

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Project 2021-22A: Supply and Delivery of Various Office 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 2021-22A: Supply and Delivery of Various
Office Supplies for Both Campuses***

1. The *Nueva Vizcaya State University*, through the General Fund (GF), Special Trust Fund (STF), *Trust Fund (TF) and Auxiliary Fund (AF) for Fund FY 2021* intends to apply the sum of *Php768,237.10* being the ABC to payments under the contract for *2021-22A Supply and Delivery of Various Office 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 *September 16, 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 Conference¹ on *September 24, 2021, 9:00AM at the Function Room, 3/F New Administration Building, NVSU Bayombong Campus* and through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders. To reduce the risks and hazards of community transmission of COVID-19, the

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

BAC shall conduct meetings and conferences via **ZOOM (Meeting ID: 403 446 8077, 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 *October 6, 2021 at 8:59am* or *courier submission on the same address on or before October 4, 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 *October 6, 2021, 9:00am* at the given address and via **ZOOM (Meeting ID: 622 526 4757, 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:

MS. MARITRESS N. MORTERA	MR. RICHARD JOHN D. GUZMAN
MS. ICY B. PASI	MS. FLORIDA P. URBANO
MS. JEANYBEE A. MARIANO	MS. JULIET S. SANCHEZ
MS. DIANNE MARGARETH B. TITO	

UBAC Secretariat

3rd 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 and ubacbayombong@gmail.com

12. You may visit the website:
For downloading of Bidding Documents: www.nvsu.edu.ph *September 16, 2021*.

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 No. 2021-22A Supply and Delivery of Various Office 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. 2021-22A Supply and Delivery of Various Office Supplies for Both Campuses”) is composed of one hundred ninety-seven (197) item/s, 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) and Auxiliary Fund (AF) for Fund FY 2021* [*indicate funding year*] in the amount of One Million Three Hundred Twenty pesos only (*Php768,237.10*) [*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 Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

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

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

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

[Select one, delete the other/s]

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

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

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

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

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

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

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

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

- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>[provide the definition or description of similar contracts].</i></p> <p style="margin-left: 40px;">b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
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> <p style="margin-left: 40px;">a. The amount of not less than <i>Fifteen Thousand Three Hundred Sixty-Four pesos & 74/100 only (Php15,364.74)</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</p> <p style="margin-left: 40px;">b. The amount of not less than <i>Thirty-Eight Thousand Four Hundred Eleven pesos & 86/100 only (Php38,411.86)</i> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Ms. Divina DC. Pinaroc</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

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

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

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

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

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

Item No.	Unit	Description	Qty	Total	Delivered, Weeks/Months
1	Roll	ACETATE, thickness: 0.075mm min (gauge #3)	14		30 calendar days
2	Piece	BALLPEN, 0.5 fine point black	8		
3	Box	BALLPEN, 0.5 fine point, black, smudge free, 25/box	10		
9	Box	BALLPEN, ballpoint refill for retractable pen, .7, 12 pieces/box (black/blue)	15		
10	Piece	BALLPEN, Fine line, 0.8mm water and fade proof pigment ink, black	10		
11	Piece	BALLPEN, Retractable ball point pen, red	24		
12	Piece	BALLPEN, Retractable Ball point pen, black	134		
13	Piece	BALLPEN, Retractable ball point pen, blue	44		
15	Piece	CALCULATOR, Scientific	2		
16	Piece	CARTOLINA, WHITE	30		
17	pcs	CARTOLINA, yellow green	65		
18	Piece	CLEARBOOK, 20 transparent pockets, for A4 size	26		
20	Box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	131		
21	Box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	146		
22	Box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	145		
23	Box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	115		
24	Box	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	3		
25	Box	CONTINUOUS FORM, 3 PLY, 280mm x 241mm, carbonless	15		
27	Piece	CUTTER BLADE, for general purpose (large) @ 5pcs/pack	58		
28	Piece	CUTTER BLADE, for heavy duty cutter	37		
29	Piece	CUTTING MAT, PVC, FOR A1	4		
30	Piece	DATA FILE BOX, Data File Box, Made of chipboard, with closed ends color: Maroon	58		
31	Piece	DATA FILE BOX, Filing box (double)	4		
32	Piece	DATA FILE BOX, made of chipboard, with closed ends	141		
33	Box	DATA FOLDER, Arch File Horizontal With Taglia Lock , Size 3" x 9" x 15.5" Inches Royal Blue ,	10		
34	Piece	DATA FOLDER, made of chipboard, taglia lock	32		
35	Piece	DATING AND STAMPING MACHINE, heavy duty	7		
38	Box	ENVELOPE, DOCUMENTARY, for A4 size document (100pcs/box)	27		
39	Box	ENVELOPE, DOCUMENTARY, for legal size document (100pcs/box)	12		
40	Box	ENVELOPE, Expanding with garter, long, colored 100/box	41		
41	Box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100pcs/box)	75		
42	Piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	34		
44	Box	ENVELOPE, mailing, white, with window (100pcs/box)	1		
45	Piece	ENVELOPE, Plastic with handle, LEGAL, green	13		

