (5 layers 34*25*26.5cm [horizontal file])	
68	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 26 cm, Height 8.5 cm	
69	FILE ORGANIZER, Rattan Eco Tray Brown or Cream Plastic Dimension: Length 35 cm, Width 31 cm, Height 22 cm Inclusion of Cover Lid	
70	FILE ORGANIZER, With 4 Sliding Trays, Metal Mesh File Tray, Black	
71	FILING TRAY, Document tray, detachable, white or gray color, heavy duty, plastic(thick), at least 28 cm width x 39 cm length, 5 layers	
72	FILING TRAY, Metal Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	

73	FILING TRAY, Metal Tray Document Organizer, 3 layer Metal Tray, Heavy Duty, Color Black	
74	FOLDER, Expanding Folder, Size A4" 100pcs/box, Brown Kraft	
75	FOLDER, Magnet clip folder, w/ pen holder and side pocket, Size: fits legal	
76	FOLDER, Ordinary White Folder [LONG]	
77	FOLDER, Ordinary white/brown folder (short)	
78	FOLDER, Pressboard Expanding Folder GREEN Short (9.3 x 12.3 inches)	
79	FOLDER, Pressboard, long, white 100pcs per box with custom print for Registrar Use	
80	GLUE GUN, 40W Heavy Duty for small size glue stick	
81	GLUE, Glue Stick, Big	
82	GLUE, GLUE STICK, SMALL	
83	GLUE, Padding glue, red, 500g	
84	GLUE, Rugby, 350ml	
85	GLUE, Wood Glue Water Resistant 236ml	
86	GUN TACKER, Material : steel top spring configuration, high strength. Stapler gun fit to frame staple(4-14 mm), round staple (10-12 mm) and finish nail(10-14 mm)	
87	INK CARTRIDGE, Epson Ink Cart, Standard T-973120 Black	
88	INK CARTRIDGE, EPSON Maintenance Box WF C878R	
89	INK, Refill, 30 ml, for Pilot Whiteboard Marker, Black	
90	INK, BROTHER Printer Ink SET, BT5000C, BT5000M, BT500Y, BTD60BK	
91	INK, Epson 001 127 ml, Black, Genuine	
92	INK, Epson 001, 70 ml, Cyan, Genuine	

93	INK, Epson 001, 70 ml, Magenta, Genuine	
94	INK, Epson 001, 70 ml, Yellow, Genuine	
95	INK, Epson 003 65ml, Black, Genuine	
96	INK, Epson 003 65ml, Cyan, Genuine	
97	INK, Epson 003 65ml, Magenta, Genuine	
98	INK, Epson 003 65ml, Yellow, Genuine	
99	INK, Epson 003, CMYK colored ink set, Genuine	
100	INK, Epson 664, CMYK colored ink set, Genuine	
101	INK, EPSON Black Ink Standard for WF-C878R	
102	INK, EPSON Cyan Ink Standard for WF-C878R	
103	INK, Epson Ink 008, Black 135ml, GENUINE	
104	INK, Epson Ink 008, Cyan 70ml, GENUINE	
105	INK, Epson Ink 008, Magenta 70ml, GENUINE	
106	INK, Epson Ink 008, Yellow 70ml, GENUINE	
107	INK, EPSON Magenta Ink Standard for WF-C878R	
108	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Cyan)	
109	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Black	
110	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (Tube) Magenta	
111	INK, Epson WorkForce Pro WF-C579R Duplex All-in-One Inkjet Printer Ink (yellow)	
112	INK, EPSON Yellow Ink Standard for WF-C878R	
113	INK, For Brother LC539XL Genuine Ink Cartridge (Black)	

