

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**Project 2021-23: Supply and Delivery of Various Janitorial  
Supplies for both Campuses**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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





Republic of the Philippines  
**NUEVA VIZCAYA STATE UNIVERSITY**  
Bayombong, Nueva Vizcaya

**INVITATION TO BID**  
***FOR Project 2021-23: Supply and Delivery of Various  
Janitorial Supplies for both Campuses***

1. The *Nueva Vizcaya State University*, through the *General Fund (GF)*, *Special Trust Fund (STF)*, *Trust Fund (TF)*, *Revolving Fund (RF)* and *Auxiliary (AF) Fund FY 2021* intends to apply the sum of *Php784,036.22* being the ABC to payments under the contract for *2021-23 Supply and Delivery of Various Janitorial Supplies for both Campuses*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NVSU* now invites bids for the above Procurement Project. Delivery of the Goods/Equipment is required by *thirty (30) calendar days*. Bidders should have completed, within *two (02) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *NVSU-BAC* and inspect the Bidding Documents at the address given below during *Mondays-Fridays from 8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on *July 22, 2021* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php1,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*.
6. The *NVSU* will hold a Pre-Bid Conference<sup>1</sup> on *July 30, 2021, 9:00AM* at the *Board Room, New Administration Building, NVSU Bayombong Campus* and through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders. To

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

reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **ZOOM (Meeting ID: 764 587 5541, Password: nvsu@2021)** until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *August 11, 2021 at 8:59am or courier submission on the same address on or before August 9, 2021 at 5:00pm*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *August 11, 2021, 9:00am* at the given address and via **ZOOM (Meeting ID: 649 757 4149, Password: nvsu@2021)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *NVSU* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bid
11. For further information, please refer to:

<b>MS. MARITNESS N. MORTERA</b>	<b>MR. RICHARD JOHN D. GUZMAN</b>
<b>MS. JEANYBEE A. MARIANO</b>	<b>MS. FLORIDA P. URBANO</b>
<b>MS. DIANNE MARGARETH B. TITO</b>	<b>MS. JULIET S. SANCHEZ</b>

UBAC Secretariat

3<sup>rd</sup> floor UBAC Office, New Administration Building  
NVSU Bayombong Campus, Bayombong, Nueva Vizcaya  
Tel. No. 078-392-1605/078-321-2112  
Email Address: [ubac@nvsu.edu.ph](mailto:ubac@nvsu.edu.ph) and [ubacbayombong@gmail.com](mailto:ubacbayombong@gmail.com)

12. You may visit the website:  
For downloading of Bidding Documents: [www.nvsu.edu.ph](http://www.nvsu.edu.ph) *July 22, 2021*.

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**ARACELI V. DOMAGAS, RCE, PhD**  
UBAC Chairperson

## ***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, Nueva Vizcaya State University, wishes to receive Bids for the *Project 2021-23: Supply and Delivery of Various Janitorial Supplies for both Campuses [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 No. 2021-23 Supply and Delivery of Various Janitorial Supplies for both Campuses” is composed of one hundred fifty-one (151) 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 *General Fund (GF), Special Trust Fund (STF), Trust Fund (TF), Revolving Fund (RF) and Auxiliary (AF) Fund FY 2021 [indicate funding year]* in the amount of Seven Hundred Eighty-Four Thousand Thirty-Six pesos & 22/100 only (*Php784,036.22 [indicate amount]*).

2.2. The source of funding is:

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

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

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

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

## 3. Bidding Requirements

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

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

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

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

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

#### **5. Eligible Bidders**

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

5.2. *[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 **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[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 Declaration<sup>2</sup> 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**.

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<sup>2</sup> 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>[provide the definition or description of similar contracts].</i></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<p><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></p> <p>Not applicable</p>
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	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>Fifteen Thousand Six Hundred Eighty pesos &amp; 72/100 only (Php15,680.72)</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</li> <li>b. The amount of not less than <i>Thirty-Nine Thousand Two Hundred One pesos &amp; 81/100 only (Php39,201.81)</i> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
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**

5.1 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.

5.2 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><b>Delivery and Documents –</b></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>Ms. Divina DC. Pinaroc</i>.</p> <p><b>Incidental Services –</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

- 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><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></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><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p> <p>Not applicable</p>
4	<p>The inspections and tests that will be conducted are: <i>good condition and ready to use.</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.

<b>Item no.</b>	<b>Unit</b>	<b>Item Description</b>	<b>QTY</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Can	AIR FRESHENER, aerosol, 280ml/150g min	220	19,848.40	30 calendar days
2	Bottle	AIR FRESHENER, Scented Gel 180g	19	2,800.60	
3	Unit	AIR PURIFIER, 3 Layers filter H13 can filter virus, 20-35 sqm room area, silent running	1	6,600.00	
4	box	ALCOHOL, 70% isoprophyl alcohol, 1liter pump bottle, 6 bottles/box	10	13,200.00	
5	Bottle	ALCOHOL, 70% isoprophyl alcohol, 500ml	52	5,720.00	
6	Gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	23	10,524.80	
7	Bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	367	15,993.86	
8	Bottle	ALCOHOL, isoprophyl, 68%-72%, 500ml (-5ml)	331	14,424.98	
9	Gallon	ALCOHOL, isoprophyl, 68%-72%, scented, 3.785 liters	61	27,755.00	
10	Box	BAG, Zipper Storage Bag, Gallon Size, at least 26.5cm x 27cm	2	440.00	
11	Pack	BATTERY, AA, Super Heavy Duty 4pcs/pack	36	5,940.00	
12	Pack	BATTERY, AAA, Super Heavy Duty (4pcs)	14	2,541.00	
13	Piece	BATTERY, Battery, 9V, rechargeable, heavy duty, 175mAh, NH22N, 6HR61	5	1,925.00	
14	Piece	BATTERY, Battery, AA, rechargeable, heavy duty, NH15 1.2V, 1500mAh, NIMH, HR6	10	3,300.00	
15	Pack	BATTERY, D cell 1000mAh Ni-MH rechargeable battery, 2 pcs per pack	4	3,520.00	
16	Pack	BATTERY, dry cell, AA, 2 pieces per blister pack	181	6,570.30	
17	Pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	171	3,373.83	
18	Pack	BATTERY, NP-BX1 Rechargeable lithium-ion, 3.6 VDC, 1240 mAh, 2 pcs per pack with battery charger	1	1,430.00	
19	Set	BATTERY, rechargeable AA batteries (4pcs/set), 2300 mAh with charger	5	8,800.00	
20	Set	BOOK ENDS, Metal, heavy duty, with anti skid	5	1,375.00	