46	Piece	ERASER, FELT, for blackboard/whiteboard	38		
47	Piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	97		
50	Piece	FILE ORGANIZER, 4-LAYER, METAL, BLACK, 8.5x13"	4		
51	Unit	FILE ORGANIZER, Document/Paper Tray Storage up to 8.5x13" at least 8 layers	11		
52	Piece	FILE ORGANIZER, expanding, plastic, 12 pockets	15		
53	Piece	FILE ORGANIZER, File Organizer, size: 12" x 10" x 12" (LxWxH)	2		
54	Set	FILE TAB DIVIDER, Bristol board, for A4	1		
55	Set	FILE TAB DIVIDER, Bristol board, for legal	11		
56	Unit	FILLING TRAY, Steel, 2 layers	5		
57	Unit	FILLING TRAY, Steel, 3 layers	11		
58	Piece	FOLDER, Expandable, long white	590		
60	Piece	FOLDER, File Document Expands up to 2", Plastic, Long	2		
61	Piece	FOLDER, File Folder white Long	500		
62	Piece	FOLDER, File Folder white short	200		
63	Piece	FOLDER, Folder, filing A3	30		
64	Pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	18		
65	Piece	FOLDER, Morocco folder (long)	25		
66	Box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	35		
67	Piece	FOLDER, tagboard, expandable, legal	50		
68	Pack	FOLDER, TAGBOARD, for A4 size documents	35		
69	Pack	FOLDER, TAGBOARD, for legal size documents	103		
70	Unit	GLUE GUN, heavy duty, large	4		
71	Piece	GLUE GUN, Small	5		
72	Jar	GLUE, All Multi-Purpose Glue 1000g/jar	1		
73	Jar	GLUE, all purpose, gross weight: 200 grams min	120		
75	Pack	GLUE, Stick for glue gun, large 20pcs/pack	5		
76	Piece	GLUE, Stick, Small for glue gun	60		
77	Pack	GLUE, Stick, small for glue gun 50pcs/Pack	3		
78	Piece	GLUE, Stick, strong bond, 22grams	5		
79	Box	INDEX TAB, self-adhesive, transparent	47		
80	Bot	INK REFILL, Permanent Marker Refill Ink black 65ml	5		
81	Bot	INK REFILL, Whiteboard Marker Refill Ink black at least 30ml	4		
82	Piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	80		
83	Piece	MAGAZINE FILE BOX, with Lid, Black, at least 14" x 11" x 11"	12		
88	Piece	MARKER, PERMANENT, bullet type, black	373		
89	Piece	MARKER, PERMANENT, bullet type, blue	42		
90	Piece	MARKER, PERMANENT, bullet type, red	41		
91	Box	MARKER, Whiteboard Marker Refillable 12pcs/box, black	6		
92	Piece	MARKER, whiteboard, black, felt tip, bullet type	213		
93	Piece	MARKER, whiteboard, blue, felt tip, bullet type	33		
94	Piece	MARKER, whiteboard, red, felt tip, bullet type	58		
95	Pad	NOTE PAD, Stick on, 3" x 1" 100sheet/pad	92		
96	Pad	NOTE PAD, Stick on, 50mm x 76mm (2" x 3") min	187		
97	Pad	NOTE PAD, Stick on, 76mm x 100mm (3" x 4") min	131		
98	Pad	NOTE PAD, Stick on, 76mm x 76mm (3" x 3") min	210		
99	Piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	38		