114	INK, For Brother LC539XL Genuine Ink Cartridge (Cyan)	
115	INK, For Brother LC539XL Genuine Ink Cartridge (magenta)	
116	INK, For Brother LC539XL Genuine Ink Cartridge (yellow)	
117	INK, for stamp pad, 50 ml any color	
118	INK, for stamp pad, 50ml, blue	
119	INK, Marker Ink Refill, 30ml, permanent	
120	INK, sublimation ink black 70 ml. Epson	
121	INK, sublimation ink CYAN , 70 ml, Epson	
122	INK, sublimation ink MAGENTA 70 ml. Epson	
123	INK, sublimation ink YELLOW 70 ml. Epson	
124	KNOB, Door, cylindrical keyed entry Fits Doors 1 3/8 " – 1 3/4 " thick to 2 3/8 " or 2 3/4 " backset With 3 keys,Easy to install,Stainless Steel Finish (SS)	
125	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Glossy (20sheets)	
126	LAMINATING FILM, Photo Top Cold Laminating Film A4 80gsm Matte (20sheets)	
127	LAMINATING FILM, photo top, high quality, glossy, size: A4, 180 microns, 20 sheets/pack	
128	LIQUID HAND SOAP, 500ml, lavender scent	
129	MAGAZINE FILE BOX, Material: Cardboard Paper Size: 8.5X13 inches Size: 15.5X 9.5 X 4.5 inches Single	
130	MARKER, Black Whiteboard marker Refill (12pcs/box)	
131	MARKER, Double-tip, permanent, black, 10 pcs/pack	
132	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box fine tip	

133	MARKER, Permanent, felt tip, refillable, BLACK, 12 pcs/box, Broad	
134	MARKER, Whiteboard Marker 12pcs/Box, Black Broad	
135	MOP, Rotating Mop and Spin Dry Bucket Set with 1 Microfiber Mop Head, 360degrees Rotating Mop head, Polypropylene Plastic (mop bucket), Stainless steel mop handle	
136	MOUSE PAD, black, 300-400mm x 250-350mm	
137	NOTE PAD, Removable notes arrow- Please sign here, fluorescent pad 125 sheets, any color	
138	NOTE PAD, Stick -on 1"x3" - 3 in 1 COLOR (3 x 100 sheets)	
139	NOTE PAD, stick on, 3" x 5", 100 sheets per pad	
140	NOTEBOOK, Binding notebook front and back PP hard cover with binder for A4 size, white or light green or light blue or transparent at least 30 holes; matte texture	
141	NOTEBOOK, Steno Notebook, 6X9", 60 leaves, Ruled sheets	
142	NOTEBOOK, with NVSU mark (see attached design)	
143	PAINT BRUSH, 3"	
144	PAPER TRIMMER/CUTTING MACHINE, Wood, A4 12 x 10	
145	PAPER, A3, 100 gsm	
146	PAPER, Board Paper: 8.5" X 11", 180 GSM, Color: White 10 sheets/pack	
147	PAPER, Board paper; 12" x 18" ; 180 gsm	
148	PAPER, Board Paper; 8.5" x 11"; 180 gsm	
149	PAPER, Board, Long, white, 220gsm, 100 sheets per pack	
150	PAPER, Certificate Paper Laid specialty, by 10 sheets, cream, A4, 120gsm	
151	PAPER, Colored paper (assorted color), A4, 250sheets/pack	