21	Piece	BROOM, Soft (tambo)	182	24,795.68	
22	Piece	BROOM, STICK, (TING-TING), usable length: 760mm min	261	4,750.20	
23	Piece	BRUSH, Hand Brush, small for lavatory	22	532.40	
24	Piece	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	18	2,722.50	
25	Piece	BRUSH, Multipurpose plastic laundry brush	12	660.00	
26	Piece	BRUSH, Toilet Brush (long handle)	5	825.00	
27	Piece	BRUSH, Toilet brush with container, plastic	76	8,336.44	
28	Piece	CARTOLINA, WHITE	30	165.00	
29	Set	CHALK, chalk markers, erasable, dustless, water based liquid pen	10	4,400.00	
30	Box	CHALK, white dustless, 100pcs/box	2	132.00	
31	Kg	CLEANER, Cleaner sink powder, big	22	3,630.00	
32	Ser	CLEANER, Double-sided Magnetic Window Cleaner	1	660.00	
33	Bottle	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	13	2,092.22	
34	Liter	CLEANER, Liquid Bathroom and Tiles Cleaner	18	5,445.00	
35	Bottle	CLEANER, Multi-Surface Cleaner 500ml regular	3	442.20	
36	Bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	225	9,360.00	
37	Set	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	3	1,650.00	
38	Liter	CONDITIONER, fabric conditioner, 1L	15	2,475.00	
39	Piece	CONTAINER, Plastic Pail, 4 liter	6	990.00	
40	Piece	COVERALL, non-sterile, protective, medical grade	2	2,288.00	
41	Pack	CUP, Disposable White paper cup 100s/for office use good quality	2	440.00	
42	Pair	CUPS AND SAUCER, set, 8-12 ounce, white, Ceramic	76	8,360.00	
43	Piece	DEODORANT CAKE, 100g	27	1,782.00	
44	Piece	DETERGENT BAR, 140 grams as packed	111	1,002.33	
45	Pack	DETERGENT POWDER, 2 kilos, for general use, scented	41	9,020.00	

46	Unit	DETERGENT POWDER, 25kg	2	1,650.00	
47	Pack	DETERGENT POWDER, all purpose, 1kg	267	9,993.81	
48	Piece	DIPPER, Tabo, at least 1lit capacity	2	77.00	
49	Bottle	DISHWASHING LIQUID, 1.0L	2	990.00	
5.	Bottle	DISHWASHING LIQUID, 250 ml, antibac	18	1,386.00	
51	Bottle	DISHWASHING LIQUID, 250ml	10	990.00	
52	Piece	DISHWASHING LIQUID, 790ml	6	1,254.00	
53	Piece	DISHWASHING PASTE, At least 200g	1	55.00	
54	Can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	274	35,335.04	
55	Liter	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	28	5,297.60	
56	Liter	DISINFECTANT SPRAY, Insect Spray, water base	1	236.50	
57	Liter	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	3	9,900.00	
58	Bottle	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	3	9,900.00	
59	Gallon	DISINFECTANT, BLEACHING SOLUTION	77	16,940.00	
60	Bottle	DISINFECTANT, Bleaching Solution 1 Liter	51	4,337.55	
61	Liter	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	3	9,900.00	
62	Set	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbinated Tray, Size: 17 x 30 inch	2	3,300.00	
63	Set	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	24	1,056.00	
64	Piece	DOCUMENT FRAME, Certificate case/holder PVC plastic, short, 8 1/2" x 11	100	5,500.00	
65	Piece	DOCUMENT FRAME, Certificate/Diploma holder, Top fold cover, with NVSU/RET logo	100	8,250.00	
66	Piece	DOCUMENT FRAME, Glass, size 8.5"x13"	34	4,488.00	

67	Piece	DOCUMENT FRAME, with Glass, 8.5x11 inch, wood	46	9,042.22	
68	Piece	DOOR MAT, Cotton, rectangular, 14"x20"	50	2,529.50	
69	Piece	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	9	1,980.00	
70	Unit	DRY SEAL, NVSU	1	1,100.00	
71	Piece	DUST PAN, Dust Pan, heavy duty, made of can and wood, Fabricated	27	2,673.00	
72	Piece	DUST PAN, non-rigid plastic, with detachable handle	30	744.90	
73	Piece	ERASER, plastic/rubber, for pencil draft/writing	29	319.00	
74	Piece	EXTENSION WIRE, 4 meter (at least), with 4 gang	10	3,223.00	
75	Piece	EXTENSION WIRE, Extension Cord, with switch, 3 gang and 3 usb port, 5meters	1	715.00	
76	unit	EXTENSION WIRE, Set with Universal Outlet(3 gang) and Switch	4	1,012.00	
77	Piece	FACE SHIELD, direct splash protection	268	33,446.40	
78	Unit	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	10	11,440.00	
79	Pack	FLOOR WAX, Floor wax, paste, white (450g) odorless	20	2,750.00	
80	Liter	FLOOR WAX, Liquid Wax Natural	8	4,400.00	
81	Can	FLOOR WAX, paste red	20	6,195.20	
82	Piece	FORK, stainless steel	48	1,056.00	
83	Can	FURNITURE CLEANER, aerosol type, 300ml min per can	27	3,119.31	
84	Piece	GLASS WIPER, at least 12" with hundle	12	3,960.00	
85	Bottle	HAND SANITIZER, 500ml	173	26,197.39	
86	Bottle	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	36	3,960.00	
87	Bottle	HAND SOAP, Liquid, 500ml	127	13,075.92	
88	Piece	HEAD COVER, disposable	150	390.00	
89	Can	INSECTICIDE, aerosol type, net content: 600ml min	224	31,216.64	
90	Can	INSECTICIDE, Spray, waterbase, Multi-insect spray, 300ml	16	3,220.80	
91	Piece	KN95 FACE MASK, outer non-woven, active carbon layer, inner non-woven	3	363.00	

92	Roll	LAMINATING FILM, 12 inches x 50 meters, 250microns	3	4,804.80	
93	Set	MOP, Magic spin mop 2 heads 360 rotating	8	6,160.00	
94	Unit	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	1	1,100.00	
95	Set	MOP, Mop with handle	10	1,650.00	
96	Set	MOP, Tornado with bucket	7	7,700.00	
97	Piece	MOPHEAD, made of rayon, weight: 400 grams min	27	3,341.52	
98	Piece	MUG, Coffee; 8 to 10 oz.	10	605.00	
99	Liter	MURIATIC ACID	40	5,280.00	
100	Box	PAY ENVELOPE, 6"x9", 500pcs/Box	3	2,633.40	
101	Piece	PHILIPPINE NATIONAL FLAG, 100% polyester	8	2,278.72	
102	Box	PIN, pillow pin, 100pcs/pack 10pack/Box	2	1,210.00	
103	Box	PIN, Push pin flat head 100's/case	69	1,936.83	
104	Piece	PLATE, Dinner Plate, Plain White Breakable (10 inches or 12 inches diameter)	136	14,960.00	
105	Pack	PLATE, Disposable 50s/pack	6	660.00	
106	Gallon	POVIDONE IODINE, 10% solution, 120 ml	12	2,493.00	
107	Box	PREMIUM LATEX GLOVES, latex examination gloves, powdered, single use, non-sterile, ambidextrous, SMALL, 100's per box	1	495.00	
108	Piece	PROTECTIVE SAFETY GOGGLES	3	468.00	
109	Bundle	RAGS, all cotton, 32 pieces per kilogram min	64	3,444.48	
110	Piece	RAGS,Door Rags	5	192.50	
111	Unit	RISER, wooden computer riser and desk organizer with storage	1	2,200.00	
112	Box	RUBBER BAND, 70mm min lay flat length (#18)	15	1,642.50	
113	Pack	SCOURING PAD, 5 pieces per pack	29	3,106.48	
114	Piece	SCREEN PROTECTOR, LCD SCREEN RADIATION PROTECTIONFILM 20"	1	990.00	
115	Piece	SHARPENING STONE, Sharpening Stone 8"	5	550.00	
116	Pair	SHOE COVER, DISPOSABLE,	150	1,248.00	