100	Piece	PAPER BOX, heavy duty office file document storage box with Lid 10x15.5x11in	38		
101	Box	PAPER CLIP, 33mm 100 piece per box	10		
102	Box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	197		
103	Box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	44		
104	Box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	148		
105	Piece	PAPER TRIMMER/CUTTING MACHINE, Paper cutter, A4 paper trimmer heavy duty, wood base, 12"X10"	3		
108	Ream	PAPER, Colored Bond Paper Long S-16, Yellow	2		
110	Pack	PAPER, Certificate, long, 200 gsm, 100pcs/pack	13		
111	Ream	PAPER, Colored bond paper, long blue, 80 gsm	5		
112	Ream	PAPER, Colored paper, Short, 70 gsm	3		
113	Box	PAPER, concorde water marked laid paper 90gsm short 8 1/2 x 11 for certificate, light blue 100pcs/pack 5pack/Box	3		
114	Pack	PAPER, Linen Paper (long) 120 gsm 100pcs/Pack	10		
115	Ream	PAPER, Magazine Cover Board (Chrome Coat C2S, 200 gsm, 12x18)	1		
116	Ream	PAPER, Official Transcript of Record form, blank form, acid free, security paper, yellow, 8.5 x 14 inches (as per sample)	7		
117	Pad	PAPER, PAD, ruled, size: 216mm x 330mm (2mm)	23		
118	Pack	PAPER, Photo paper, glossy 20pcs/pack A4	55		
119	Pack	PAPER, Photo paper, Legal 10pcs/pack	13		
120	Pad	PAPER, ruled, measurement: 203mm x 251mm 80 leaves	40		
121	Pack	PAPER, Specialty Board Paper, Long Cream 10's	14		
122	Pack	PAPER, SPECIALTY BOARD PAPER, Short, Cream 10's	40		
123	Pack	PAPER, Specialty Board, Long, white 10's	92		
124	Pack	PAPER, Specialty paper, soft green, legal 85gsm 10's	34		
125	Pack	PAPER, Specialty Paper, Yellow Green, long 10's, 85gsm	7		
126	Pack	PAPER, Specialty, Cream, Long, 10's, 85gsm	66		
127	Pack	PAPER, Specialty, Light Yellow, Long, 10's, 85gsm	43		
128	Roll	PAPER, sticker paper, Direct thermal label printer sticker 100x150mm high quality sticker labels 500 labels/sheets per roll, clear and barcode scannable print-outs Waterproof, Oilproof, Scratch Proof Uses heat technology	5		
129	Pack	PAPER, Sticker paper, A4 Glossy, white, 10pcs/pack	8		
130	Pack	PAPER, Sticker, A4 Glossy 100pcs/ Pack	46		
131	Pack	PAPER, Sticker, Long Glossy 50pcs/ Pack	1		
132	Pad	PAPER, Yellow Pad, 80 Leaves, 8.5x13in, (216x 330mm)	29		
133	Piece	PENCIL SHARPENER, manual, single cutter head	19		
135	Box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	95		
136	Piece	POST SCREW/ PAPER CHICAGO SCREW, 4"	50		
137	Piece	POST SCREW/ PAPER CHICAGO SCREW, Aluminum, 2"	40		
138	Pack	PVC COVER, 300 mic, A4 (100 pcs)	32		
139	Pack	PVC COVER, 300 mic, Long (100 pcs)	37		
140	Pack	PVC COVER, PVC cover 200 mic 100pcs 217mm x 331mm, long	1		
144	Piece	RIBBON, Typewriter	9		
145	Bundle	RING BINDER, 1/2" (10 pcs./bundle)	27		
146	Bundle	RING BINDER, 1/4" (10 pcs./bundle)	20		
147	Bundle	RING BINDER, plastic, 1 1/2", 10pcs/bundle	21		