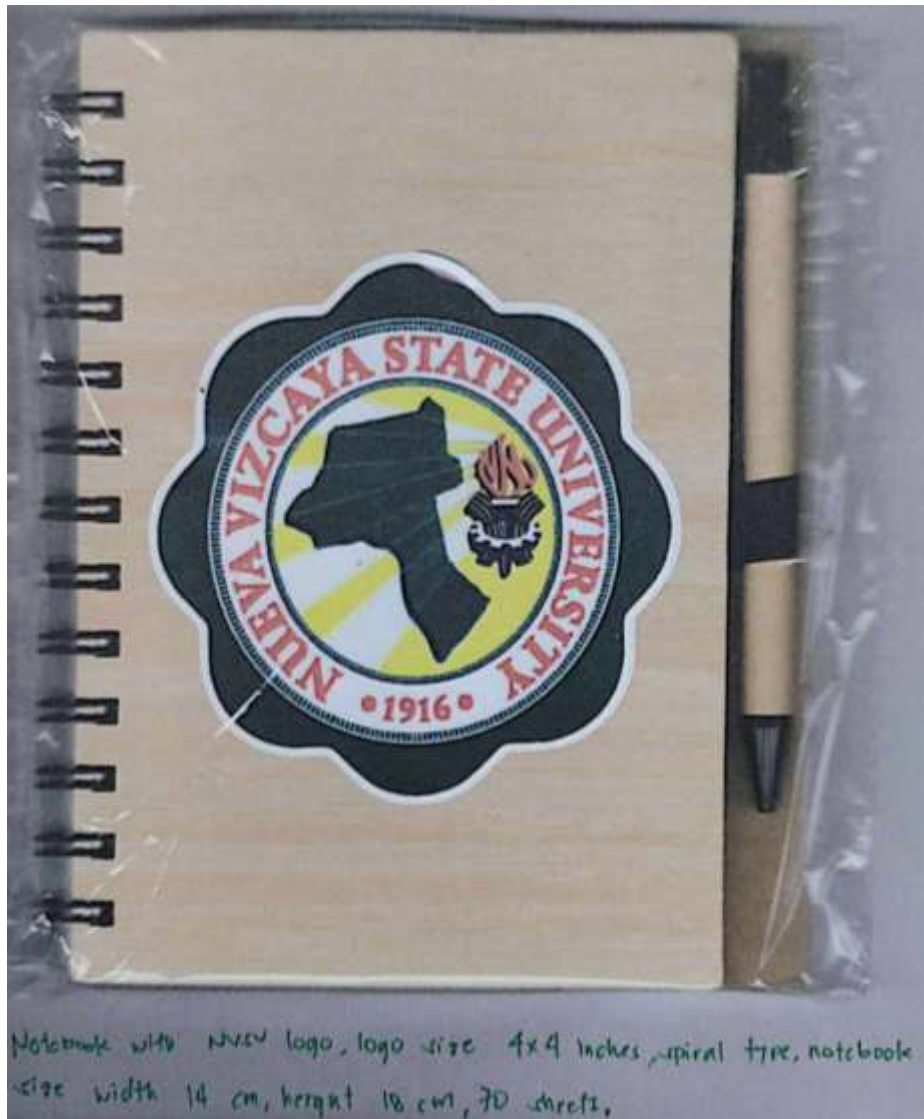
152	PAPER, Laid Specialty Paper for certificates, 90gsm, 500pcs/ream, 8.5 x 11 inches, cream	
153	PAPER, Matte sticker paper, White, A4, 80gsm, 10 pcs/pack	
154	PAPER, Multi-Purpose, A4, gsm 70	
155	PAPER, Multi-Purpose, Long, gsm 70	
156	PAPER, Specialty paper, light green, 8.5" x 13", long, 90gsm, 500's per ream	
157	PAPER, Pattern Paper (Weight:150 Standard) 47" X 100' (Heavy Thickness)	
158	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 200gsm, Glossy 20pcs/pack	
159	PAPER, Photopaper, Photo, A4 (8.3in x 11.7in), 230gsm, Glossy 20pcs/pack	
160	PAPER, Photopaper, Photo, legal size, 200gsm, Glossy 20pcs/pack	
161	PAPER, Specialty Board Paper 180gsm White, A4 10sheets/ pack	
162	PAPER, Specialty Board Paper, long/legal, White,180 gsm, 100pcs/pack	
163	PAPER, Specialty Board Paper, short, White,180 gsm, 100pcs/pack	
164	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	
165	PAPER, Specialty board, A4, pale cream, 160gsm, 10pcs/pack	
166	PAPER, Specialty paper, 8.5"x13", 160 GSM, CREAM, 10pcs per pack	
167	PAPER, Specialty paper, 8.5"x13", 200 GSM, CREAM, 100 pcs per pack	
168	PAPER, Specialty paper, 8.5"x13", 200 GSM, WHITE, 100 pcs per pack	
169	PAPER, Specialty Paper, A4, white, 200gsm, 100pcs/pack	
170	PAPER, Specialty Paper, Size-"Long 8.5x13", Color-"Cream", 200 GSM, 10sheet/packs	
171	PAPER, Specialty Paper, Size-"Long 8.5x13", Color-"Cream", 90 GSM, 10sheet/packs	