117	Gallon	SODIUM HYPOCHLORITE, 3.785 liters	12	1,575.00	
118	Piece	SPONGE, Heavy Duty Scrub Sponge Mini	17	576.47	
119	Pack	SPOON AND FORK, Disposable 50each totaling to 100 per pack	2	440.00	
120	Piece	SPOON, stainless steel	48	1,056.00	
121	Piece	SURGICAL MASK, 3-ply	926	13,001.04	
122	Box	SURGICAL MASK, Surgical face mask, 50pcs/box	59	9,735.00	
123	Piece	TEASPOON, stainless steel	36	594.00	
124	Pack	TISSUE, Facial, Travelers Pack, at least 60 pulls	25	962.50	
125	Pack	TISSUE, interfolded paper towel	33	1,149.72	
126	Pack	TISSUE, Kitchen tissue, 6/pack	5	1,210.00	
127	Pack	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	10	3,300.00	
128	Bale	TOILET TISSUE PAPER, 2 ply 48 rolls/bale ***	5	3,300.00	
129	Pack	TOILET TISSUE PAPER, 2 plys sheets, 150 pulls 8 roll/pack	5	357.50	
130	Pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	532	46,496.80	
131	Pack	TOILET TISSUE PAPER, 2-ply sheets, 150 pulls	19	1,358.50	
132	Bag	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	16	5,720.00	
133	Roll	TOILET TISSUE PAPER, Roll Tissue paper	68	884.00	
134	Roll	TOILET TISSUE PAPER, Roll Tissue paper, 1 ply ***	44	572.00	
135	Bale	TOILET TISSUE PAPER, Tissue Paper - 2 ply 48 rolls per pack	8	4,092.00	
136	Piece	TOOTBRUSH, ordinary, with cap	25	1,375.00	
137	Box	TOOTHPASTE, small at least 20g	25	825.00	
138	Piece	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	4	17,547.20	
139	Piece	TRASH BIN, Rectangular Pedal Trash Bin atleast 16L	15	4,455.00	
140	Piece	TRASH BIN, Trash Bin medium, with cover at least 16L	5	1,815.00	
141	Bundle	TRASHBAG, Black, XL, 100pcs/bundle	38	16,720.00	

142	Pack	TRASHBAG, Black-large (100's)	10	3,080.00	
143	Bundle	TRASHBAG, Black-large 100pcs/bundle	5	1,540.00	
144	Pack	TRASHBAG, GPP specs, black, 940mmx1016mm	73	9,831.64	
145	Pack	TRASHBAG, plastic, black, medium, 25 pulls per pack	4	704.00	
146	Roll	TRASHBAG, Trashbag, plastic black, medium	25	4,400.00	
147	Roll	TRASHBAG, TRASHBAG, plastic, transparent	5	740.70	
148	Roll	TWINE, plastic, one (1) kilo per roll	8	465.92	
149	Piece	WASHABLE FACE MASK	10	440.00	
150	Piece	WASTEBASKET, non-rigid plastic	13	363.48	
151	Piece	WASTEBASKET, Trash bin medium w/ cover	1	198.00	

[Use this form for Framework Agreement:]

## ***Framework Agreement List***

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

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

<b><i>FRAMEWORK AGREEMENT LIST (AGENCY)</i></b>			
<b><i>Item / Service Type and nature of each item/service</i></b>	<b><i>Cost per item or service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Total Cost per Item</i></b>
<b><i>TOTAL (Approved Budget for the Contract)</i></b>			
<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>		
<b><i>SIGNATURE OVER PRINTED NAME</i></b>	<b><i>POSITION</i></b>	<b><i>DEPARTMENT/DIVISION</i></b>	

## ***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	AIR FRESHENER, aerosol, 280ml/150g min	
2	AIR FRESHENER, Scented Gel 180g	
3	AIR PURIFIER, 3 Layers filter H13 can filter virus, 20-35 sqm room area, silent running	
4	ALCOHOL, 70% isoprophyl alcohol, 1liter pump bottle, 6 bottles/box	
5	ALCOHOL, 70% isoprophyl alcohol, 500ml	
6	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	
7	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	
8	ALCOHOL, isoprophyl, 68%-72%, 500ml (-5ml)	
9	ALCOHOL, isoprophyl, 68%-72%, scented, 3.785 liters	

10	BAG, Zipper Storage Bag, Gallon Size, at least 26.5cm x 27cm	
11	BATTERY, AA, Super Heavy Duty 4pcs/pack	
12	BATTERY, AAA, Super Heavy Duty (4pcs)	
13	BATTERY, Battery, 9V, rechargeable, heavy duty, 175mAh, NH22N, 6HR61	
14	BATTERY, Battery, AA, rechargeable, heavy duty, NH15 1.2V, 1500mAh,NIMH, HR6	
15	BATTERY, D cell 10000mAh Ni-MH rechargeable battery, 2 pcs per pack	
16	BATTERY, dry cell, AA, 2 pieces per blister pack	
17	BATTERY, dry cell, AAA, 2 pieces per blister pack	
18	BATTERY, NP-BX1 Rechargeable lithium-ion, 3.6 VDC, 1240 mAh, 2 pcs per pack with battery charger	
19	BATTERY, rechargeable AA batteries (4pcs/set), 2300 mAh with charger	
20	BOOK ENDS, Metal, heavy duty, with anti skid	
21	BROOM, Soft (tambo)	
22	BROOM, STICK, (TING-TING), usable length: 760mm min	
23	BRUSH, Hand Brush, small for lavatory	
24	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	
25	BRUSH, Multipurpose plastic laundry brush	
26	BRUSH, Toilet Brush (long handle)	
27	BRUSH, Toilet brush with container, plastic	
28	CARTOLINA, WHITE	
29	CHALK, chalk markers, erasable, dustless, water based liquid pen	
30	CHALK, white dustless, 100pcs/box	
31	CLEANER, Cleaner sink powder, big	
32	CLEANER, Double-sided Magnetic Window Cleaner	
33	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	
34	CLEANER, Liquid Bathroom and Tiles Cleaner	
35	CLEANER, Multi-Surface Cleaner 500ml regular	
36	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
37	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	
38	CONDITIONER, fabric conditioner,1L	
39	CONTAINER, Plastic Pail, 4 liter	
40	COVERALL, non-sterile, protective, medical grade	
41	CUP, Disposable White paper cup 100s/for office use good quality	
42	CUPS AND SAUCER, set, 8-12 ounce, white, Ceramic	
43	DEODORANT CAKE, 100g	
44	DETERGENT BAR, 140 grams as packed	