148	Bundle	RING BINDER, plastic, 1", 10pcs/bundle	31		
149	Bundle	RING BINDER, plastic, 3/4", 10pcs/bundle	26		
150	Bundle	RING BINDER, plastic, 32mm, 84 rings	4		
151	Piece	RULER, Metal 24"	12		
152	Piece	RULER, metal ruler 12", cm & inches readings	6		
153	Piece	RULER, plastic, 450mm (18"), width: 38mm min	29		
154	Pair	SCISSORS, Stainless Steel, 200mm, min	23		
155	Pair	SCISSORS, Symmetrical, blade length: 65mm min	65		
156	Piece	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP	632		
157	Piece	SIGN PEN, VIOLET, liquid/gel ink, 0.5mm, NEEDLE TIP	18		
158	Box	SIGN PEN, 0.7mm ball needle point, black ,12pcs/box	8		
159	Box	SIGN PEN, 0.7mm ball needle point, blue 12pcs/box	4		
160	Piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	1,016		
161	Piece	SIGN PEN, Black, Liquid/Gel Ink, 0.8mm needle tip	16		
162	Piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	239		
163	Piece	SIGN PEN, GREEN, liquid/gel ink, 0.5mm	5		
164	Piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34		
165	Piece	SIGN PEN, SIGN PEN, BLACK, 0.7MM, RETRACTABLE	62		
166	Bottle	STAMP PAD INK, purple or violet, 50ml (min.)	23		
167	Bottle	STAMP PAD INK, red, 50ml (min.)	3		
168	Piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	26		
169	Piece	STAPLE REMOVER, PLIER-TYPE	34		
170	Piece	STAPLE REMOVER, Staple Remover, Heavy Duty	4		
171	Box	STAPLE WIRE, #10	28		
172	Box	STAPLE WIRE, 23/17	1		
173	Box	STAPLE WIRE, For Gun Tacker, size 10mm	5		
174	Box	STAPLE WIRE, for heavy duty staplers, (23/13)	67		
175	Box	STAPLE WIRE, heavy duty staples wire (23/10)	15		
176	Box	STAPLE WIRE, Standard staple wire # 35	52		
177	Box	STAPLE WIRE, STANDARD, (26/6)	397		
178	unit	STAPLER, BINDER TYPE, heavy duty, desktop	9		
179	Piece	STAPLER, LONG ARM/LONG REACH, HEAVY DUTY	3		
180	Piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	51		
181	Piece	STAPLER, Stapler with staple wire remover	19		
182	Piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	31		
183	Roll	TAPE, Binding, cloth, 1 inch	14		
184	Roll	TAPE, Binding, cloth, 2 inches	40		
185	Roll	TAPE, Double Adhesive 1"	78		
186	Roll	TAPE, Double Adhesive 1/2"	26		
187	Roll	TAPE, Double Adhesive 2"	18		
188	Roll	TAPE, Duct Tape, 2" black	5		
189	Roll	TAPE, Duct Tape, 2" blue	36		
190	Roll	TAPE, Electrical Tape (Big)	13		
191	Roll	TAPE, MASKING, width: 24mm (±1mm)	214		
192	Roll	TAPE, MASKING, width: 48mm (±1mm)	181		
193	Roll	TAPE, PACKAGING, width: 48mm (±1mm)	163		
194	Pack	TAPE, Teflon Tape, 1/2, USA, 12 rolls per pack	17		
195	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	204		
196	Roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	122		
197	Pack	WRAPPING PAPER, kraft, 8"x12" @ 100pcs/pack	1		

[Use this form for Framework Agreement:]

Framework Agreement List

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

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

<i>FRAMEWORK AGREEMENT LIST (AGENCY)</i>			
<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
<i>TOTAL (Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	ACETATE, thickness: 0.075mm min (gauge #3)	
2	BALLPEN, 0.5 fine point black	
3	BALLPEN, 0.5 fine point, black, smudge free, 25/box	
9	BALLPEN, ballpoint refill for retractable pen, .7, 12 pieces/box (black/blue)	
10	BALLPEN, Fine line, 0.8mm water and fade proof pigment ink, black	
11	BALLPEN, Retractable ball point pen, red	
12	BALLPEN, Retractable Ball point pen, black	
13	BALLPEN, Retractable ball point pen, blue	
15	CALCULATOR, Scientific	
16	CARTOLINA, WHITE	
17	CARTOLINA, yellow green	
18	CLEARBOOK, 20 transparent pockets, for A4 size	
20	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	