172	PAPER, Specialty Paper, Size-"Short 8.5x11", Color-"Cream", 90 GSM, 10sheet/pack	
173	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 160, 10sheets/pack	
174	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 180, 10sheets/pack	
175	PAPER, Specialty paper, Size: 8.5x11", Color: White, GSM: 200, 10sheets/pack	
176	PAPER, Specialty paper, white, 8 x 13 inches, 200 gsm, 100 sheet/pack	
177	PAPER, Sticker A4, Glossy, Waterproof, 100 pcs/pack	
178	PAPER, Sticker A4, Matte 100 pcs/pack	
179	PAPER, Sublimation Paper A4 100 sheets per pack	
180	PAPER, vinyl inkjet sticker paper, high quality, glossy, size:A4, used with inkjet printer, 20 sheets/pack	
181	PENCIL SHARPENER, One-Hole with Container, Alloy blade	
182	PENCIL, medium#2, with eraser, 12pcs/box	
183	PENCIL, Standard Tailoring Pencil, color: orange 12pcs/box	
184	PENCIL, Standard Tailoring Pencil, color: red 12pcs/box	
185	PENCIL, Standard Tailoring Pencil, color: white 12pcs/box	
186	PENCIL, Standard Tailoring Pencil, color: yellow 12pcs/box	
187	PHOTO FRAME, Glass front cover Plywood back cover Matting : Off white color 1inch both side (message first for customize size matting) Polystyrene Frame(made of plastic) 8x10 inches with matting (8x10 inches visible area)	
188	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	
189	POT, Jumbo Fiber cement terrazzo flower pots ceramics, black color (as per sample) 15" w x 14" h	
190	PVC COVER, Clear, 300 mic, A4 (100 pcs/pack)	
191	PVC COVER, Legal, 216 x 330 mm, 200 mic	
192	PVC COVER, Transparent, 300 mic, A4,(100pcs per pack)	
193	PVC COVER, Transparent, 300 mic, legal (100 pcs/pack)	
194	RING BINDER, Double loop wire binder, A4 size and at least 34 holes, 100 pcs/box, at least 60 sheets capacity (7.9 mm), black	
195	RING BINDER, Plastic, Ring Binder, 6mm, 30 sheets	
196	RING BINDER, Plastic, Ring Binder, 8mm, 50 sheets	
197	RULER, Durer Triangular Set Clear 28cm	
198	RULER, stainless, steel, 12 inches	
199	RULER, triangular Scale Weight: 0.1 kg Length: 30 cm Width: 3 cm Height: 3cm	
200	RULER, T-Square Acrylic, Transparent 24"	
201	SCISSORS, 215mm (8.5")	
202	SCISSORS, heavy duty scissor 9"	
203	SHEAR, 10 inch Heavy Duty Scissors for Leather Sewing shears for Tailoring Industrial	
204	SIGN PEN, Fine Line pen 0.8 , Black, water and fade proof, pigment ink (Uni pin)	
205	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color black	
206	SIGN PEN, liquid ink rollerball, 1.00mm, 12pcs/box, color blue	
207	SIGN PEN, Quick-dry, gel pen, 0.7mm, blue, 12pcs per box	