45	DETERGENT POWDER, 2 kilos, for general use, scented	
46	DETERGENT POWDER, 25kg	
47	DETERGENT POWDER, all purpose, 1kg	
48	DIPPER, Tabo, at least 1lit capacity	
49	DISHWASHING LIQUID, 1.0L	
50	DISHWASHING LIQUID, 250 ml, antibac	
51	DISHWASHING LIQUID, 250ml	
52	DISHWASHING LIQUID, 790ml	
53	DISHWASHING PASTE, At least 200g	
54	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
55	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	
56	DISINFECTANT SPRAY, Insect Spray, water base	
57	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	
58	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	
59	DISINFECTANT, BLEACHING SOLUTION	
60	DISINFECTANT, Bleaching Solution 1 Liter	
61	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	
62	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbinated Tray, Size: 17 x 30 inch	
63	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	
64	DOCUMENT FRAME, Certificate case/holder PVC plastic, short, 8 1/2" x 11	
65	DOCUMENT FRAME, Certificate/Diploma holder, Top fold cover, with NVSU/RET logo	
66	DOCUMENT FRAME, Glass, size 8.5"x13"	
67	DOCUMENT FRAME, with Glass, 8.5x11 inch, wood	
68	DOOR MAT, Cotton, rectangular, 14"x20"	
69	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	
70	DRY SEAL, NVSU	
71	DUST PAN, Dust Pan, heavy duty, made of can and wood, Fabricated	
72	DUST PAN, non-rigid plastic, with detachable handle	
73	ERASER, plastic/rubber, for pencil draft/writing	
74	EXTENSION WIRE, 4 meter (at least), with 4 gang	
75	EXTENSION WIRE, Extension Cord, with switch, 3 gang and 3 usb port, 5meters	
76	EXTENSION WIRE, Set with Universal Outlet(3 gang) and Switch	

77	FACE SHIELD, direct splash protection	
78	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	
79	FLOOR WAX, Floor wax, paste, white (450g) odorless	
80	FLOOR WAX, Liquid Wax Natural	
81	FLOOR WAX, paste red	
82	FORK, stainless steel	
83	FURNITURE CLEANER, aerosol type, 300ml min per can	
84	GLASS WIPER, at least 12" with hundle	
85	HAND SANITIZER, 500ml	
86	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	
87	HAND SOAP, Liquid, 500ml	
88	HEAD COVER, disposable	
89	INSECTICIDE, aerosol type, net content: 600ml min	
90	INSECTICIDE, Spray, waterbase, Multi-insect spray, 300ml	
91	KN95 FACE MASK, outer non-woven, active carbon layer, inner non-woven	
92	LAMINATING FILM, 12 inches x 50 meters, 250microns	
93	MOP, Magic spin mop 2 heads 360 rotating	
94	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	
95	MOP, Mop with handle	
96	MOP, Tornado with bucket	
97	MOPHEAD, made of rayon, weight: 400 grams min	
98	MUG, Coffee; 8 to 10 oz.	
99	MURIATIC ACID	
100	PAY ENVELOPE, 6"x9", 500pcs/Box	
101	PHILIPPINE NATIONAL FLAG, 100% polyester	
102	PIN, pillow pin, 100pcs/pack 10pack/Box	
103	PIN, Push pin flat head 100's/case	
104	PLATE, Dinner Plate, Plain White Breakable (10 inches or 12 inches diameter)	
105	PLATE, Disposable 50s/pack	
106	POVIDONE IODINE, 10% solution, 120 ml	
107	PREMIUM LATEX GLOVES, latex examination gloves, powdered, single use, non-sterile, ambidextrous, SMALL, 100's per box	
108	PROTECTIVE SAFETY GOGGLES	
109	RAGS, all cotton, 32 pieces per kilogram min	
110	RAGS,Door Rags	
111	RISER, wooden computer riser and desk organizer with storage	
112	RUBBER BAND, 70mm min lay flat length (#18)	
113	SCOURING PAD, 5 pieces per pack	
114	SCREEN PROTECTOR, LCD SCREEN RADIATION PROTECTIONFILM 20"	

115	SHARPENING STONE, Sharpening Stone 8"	
116	SHOE COVER, DISPOSABLE,	
117	SODIUM HYPOCHLORITE, 3.785 liters	
118	SPONGE, Heavy Duty Scrub Sponge Mini	
119	SPOON AND FORK, Disposable 50each totalling to 100 per pack	
120	SPOON, stainless steel	
121	SURGICAL MASK, 3-ply	
122	SURGICAL MASK, Surgical face mask, 50pcs/box	
123	TEASPOON, stainless steel	
124	TISSUE, Facial, Travelers Pack, at least 60 pulls	
125	TISSUE, interfolded paper towel	
126	TISSUE, Kitchen tissue, 6/pack	
127	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	
128	TOILET TISSUE PAPER, 2 ply 48 rolls/bale ***	
129	TOILET TISSUE PAPER, 2 plys sheets, 150 pulls 8 roll/pack	
130	TOILET TISSUE PAPER, 2-ply, 100% recycled	
131	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls	
132	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	
133	TOILET TISSUE PAPER, Roll Tissue paper	
134	TOILET TISSUE PAPER, Roll Tissue paper, 1 ply ***	
135	TOILET TISSUE PAPER, Tissue Paper - 2 ply 48 rolls per pack	
136	TOOTBRUSH, ordinary, with cap	
137	TOOTHPASTE, small at least 20g	
138	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	
139	TRASH BIN, Rectangular Pedal Trash Bin atleast 16L	
140	TRASH BIN, Trash Bin medium, with cover at least 16L	
141	TRASHBAG, Black, XL, 100pcs/bundle	
142	TRASHBAG, Black-large (100's)	
143	TRASHBAG, Black-large 100pcs/bundle	
144	TRASHBAG, GPP specs, black, 940mmx1016mm	
145	TRASHBAG, plastic, black, medium, 25 pulls per pack	
146	TRASHBAG, Trashbag, plastic black, medium	
147	TRASHBAG, TRASHBAG, plastic, transparent	
148	TWINE, plastic, one (1) kilo per roll	
149	WASHABLE FACE MASK	
150	WASTEBASKET, non-rigid plastic	
151	WASTEBASKET, Trash bin medium w/ cover	

## BILL OF QUANTITIES

Name of Project: **Supply and Delivery of Various Janitorial Supplies for both Campuses**

Location: **NVSU, Bayombong Campus**

Mode of Implementation: **Public Bidding**

Source of Fund: **General Fund, Special Trust Fund, Trust Fund, Revolving Fund, and Auxiliary Fund FY 2021**