21	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	
22	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	
23	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
24	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	
25	CONTINUOUS FORM, 3 PLY, 280mm x 241mm, carbonless	
27	CUTTER BLADE, for general purpose (large) @ 5pcs/pack	
28	CUTTER BLADE, for heavy duty cutter	
29	CUTTING MAT, PVC, FOR A1	
30	DATA FILE BOX, Data File Box, Made of chipboard, with closed ends color: Maroon	
31	DATA FILE BOX, Filing box (double)	
32	DATA FILE BOX, made of chipboard, with closed ends	
33	DATA FOLDER, Arch File Horizontal With Taglia Lock , Size 3" x 9" x 15.5" Inches Royal Blue ,	
34	DATA FOLDER, made of chipboard, taglia lock	
35	DATING AND STAMPING MACHINE, heavy duty	
38	ENVELOPE, DOCUMENTARY, for A4 size document (100pcs/box)	
39	ENVELOPE, DOCUMENTARY, for legal size document (100pcs/box)	
40	ENVELOPE, Expanding with garter, long, colored 100/box	
41	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100pcs/box)	
42	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	
44	ENVELOPE, mailing, white, with window (100pcs/box)	
45	ENVELOPE, Plastic with handle, LEGAL, green	
46	ERASER, FELT, for blackboard/whiteboard	
47	ERASER, PLASTIC/RUBBER, for pencil draft/writing	
50	FILE ORGANIZER, 4-LAYER, METAL, BLACK, 8.5x13"	
51	FILE ORGANIZER, Document/Paper Tray Storage up to 8.5x13" at least 8 layers	
52	FILE ORGANIZER, expanding, plastic, 12 pockets	
53	FILE ORGANIZER, File Organizer, size: 12" x 10" x 12" (LxWxH)	
54	FILE TAB DIVIDER, Bristol board, for A4	
55	FILE TAB DIVIDER, Bristol board, for legal	
56	FILLING TRAY, Steel, 2 layers	
57	FILLING TRAY, Steel, 3 layers	
58	FOLDER, Expandable, long white	
60	FOLDER, File Document Expands up to 2", Plastic, Long	
61	FOLDER, File Folder white Long	
62	FOLDER, File Folder white short	
63	FOLDER, Folder, filing A3	
64	FOLDER, L-TYPE, PLASTIC, for legal size documents	

65	FOLDER, Morocco folder (long)	
66	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	
67	FOLDER, tagboard, expandable, legal	
68	FOLDER, TAGBOARD, for A4 size documents	
69	FOLDER, TAGBOARD, for legal size documents	
70	GLUE GUN, heavy duty, large	
71	GLUE GUN, Small	
72	GLUE, All Multi-Purpose Glue 1000g/jar	
73	GLUE, all purpose, gross weight: 200 grams min	
75	GLUE, Stick for glue gun, large 20pcs/pack	
76	GLUE, Stick, Small for glue gun	
77	GLUE, Stick, small for glue gun 50pcs/Pack	
78	GLUE, Stick, strong bond, 22grams	
79	INDEX TAB, self-adhesive, transparent	
80	INK REFILL, Permanent Marker Refill Ink black 65ml	
81	INK REFILL, Whiteboard Marker Refill Ink black at least 30ml	
82	MAGAZINE FILE BOX, LARGE size, made of chipboard	
83	MAGAZINE FILE BOX, with Lid, Black, at least 14" x 11" x 11"	
88	MARKER, PERMANENT, bullet type, black	
89	MARKER, PERMANENT, bullet type, blue	
90	MARKER, PERMANENT, bullet type, red	
91	MARKER, Whiteboard Marker Refillable 12pcs/box, black	
92	MARKER, whiteboard, black, felt tip, bullet type	
93	MARKER, whiteboard, blue, felt tip, bullet type	
94	MARKER, whiteboard, red, felt tip, bullet type	
95	NOTE PAD, Stick on, 3" x 1" 100sheet/pad	
96	NOTE PAD, Stick on, 50mm x 76mm (2" x 3") min	
97	NOTE PAD, Stick on, 76mm x 100mm (3" x 4") min	
98	NOTE PAD, Stick on, 76mm x 76mm (3" x 3") min	
99	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	
100	PAPER BOX, heavy duty office file document storage box with Lid 10x15.5x11in	
101	PAPER CLIP, 33mm 100 piece per box	
102	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
103	PAPER CLIP, vinyl/plastic coat, length: 48mm min	
104	PAPER CLIP, vinyl/plastic coat, length: 50mm min	
105	PAPER TRIMMER/CUTTING MACHINE, Paper cutter, A4 paper trimmer heavy duty, wood base, 12"X10"	
108	PAPER, Colored Bond Paper Long S-16, Yellow	
110	PAPER, Certificate, long, 200 gsm, 100pcs/pack	