208	SIGN PEN, Quick-Drying gel pen 0.5mm, Orange, 12pcs/box	
209	SIGN PEN, Quick-drying gel pen, 0.5mm, black, 12 pcs/box	
210	SIGN PEN, Quick-drying gel pen, 0.5mm, blue, 12 pcs/box	
211	SIGN PEN, Quick-drying gel pen, 0.5mm, green	
212	SIGN PEN, Quick-drying gel pen, 0.5mm, purple, 12 pcs/box	
213	SIGN PEN, Quick-Drying, gel pen, 0.7mm, black, 12pcs per box	
214	SIGN PEN, Quick-Drying, gel pen, 0.7mm, red, 12pcs per box	
215	SPONGE, Heavy Duty Scrub Sponge Regular, 150mm x 95mm x 30mm (pack of 3)	
216	STAMP, Personalized self inking-stamp, 3 lines up to 30 characters per line, Black ink See attached design	
217	STAMP, Personalized self-inking stamp, 1 line up to 11 characters (for library ownership) (delete items 216 & 217)	
218	STAPLE WIRE, For gun tacker; 10-12 mm round staples; 1000 pcs	
219	STAPLE WIRE, Heavy Duty Staple Wire, Leg Length: 10mm, Staples up to 50-70 sheets. Size: 23/10 Leg Length: 10mm 3/8 Inches 1000pcs/box For Heavy Duty Stapler	
220	STAPLER, Half Strip Stapler Staple Size: 24/6 Stapling Margin: 50 mm Stapling Capacity: up to 30 sheets	
221	STAPLER, Stapler Heavy Metal Adjustable Binding 240/140 Material: Metal Bookbinding Stapling Capacity: 120 Sheet Fit Staples(Pins) Size: 100sheets 23/6, 23/8, 23/10, 23/13	
222	STICKER, Frosted Opaque Glass Window Film for Privacy, Glass Sticker, Self-Adhesive, Waterproof, 45cmx500cm	
223	STICKER, Paper sticker A4 Matte, glossy, Water proof	
224	STORAGE BOX, 25pcs Acrylic Drawer Organizer Desk Bins Container Storage Box Cutout Handle NO LID (8 pcs	

	3"x3"x2"; 8 pcs 3"x6"x2"; 3 pcs 6"x9"x2"; 6pcs 3"x9"x2")	
225	TAPE, Double sided adhesive 1"x10m	
226	TAPE, Double sided, foam type 5 meters (1 inch)	
227	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 15 mm (approx. 101-130 sheets of paper)	
228	TAPE, Hot melt strip, for Hot glue binding machine film for A4 size, at least 6 mm (36-50 sheets of paper)	
229	TAPE, masking, 18mm (3/4) x 20 yards per roll	
230	TAPE, Masking, 48mm 50m/roll	
231	TAPE, Packaging, Clear, 48 mm width, 200 meters long	
232	TAPE, Transparent, 24mm, 50m	
233	THUMB TACKS, 100 pcs/box	
234	TISSUE, 2 ply, 12 rolls/pack	
235	TONER CARTRIDGE, for Apeos 2150/2350 CT203553 Toner Cartridge, genuine	
236	TONER CARTRIDGE, for Fuji Xerox DocuCentre S2110	
237	TONER, CPI10, Gestetner, Genuine	
238	TONER, DX2430, Gestetner, Genuine	
239	TONER, for Gestetner MP 2014D	
240	TONER, Gestetner M2701 Toner, Genuine	
241	TONER, MP 2014H,genuine	
242	TRASHBAG, 37" x 40", XL, 10 pcs/roll or pack, Black	
243	WHITEBOARD, 3ftX5ft,with aluminum frame, wall mounted, magnetic	



4 Digi stamp kt1028 WITH Ink

Size: 10x28mm

Ink Color: Black

- Name Text:
1. CANCELLED
 2. SIGNED
 3. ADJUSTED
 4. Budget

Font: Arial

Font Size: 14

Color: Any



1 SK 6030

Size: 30x60mm

Ink Color: Black

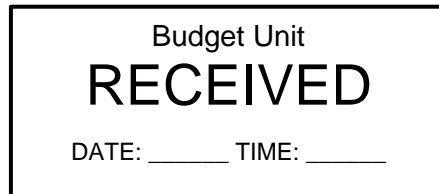
Name Text:



Font: Arial

Font Size: First Line- 11, 2nd Line: 21, 3rd Line 9

Color: Any



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 2021-2023. *(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 conforme 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]