Number of Calendar Days to Complete: **30 calendar days**

Approved Budget for the Contract: **Php784,036.22**

STOCK NO.	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	UNIT COST	TOTAL AMOUNT
1	AIR FRESHENER, aerosol, 280ml/150g min	220	Can		
2	AIR FRESHENER, Scented Gel 180g	19	Bottle		
3	AIR PURIFIER, 3 Layers filter H13 can filter virus, 20-35 sqm room area, silent running	1	Unit		
4	ALCOHOL, 70% isoprophyl alcohol, 1liter pump bottle, 6 bottles/box	10	box		
5	ALCOHOL, 70% isoprophyl alcohol, 500ml	52	Bottle		
6	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	23	Gallon		
7	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	367	Bottle		
8	ALCOHOL, isoprophyl, 68%-72%, 500ml (-5ml)	331	Bottle		
9	ALCOHOL, isoprophyl, 68%-72%, scented, 3.785 liters	61	Gallon		
10	BAG, Zipper Storage Bag, Gallon Size, at least 26.5cm x 27cm	2	Box		
11	BATTERY, AA, Super Heavy Duty 4pcs/pack	36	Pack		
12	BATTERY, AAA, Super Heavy Duty (4pcs)	14	Pack		
13	BATTERY, Battery, 9V, rechargeable, heavy duty, 175mAh, NH22N, 6HR61	5	Piece		
14	BATTERY, Battery, AA, rechargeable, heavy duty, NH15 1.2V, 1500mAh,NIMH, HR6	10	Piece		
15	BATTERY, D cell 10000mAh Ni-MH rechargeable battery, 2 pcs per pack	4	Pack		
16	BATTERY, dry cell, AA, 2 pieces per blister pack	181	Pack		
17	BATTERY, dry cell, AAA, 2 pieces per blister pack	171	Pack		
18	BATTERY, NP-BX1 Rechargeable lithium-ion, 3.6 VDC, 1240 mAh, 2 pcs per pack with battery charger	1	Pack		
19	BATTERY, rechargeable AA batteries (4pcs/set), 2300 mAh with charger	5	Set		
20	BOOK ENDS, Metal, heavy duty, with anti skid	5	Set		
21	BROOM, Soft (tambo)	182	Piece		
22	BROOM, STICK, (TING-TING), usable length: 760mm min	261	Piece		
23	BRUSH, Hand Brush, small for lavatory	22	Piece		
24	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	18	Piece		

25	BRUSH, Multipurpose plastic laundry brush	12	Piece		
26	BRUSH, Toilet Brush (long handle)	5	Piece		
27	BRUSH, Toilet brush with container, plastic	76	Piece		
28	CARTOLINA, WHITE	30	Piece		
29	CHALK, chalk markers, erasable, dustless, water based liquid pen	10	Set		
30	CHALK, white dustless, 100pcs/box	2	Box		
31	CLEANER, Cleaner sink powder, big	22	Kg		
32	CLEANER, Double-sided Magnetic Window Cleaner	1	Ser		
33	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	13	Bottle		
34	CLEANER, Liquid Bathroom and Tiles Cleaner	18	Liter		
35	CLEANER, Multi-Surface Cleaner 500ml regular	3	Bottle		
36	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	225	Bottle		
37	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	3	Set		
38	CONDITIONER, fabric conditioner, 1L	15	Liter		
39	CONTAINER, Plastic Pail, 4 liter	6	Piece		
40	COVERALL, non-sterile, protective, medical grade	2	Piece		
41	CUP, Disposable White paper cup 100s/for office use good quality	2	Pack		
42	CUPS AND SAUCER, set, 8-12 ounce, white, Ceramic	76	Pair		
43	DEODORANT CAKE, 100g	27	Piece		
44	DETERGENT BAR, 140 grams as packed	111	Piece		
45	DETERGENT POWDER, 2 kilos, for general use, scented	41	Pack		
46	DETERGENT POWDER, 25kg	2	Unit		
47	DETERGENT POWDER, all purpose, 1kg	267	Pack		
48	DIPPER, Tabo, at least 1lit capacity	2	Piece		
49	DISHWASHING LIQUID, 1.0L	2	Bottle		
50	DISHWASHING LIQUID, 250 ml, antibac	18	Bottle		
51	DISHWASHING LIQUID, 250ml	10	Bottle		
52	DISHWASHING LIQUID, 790ml	6	Piece		
53	DISHWASHING PASTE, At least 200g	1	Piece		
54	DISINFECTANT SPRAY, aerosol type, 400-550 grams	274	Can		
55	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	28	Liter		
56	DISINFECTANT SPRAY, Insect Spray, water base	1	Liter		
57	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	3	Liter		
58	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	3	Bottle		
59	DISINFECTANT, BLEACHING SOLUTION	77	Gallon		



60	DISINFECTANT, Bleaching Solution 1 Liter	51	Bottle		
61	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	3	Liter		
62	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbonated Tray, Size: 17 x 30 inch	2	Set		
63	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	24	Set		
64	DOCUMENT FRAME, Certificate case/holder PVC plastic, short, 8 1/2" x 11	100	Piece		
65	DOCUMENT FRAME, Certificate/Diploma holder, Top fold cover, with NVSU/RET logo	100	Piece		
66	DOCUMENT FRAME, Glass, size 8.5"x13"	34	Piece		
67	DOCUMENT FRAME, with Glass, 8.5x11inch, wood	46	Piece		
68	DOOR MAT, Cotton, rectangular, 14"x20"	50	Piece		
69	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	9	Piece		
70	DRY SEAL, NVSU	1	Unit		
71	DUST PAN, Dust Pan, heavy duty, made of can and wood, Fabricated	27	Piece		
72	DUST PAN, non-rigid plastic, with detachable handle	30	Piece		
73	ERASER, plastic/rubber, for pencil draft/writing	29	Piece		
74	EXTENSION WIRE, 4 meter (at least), with 4 gang	10	Piece		
75	EXTENSION WIRE, Extension Cord, with switch, 3 gang and 3 usb port, 5meters	1	Piece		
76	EXTENSION WIRE, Set with Universal Outlet(3 gang) and Switch	4	unit		
77	FACE SHIELD, direct splash protection	268	Piece		
78	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	10	Unit		
79	FLOOR WAX, Floor wax, paste, white (450g) odorless	20	Pack		
80	FLOOR WAX, Liquid Wax Natural	8	Liter		
81	FLOOR WAX, paste red	20	Can		
82	FORK, stainless steel	48	Piece		
83	FURNITURE CLEANER, aerosol type, 300ml min per can	27	Can		
84	GLASS WIPER, at least 12" with hundle	12	Piece		
85	HAND SANITIZER, 500ml	173	Bottle		
86	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	36	Bottle		
87	HAND SOAP, Liquid, 500ml	127	Bottle		
88	HEAD COVER, disposable	150	Piece		
89	INSECTICIDE, aerosol type, net content: 600ml min	224	Can		