111	PAPER, Colored bond paper, long blue, 80 gsm	
112	PAPER, Colored paper, Short, 70 gsm	
113	PAPER, concorde water marked laid paper 90gsm short 8 1/2 x 11 for certificate, light blue 100pcs/pack 5pack/Box	
114	PAPER, Linen Paper (long) 120 gsm 100pcs/Pack	
115	PAPER, Magazine Cover Board (Chrome Coat C2S, 200 gsm, 12x18)	
116	PAPER, Official Transcript of Record form, blank form, acid free, security paper, yellow, 8.5 x 14 inches (as per sample)	
117	PAPER, PAD, ruled, size: 216mm x 330mm (2mm)	
118	PAPER, Photo paper, glossy 20pcs/pack A4	
119	PAPER, Photo paper, Legal 10pcs/pack	
120	PAPER, ruled, measurement: 203mm x 251mm 80 leaves	
121	PAPER, Specialty Board Paper, Long Cream 10's	
122	PAPER, SPECIALTY BOARD PAPER, Short, Cream 10's	
123	PAPER, Specialty Board, Long, white 10's	
124	PAPER, Specialty paper, soft green, legal 85gsm 10's	
125	PAPER, Specialty Paper, Yellow Green, long 10's, 85gsm	
126	PAPER, Specialty, Cream, Long, 10's, 85gsm	
127	PAPER, Specialty, Light Yellow, Long, 10's, 85gsm	
128	PAPER, sticker paper, Direct thermal label printer sticker 100x150mm high quality sticker labels 500 labels/sheets per roll, clear and barcode scannable print-outs Waterproof, Oilproof , Scratch Proof Uses heat technology	
129	PAPER, Sticker paper, A4 Glossy, white, 10pcs/pack	
130	PAPER, Sticker, A4 Glossy 100pcs/ Pack	
131	PAPER, Sticker, Long Glossy 50pcs/ Pack	
132	PAPER, Yellow Pad, 80 Leaves, 8.5x13in, (216x 330mm)	
133	PENCIL SHARPENER, manual, single cutter head	
135	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
136	POST SCREW/ PAPER CHICAGO SCREW, 4"	
137	POST SCREW/ PAPER CHICAGO SCREW, Aluminum, 2"	
138	PVC COVER, 300 mic, A4 (100 pcs)	
139	PVC COVER, 300 mic, Long (100 pcs)	
140	PVC COVER, PVC cover 200 mic 100pcs 217mm x 331mm, long	
144	RIBBON, Typewriter	
145	RING BINDER, 1/2" (10 pcs./bundle)	
146	RING BINDER, 1/4" (10 pcs./bundle)	
147	RING BINDER, plastic, 1 1/2", 10pcs/bundle	
148	RING BINDER, plastic, 1", 10pcs/bundle	
149	RING BINDER, plastic, 3/4", 10pcs/bundle	
150	RING BINDER, plastic, 32mm, 84 rings	

151	RULER, Metal 24"	
152	RULER, metal ruler 12", cm & inches readings	
153	RULER, plastic, 450mm (18"), width: 38mm min	
154	SCISSORS, Stainless Steel, 200mm, min	
155	SCISSORS, Symmetrical, blade length: 65mm min	
156	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP	
157	SIGN PEN, VIOLET, liquid/gel ink, 0.5mm, NEEDLE TIP	
158	SIGN PEN, 0.7mm ball needle point, black ,12pcs/box	
159	SIGN PEN, 0.7mm ball needle point, blue 12pcs/box	
160	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
161	SIGN PEN, Black, Liquid/Gel Ink, 0.8mm needle tip	
162	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
163	SIGN PEN, GREEN, liquid/gel ink, 0.5mm	
164	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
165	SIGN PEN, SIGN PEN, BLACK, 0.7MM, RETRACTABLE	
166	STAMP PAD INK, purple or violet, 50ml (min.)	
167	STAMP PAD INK, red, 50ml (min.)	
168	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	
169	STAPLE REMOVER, PLIER-TYPE	
170	STAPLE REMOVER, Staple Remover, Heavy Duty	
171	STAPLE WIRE, #10	
172	STAPLE WIRE, 23/17	
173	STAPLE WIRE, For Gun Tacker, size 10mm	
174	STAPLE WIRE, for heavy duty staplers, (23/13)	
175	STAPLE WIRE, heavy duty staples wire (23/10)	
176	STAPLE WIRE, Standard staple wire # 35	
177	STAPLE WIRE, STANDARD, (26/6)	
178	STAPLER, BINDER TYPE, heavy duty, desktop	
179	STAPLER, LONG ARM/LONG REACH, HEAVY DUTY	
180	STAPLER, STANDARD TYPE, load cap: 200 staples min	
181	STAPLER, Stapler with staple wire remover	
182	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
183	TAPE, Binding, cloth, 1 inch	
184	TAPE, Binding, cloth, 2 inches	
185	TAPE, Double Adhesive 1"	
186	TAPE, Double Adhesive 1/2"	
187	TAPE, Double Adhesive 2"	
188	TAPE, Duct Tape, 2" black	
189	TAPE, Duct Tape, 2" blue	
190	TAPE, Electrical Tape (Big)	

191	TAPE, MASKING, width: 24mm (± 1 mm)	
192	TAPE, MASKING, width: 48mm (± 1 mm)	
193	TAPE, PACKAGING, width: 48mm (± 1 mm)	
194	TAPE, Teflon Tape, 1/2, USA, 12 rolls per pack	
195	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	
196	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	
197	WRAPPING PAPER, kraft, 8"x12" @ 100pcs/pack	

BILL OF QUANTITIES

Name of Project: **Supply and Delivery of Various Office Supplies for Both Campuses**

Location: **NVSU, Bayombong Campus**

Mode of Implementation: **Public Bidding**

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

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

Approved Budget for the Contract: **Php768,237.10**

NOTE: Line Item

Item No.	Particulars	Qty	Unit of Measurement	ABC		Unit Cost	Total Cost
				Unit Cost	Total Cost		
1	ACETATE, thickness: 0.075mm min (gauge #3)	14	Roll	847.82	11,869.48		
2	BALLPEN, 0.5 fine point black	8	Piece	20.00	160.00		
3	BALLPEN, 0.5 fine point, black, smudge free, 25/box	10	Box	187.00	1,870.00		
9	BALLPEN, ballpoint refill for retractable pen, .7, 12 pieces/box (black/blue)	15	Box	275.00	4,125.00		
10	BALLPEN, Fine line, 0.8mm water and fade proof pigment ink, black	10	Piece	77.00	770.00		
11	BALLPEN, Retractable ball point pen, red	24	Piece	22.00	528.00		
12	BALLPEN, Retractable Ball point pen, black	134	Piece	22.00	2,948.00		
13	BALLPEN, Retractable ball point pen, blue	44	Piece	22.00	968.00		
15	CALCULATOR, Scientific	2	Piece	902.00	1,804.00		
16	CARTOLINA, WHITE	30	Piece	5.50	165.00		
17	CARTOLINA, yellow green	65	pcs	8.80	572.00		
18	CLEARBOOK, 20 transparent pockets, for A4 size	26	Piece	39.78	1,034.28		
20	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	131	Box	9.05	1,185.55		
21	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	146	Box	15.27	2,229.42		
22	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	145	Box	20.80	3,016.00		
23	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	115	Box	47.84	5,501.60		
24	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	3	Box	906.36	2,719.08		
25	CONTINUOUS FORM, 3 PLY, 280mm x 241mm, carbonless	15	Box	884.00	13,260.00		
27	CUTTER BLADE, for general purpose (large) @ 5pcs/pack	58	Piece	33.43	1,938.94		
28	CUTTER BLADE, for heavy duty cutter	37	Piece	14.82	548.34		
29	CUTTING MAT, PVC, FOR A1	4	Piece	1,430.00	5,720.00		
30	DATA FILE BOX, Data File Box, Made of chipboard, with closed ends color: Maroon	58	Piece	76.90	4,460.20		
31	DATA FILE BOX, Filing box (double)	4	Piece	154.00	616.00		
32	DATA FILE BOX, made of chipboard, with closed ends	141	Piece	77.20	10,885.20		
33	DATA FOLDER, Arch File Horizontal With Taglia Lock , Size 3" x 9" x 15.5" Inches Royal Blue ,	10	Box	220.00	2,200.00		
34	DATA FOLDER, made of chipboard, taglia lock	32	Piece	68.64	2,196.48		
35	DATING AND STAMPING MACHINE, heavy duty	7	Piece	453.96	3,177.72		
38	ENVELOPE, DOCUMENTARY, for A4 size document (100pcs/box)	27	Box	673.09	18,173.43		
39	ENVELOPE, DOCUMENTARY, for legal size document (100pcs/box)	12	Box	927.16	11,125.92		
40	ENVELOPE, Expanding with garter, long, colored 100/box	41	Box	886.97	36,365.77		
41	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100pcs/box)	75	Box	738.40	55,380.00		
42	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	34	Piece	30.49	1,036.66		
44	ENVELOPE, mailing, white, with window (100pcs/box)	1	Box	433.68	433.68		
45	ENVELOPE, Plastic with handle, LEGAL, green	13	Piece	82.50	1,072.50		
46	ERASER, FELT, for blackboard/whiteboard	38	Piece	10.30	391.40		
47	ERASER, PLASTIC/RUBBER, for pencil draft/writing	97	Piece	4.42	428.74		