90	INSECTICIDE, Spray, waterbase, Multi-insect spray, 300ml	16	Can		
91	KN95 FACE MASK, outer non-woven, active carbon layer, inner non-woven	3	Piece		
92	LAMINATING FILM, 12 inches x 50 meters, 250microns	3	Roll		
93	MOP, Magic spin mop 2 heads 360 rotating	8	Set		
94	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	1	Unit		
95	MOP, Mop with handle	10	Set		
96	MOP, Tornado with bucket	7	Set		
97	MOPHEAD, made of rayon, weight: 400 grams min	27	Piece		
98	MUG, Coffee; 8 to 10 oz.	10	Piece		
99	MURIATIC ACID	40	Liter		
100	PAY ENVELOPE, 6"x9", 500pcs/Box	3	Box		
101	PHILIPPINE NATIONAL FLAG, 100% polyester	8	Piece		
102	PIN, pillow pin, 100pcs/pack 10pack/Box	2	Box		
103	PIN, Push pin flat head 100's/case	69	Box		
104	PLATE, Dinner Plate, Plain White Breakable (10 inches or 12 inches diameter)	136	Piece		
105	PLATE, Disposable 50s/pack	6	Pack		
106	POVIDONE IODINE, 10% solution, 120 ml	12	Gallon		
107	PREMIUM LATEX GLOVES, latex examination gloves, powdered, single use, non-sterile, ambidextrous, SMALL, 100's per box	1	Box		
108	PROTECTIVE SAFETY GOGGLES	3	Piece		
109	RAGS, all cotton, 32 pieces per kilogram min	64	Bundle		
110	RAGS,Door Rags	5	Piece		
111	RISER, wooden computer riser and desk organizer with storage	1	Unit		
112	RUBBER BAND, 70mm min lay flat length (#18)	15	Box		
113	SCOURING PAD, 5 pieces per pack	29	Pack		
114	SCREEN PROTECTOR, LCD SCREEN RADIATION PROTECTIONFILM 20"	1	Piece		
115	SHARPENING STONE, Sharpening Stone 8"	5	Piece		
116	SHOE COVER, DISPOSABLE,	150	Pair		
117	SODIUM HYPOCHLORITE, 3.785 liters	12	Gallon		
118	SPONGE, Heavy Duty Scrub Sponge Mini	17	Piece		
119	SPOON AND FORK, Disposable 50each totalling to 100 per pack	2	Pack		
120	SPOON, stainless steel	48	Piece		
121	SURGICAL MASK, 3-ply	926	Piece		
122	SURGICAL MASK, Surgical face mask, 50pcs/box	59	Box		
123	TEASPOON, stainless steel	36	Piece		
124	TISSUE, Facial, Travelers Pack, at least 60 pulls	25	Pack		

125	TISSUE, interfolded paper towel	33	Pack		
126	TISSUE, Kitchen tissue, 6/pack	5	Pack		
127	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	10	Pack		
128	TOILET TISSUE PAPER, 2 ply 48 rolls/bale ***	5	Bale		
129	TOILET TISSUE PAPER, 2 plys sheets, 150 pulls 8 roll/pack	5	Pack		
130	TOILET TISSUE PAPER, 2-ply, 100% recycled	532	Pack		
131	TOILET TISSUE PAPER, 2-ply sheets, 150 pulls	19	Pack		
132	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	16	Bag		
133	TOILET TISSUE PAPER, Roll Tissue paper	68	Roll		
134	TOILET TISSUE PAPER, Roll Tissue paper, 1 ply ***	44	Roll		
135	TOILET TISSUE PAPER, Tissue Paper - 2 ply 48 rolls per pack	8	Bale		
136	TOOTBRUSH, ordinary, with cap	25	Piece		
137	TOOTHPASTE, small at least 20g	25	Box		
138	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	4	Piece		
139	TRASH BIN, Rectangular Pedal Trash Bin atleast 16L	15	Piece		
140	TRASH BIN, Trash Bin medium, with cover at least 16L	5	Piece		
141	TRASHBAG, Black, XL, 100pcs/bundle	38	Bundle		
142	TRASHBAG, Black-large (100's)	10	Pack		
143	TRASHBAG, Black-large 100pcs/bundle	5	Bundle		
144	TRASHBAG, GPP specs, black, 940mmx1016mm	73	Pack		
145	TRASHBAG, plastic, black, medium, 25 pulls per pack	4	Pack		
146	TRASHBAG, Trashbag, plastic black, medium	25	Roll		
147	TRASHBAG, TRASHBAG, plastic, transparent	5	Roll		
148	TWINE, plastic, one (1) kilo per roll	8	Roll		
149	WASHABLE FACE MASK	10	Piece		
150	WASTEBASKET, non-rigid plastic	13	Piece		
151	WASTEBASKET, Trash bin medium w/ cover	1	Piece		
	<b>TOTAL BID COST</b>				

Name of Supplier : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact Number : \_\_\_\_\_

Note: This is line item which include unit price and ABC.

STOCK NO.	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	UNIT COST	ABC
1	AIR FRESHENER, aerosol, 280ml/150g min	220	Can	90.22	19,848.40
2	AIR FRESHENER, Scented Gel 180g	19	Bottle	147.40	2,800.60
3	AIR PURIFIER, 3 Layers filter H13 can filter virus, 20-35 sqm room area, silent running	1	Unit	6,600.00	6,600.00
4	ALCOHOL, 70% isoprophyl alcohol, 1liter pump bottle, 6 bottles/box	10	box	1,320.00	13,200.00
5	ALCOHOL, 70% isoprophyl alcohol, 500ml	52	Bottle	110.00	5,720.00
6	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	23	Gallon	457.60	10,524.80
7	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	367	Bottle	43.58	15,993.86
8	ALCOHOL, isoprophyl, 68%-72%, 500ml (-5ml)	331	Bottle	43.58	14,424.98
9	ALCOHOL, isoprophyl, 68%-72%, scented, 3.785 liters	61	Gallon	455.00	27,755.00
10	BAG, Zipper Storage Bag, Gallon Size, at least 26.5cm x 27cm	2	Box	220.00	440.00
11	BATTERY, AA, Super Heavy Duty 4pcs/pack	36	Pack	165.00	5,940.00
12	BATTERY, AAA, Super Heavy Duty (4pcs)	14	Pack	181.50	2,541.00
13	BATTERY, Battery, 9V, rechargeable, heavy duty, 175mAh, NH22N, 6HR61	5	Piece	385.00	1,925.00
14	BATTERY, Battery, AA, rechargeable, heavy duty, NH15 1.2V, 1500mAh,NIMH, HR6	10	Piece	330.00	3,300.00
15	BATTERY, D cell 10000mAh Ni-MH rechargeable battery, 2 pcs per pack	4	Pack	880.00	3,520.00
16	BATTERY, dry cell, AA, 2 pieces per blister pack	181	Pack	36.30	6,570.30
17	BATTERY, dry cell, AAA, 2 pieces per blister pack	171	Pack	19.73	3,373.83
18	BATTERY, NP-BX1 Rechargeable lithium-ion, 3.6 VDC, 1240 mAh, 2 pcs per pack with battery charger	1	Pack	1,430.00	1,430.00
19	BATTERY, rechargeable AA batteries (4pcs/set), 2300 mAh with charger	5	Set	1,760.00	8,800.00
20	BOOK ENDS, Metal, heavy duty, with anti skid	5	Set	275.00	1,375.00
21	BROOM, Soft (tambo)	182	Piece	136.24	24,795.68
22	BROOM, STICK, (TING-TING), usable length: 760mm min	261	Piece	18.20	4,750.20
23	BRUSH, Hand Brush, small for lavatory	22	Piece	24.20	532.40
24	BRUSH, Long wood handle, floor brush woth hard bristles for CR floor tile	18	Piece	151.25	2,722.50
25	BRUSH, Multipurpose plastic laundry brush	12	Piece	55.00	660.00
26	BRUSH, Toilet Brush (long handle)	5	Piece	165.00	825.00
27	BRUSH, Toilet brush with container, plastic	76	Piece	109.69	8,336.44
28	CARTOLINA, WHITE	30	Piece	5.50	165.00
29	CHALK, chalk markers, erasable, dustless, water based liquid pen	10	Set	440.00	4,400.00
30	CHALK, white dustless, 100pcs/box	2	Box	66.00	132.00
31	CLEANER, Cleaner sink powder, big	22	Kg	165.00	3,630.00

32	CLEANER, Double-sided Magnetic Window Cleaner	1	Ser	660.00	660.00
33	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	13	Bottle	160.94	2,092.22
34	CLEANER, Liquid Bathroom and Tiles Cleaner	18	Liter	302.50	5,445.00
35	CLEANER, Multi-Surface Cleaner 500ml regular	3	Bottle	147.40	442.20
36	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	225	Bottle	41.60	9,360.00
37	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	3	Set	550.00	1,650.00
38	CONDITIONER, fabric conditioner, 1L	15	Liter	165.00	2,475.00
39	CONTAINER, Plastic Pail, 4 liter	6	Piece	165.00	990.00
40	COVERALL, non-sterile, protective, medical grade	2	Piece	1,144.00	2,288.00
41	CUP, Disposable White paper cup 100s/for office use good quality	2	Pack	220.00	440.00
42	CUPS AND SAUCER, set, 8-12 ounce, white, Ceramic	76	Pair	110.00	8,360.00
43	DEODORANT CAKE, 100g	27	Piece	66.00	1,782.00
44	DETERGENT BAR, 140 grams as packed	111	Piece	9.03	1,002.33
45	DETERGENT POWDER, 2 kilos, for general use, scented	41	Pack	220.00	9,020.00
46	DETERGENT POWDER, 25kg	2	Unit	825.00	1,650.00
47	DETERGENT POWDER, all purpose, 1kg	267	Pack	37.43	9,993.81
48	DIPPER, Tabo, at least 1lit capacity	2	Piece	38.50	77.00
49	DISHWASHING LIQUID, 1.0L	2	Bottle	495.00	990.00
50	DISHWASHING LIQUID, 250 ml, antibac	18	Bottle	77.00	1,386.00
51	DISHWASHING LIQUID, 250ml	10	Bottle	99.00	990.00
52	DISHWASHING LIQUID, 790ml	6	Piece	209.00	1,254.00
53	DISHWASHING PASTE, At least 200g	1	Piece	55.00	55.00
54	DISINFECTANT SPRAY, aerosol type, 400-550 grams	274	Can	128.96	35,335.04
55	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	28	Liter	189.20	5,297.60
56	DISINFECTANT SPRAY, Insect Spray, water base	1	Liter	236.50	236.50
57	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	3	Liter	3,300.00	9,900.00
58	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	3	Bottle	3,300.00	9,900.00
59	DISINFECTANT, BLEACHING SOLUTION	77	Gallon	220.00	16,940.00
60	DISINFECTANT, Bleaching Solution 1 Liter	51	Bottle	85.05	4,337.55
61	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	3	Liter	3,300.00	9,900.00
62	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbinated Tray, Size: 17 x 30 inch	2	Set	1,650.00	3,300.00

63	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	24	Set	44.00	1,056.00
64	DOCUMENT FRAME, Certificate case/holder PVC plastic, short, 8 1/2" x 11	100	Piece	55.00	5,500.00
65	DOCUMENT FRAME, Certificate/Diploma holder, Top fold cover, with NVSU/RET logo	100	Piece	82.50	8,250.00
66	DOCUMENT FRAME, Glass, size 8.5"x13"	34	Piece	132.00	4,488.00
67	DOCUMENT FRAME, with Glass, 8.5x11inch, wood	46	Piece	196.57	9,042.22
68	DOOR MAT, Cotton, rectangular, 14"x20"	50	Piece	50.59	2,529.50
69	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	9	Piece	220.00	1,980.00
70	DRY SEAL, NVSU	1	Unit	1,100.00	1,100.00
71	DUST PAN, Dust Pan, heavy duty, made of can and wood, Fabricated	27	Piece	99.00	2,673.00
72	DUST PAN, non-rigid plastic, with detachable handle	30	Piece	24.83	744.90
73	ERASER, plastic/rubber, for pencil draft/writing	29	Piece	11.00	319.00
74	EXTENSION WIRE, 4 meter (at least), with 4 gang	10	Piece	322.30	3,223.00
75	EXTENSION WIRE, Extension Cord, with switch, 3 gang and 3 usb port, 5meters	1	Piece	715.00	715.00
76	EXTENSION WIRE, Set with Universal Outlet(3 gang) and Switch	4	unit	253.00	1,012.00
77	FACE SHIELD, direct splash protection	268	Piece	124.80	33,446.40
78	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	10	Unit	1,144.00	11,440.00
79	FLOOR WAX, Floor wax, paste, white (450g) odorless	20	Pack	137.50	2,750.00
80	FLOOR WAX, Liquid Wax Natural	8	Liter	550.00	4,400.00
81	FLOOR WAX, paste red	20	Can	309.76	6,195.20
82	FORK, stainless steel	48	Piece	22.00	1,056.00
83	FURNITURE CLEANER, aerosol type, 300ml min per can	27	Can	115.53	3,119.31
84	GLASS WIPER, at least 12" with hundle	12	Piece	330.00	3,960.00
85	HAND SANITIZER, 500ml	173	Bottle	151.43	26,197.39
86	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	36	Bottle	110.00	3,960.00
87	HAND SOAP, Liquid, 500ml	127	Bottle	102.96	13,075.92
88	HEAD COVER, disposable	150	Piece	2.60	390.00
89	INSECTICIDE, aerosol type, net content: 600ml min	224	Can	139.36	31,216.64
90	INSECTICIDE, Spray, waterbase, Multi-insect spray, 300ml	16	Can	201.30	3,220.80
91	KN95 FACE MASK, outer non-woven, active carbon layer, inner non-woven	3	Piece	121.00	363.00
92	LAMINATING FILM, 12 inches x 50 meters, 250microns	3	Roll	1,601.60	4,804.80

93	MOP, Magic spin mop 2 heads 360 rotating	8	Set	770.00	6,160.00
94	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	1	Unit	1,100.00	1,100.00
95	MOP, Mop with handle	10	Set	165.00	1,650.00
96	MOP, Tornado with bucket	7	Set	1,100.00	7,700.00
97	MOPHEAD, made of rayon, weight: 400 grams min	27	Piece	123.76	3,341.52
98	MUG, Coffee; 8 to 10 oz.	10	Piece	60.50	605.00
99	MURIATIC ACID	40	Liter	132.00	5,280.00
100	PAY ENVELOPE, 6"x9", 500pcs/Box	3	Box	877.80	2,633.40
101	PHILIPPINE NATIONAL FLAG, 100% polyester	8	Piece	284.84	2,278.72
102	PIN, pillow pin, 100pcs/pack 10pack/Box	2	Box	605.00	1,210.00
103	PIN, Push pin flat head 100's/case	69	Box	28.07	1,936.83
104	PLATE, Dinner Plate, Plain White Breakable (10 inches or 12 inches diameter)	136	Piece	110.00	14,960.00
105	PLATE, Disposable 50s/pack	6	Pack	110.00	660.00
106	POVIDONE IODINE, 10% solution, 120 ml	12	Gallon	207.75	2,493.00
107	PREMIUM LATEX GLOVES, latex examination gloves, powdered, single use, non-sterile, ambidextrous, SMALL, 100's per box	1	Box	495.00	495.00
108	PROTECTIVE SAFETY GOGGLES	3	Piece	156.00	468.00
109	RAGS, all cotton, 32 pieces per kilogram min	64	Bundle	53.82	3,444.48
110	RAGS,Door Rags	5	Piece	38.50	192.50
111	RISER, wooden computer riser and desk organizer with storage	1	Unit	2,200.00	2,200.00
112	RUBBER BAND, 70mm min lay flat length (#18)	15	Box	109.50	1,642.50
113	SCOURING PAD, 5 pieces per pack	29	Pack	107.12	3,106.48
114	SCREEN PROTECTOR, LCD SCREEN RADIATION PROTECTIONFILM 20"	1	Piece	990.00	990.00
115	SHARPENING STONE, Sharpening Stone 8"	5	Piece	110.00	550.00
116	SHOE COVER, DISPOSABLE,	150	Pair	8.32	1,248.00
117	SODIUM HYPOCHLORITE, 3.785 liters	12	Gallon	131.25	1,575.00
118	SPONGE, Heavy Duty Scrub Sponge Mini	17	Piece	33.91	576.47
119	SPOON AND FORK, Disposable 50each totalling to 100 per pack	2	Pack	220.00	440.00
120	SPOON, stainless steel	48	Piece	22.00	1,056.00
121	SURGICAL MASK, 3-ply	926	Piece	14.04	13,001.04
122	SURGICAL MASK, Surgical face mask, 50pcs/box	59	Box	165.00	9,735.00
123	TEASPOON, stainless steel	36	Piece	16.50	594.00
124	TISSUE, Facial, Travelers Pack, at least 60 pulls	25	Pack	38.50	962.50
125	TISSUE, interfolded paper towel	33	Pack	34.84	1,149.72
126	TISSUE, Kitchen tissue, 6/pack	5	Pack	242.00	1,210.00
127	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	10	Pack	330.00	3,300.00
128	TOILET TISSUE PAPER, 2 ply 48 rolls/bale ***	5	Bale	660.00	3,300.00
129	TOILET TISSUE PAPER, 2 plys sheets, 150 pulls 8 roll/pack	5	Pack	71.50	357.50

130	TOILET TISSUE PAPER, 2-ply, 100% recycled	532	Pack	87.40	46,496.80
131	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls	19	Pack	71.50	1,358.50
132	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	16	Bag	357.50	5,720.00
133	TOILET TISSUE PAPER, Roll Tissue paper	68	Roll	13.00	884.00
134	TOILET TISSUE PAPER, Roll Tissue paper, 1 ply ***	44	Roll	13.00	572.00
135	TOILET TISSUE PAPER, Tissue Paper - 2 ply 48 rolls per pack	8	Bale	511.50	4,092.00
136	TOOTBRUSH, ordinary, with cap	25	Piece	55.00	1,375.00
137	TOOTHPASTE, small at least 20g	25	Box	33.00	825.00
138	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	4	Piece	4,386.80	17,547.20
139	TRASH BIN, Rectangular Pedal Trash Bin atleast 16L	15	Piece	297.00	4,455.00
140	TRASH BIN, Trash Bin medium, with cover at least 16L	5	Piece	363.00	1,815.00
141	TRASHBAG, Black, XL, 100pcs/bundle	38	Bundle	440.00	16,720.00
142	TRASHBAG, Black-large (100's)	10	Pack	308.00	3,080.00
143	TRASHBAG, Black-large 100pcs/bundle	5	Bundle	308.00	1,540.00
144	TRASHBAG, GPP specs, black, 940mmx1016mm	73	Pack	134.68	9,831.64
145	TRASHBAG, plastic, black, medium, 25 pulls per pack	4	Pack	176.00	704.00
146	TRASHBAG, Trashbag, plastic black, medium	25	Roll	176.00	4,400.00
147	TRASHBAG, TRASHBAG, plastic, transparent	5	Roll	148.14	740.70
148	TWINE, plastic, one (1) kilo per roll	8	Roll	58.24	465.92
149	WASHABLE FACE MASK	10	Piece	44.00	440.00
150	WASTEBASKET, non-rigid plastic	13	Piece	27.96	363.48
151	WASTEBASKET, Trash bin medium w/ cover	1	Piece	198.00	198.00



[Use this form for Framework Agreement:]

## *Technical Specifications*

<b>TECHNICAL SPECIFICATIONS</b>			
<b><i>Item / Service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Technical Specifications / Scope of Work</i></b>	<b><i>Statement of Compliance</i></b>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid No.:

*To: Nueva Vizcaya State University – Bids and Awards Committee*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* **Supply & Delivery of Various Janitorial Supplies for both Campuses** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS provision** for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute*

the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Statement of Single Largest Completed Contract  
which is Similar in Nature**  
(indicate only one)

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

<b>Name of Client</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) Issued for the Contract</b>

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instruction:

- a. Cut-off date is December 21, 2020

## Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. 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 being bid) prior to December 21, 2020.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. 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).

## **Bid Securing Declaration Form**

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

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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]*

**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: \_\_\_\_\_



**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**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: \_\_\_\_\_

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Performance Securing Declaration (Revised)**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]  
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*

## 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]*

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### 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]*

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

**Other documentary requirements under RA No. 9184 (as applicable)**

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