50	FILE ORGANIZER, 4-LAYER, METAL, BLACK, 8.5x13"	4	Piece	385.00	1,540.00		
51	FILE ORGANIZER, Document/Paper Tray Storage up to 8.5x13" at least 8 layers	11	Unit	1,100.00	12,100.00		
52	FILE ORGANIZER, expanding, plastic, 12 pockets	15	Piece	86.04	1,290.60		
53	FILE ORGANIZER, File Organizer, size: 12" x 10" x 12" (LxWxH)	2	Piece	148.50	297.00		
54	FILE TAB DIVIDER, Bristol board, for A4	1	Set	11.13	11.13		
55	FILE TAB DIVIDER, Bristol board, for legal	11	Set	14.23	156.53		
56	FILLING TRAY, Steel, 2 layers	5	Unit	220.00	1,100.00		
57	FILLING TRAY, Steel, 3 layers	11	Unit	385.00	4,235.00		
58	FOLDER, Expandable, long white	590	Piece	12.14	7,162.60		
60	FOLDER, File Document Expands up to 2", Plastic, Long	2	Piece	220.00	440.00		
61	FOLDER, File Folder white Long	500	Piece	5.12	2,560.00		
62	FOLDER, File Folder white short	200	Piece	3.85	770.00		
63	FOLDER, Folder, filing A3	30	Piece	40.33	1,210.00		
64	FOLDER, L-TYPE, PLASTIC, for legal size documents	18	Pack	244.93	4,408.74		
65	FOLDER, Morocco folder (long)	25	Piece	8.00	200.00		
66	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	35	Box	952.64	33,342.40		
67	FOLDER, tagboard, expandable, legal	50	Piece	15.40	770.00		
68	FOLDER, TAGBOARD, for A4 size documents	35	Pack	279.00	9,765.00		
69	FOLDER, TAGBOARD, for legal size documents	103	Pack	330.92	34,084.76		
70	GLUE GUN, heavy duty, large	4	Unit	440.00	1,760.00		
71	GLUE GUN, Small	5	Piece	156.42	782.10		
72	GLUE, All Multi-Purpose Glue 1000g/jar	1	Jar	341.00	341.00		
73	GLUE, all purpose, gross weight: 200 grams min	120	Jar	64.35	7,722.00		
75	GLUE, Stick for glue gun, large 20pcs/pack	5	Pack	110.00	550.00		
76	GLUE, Stick, Small for glue gun	60	Piece	4.40	264.00		
77	GLUE, Stick, small for glue gun 50pcs/Pack	3	Pack	165.00	495.00		
78	GLUE, Stick, strong bond, 22grams	5	Piece	99.00	495.00		
79	INDEX TAB, self-adhesive, transparent	47	Box	56.68	2,663.96		
80	INK REFILL, Permanent Marker Refill Ink black 65ml	5	Bot	80.30	401.50		
81	INK REFILL, Whiteboard Marker Refill Ink black at least 30ml	4	Bot	126.50	506.00		
82	MAGAZINE FILE BOX, LARGE size, made of chipboard	80	Piece	41.60	3,328.00		
83	MAGAZINE FILE BOX, with Lid, Black, at least 14" x 11" x 11"	12	Piece	401.50	4,818.00		
88	MARKER, PERMANENT, bullet type, black	373	Piece	9.05	3,375.65		
89	MARKER, PERMANENT, bullet type, blue	42	Piece	8.98	377.16		
90	MARKER, PERMANENT, bullet type, red	41	Piece	8.98	368.18		
91	MARKER, Whiteboard Marker Refillable 12pcs/box, black	6	Box	686.40	4,118.40		
92	MARKER, whiteboard, black, felt tip, bullet type	213	Piece	13.50	2,875.50		
93	MARKER, whiteboard, blue, felt tip, bullet type	33	Piece	13.38	441.54		
94	MARKER, whiteboard, red, felt tip, bullet type	58	Piece	14.07	816.06		
95	NOTE PAD, Stick on, 3" x 1" 100sheet/pad	92	Pad	50.22	4,620.24		
96	NOTE PAD, Stick on, 50mm x 76mm (2" x 3") min	187	Pad	37.06	6,930.22		
97	NOTE PAD, Stick on, 76mm x 100mm (3" x 4") min	131	Pad	59.28	7,765.68		
98	NOTE PAD, Stick on, 76mm x 76mm (3" x 3") min	210	Pad	47.73	10,023.30		
99	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	38	Piece	12.04	457.52		

100	PAPER BOX, heavy duty office file document storage box with Lid 10x15.5x11in	38	Piece	392.24	14,905.12		
101	PAPER CLIP, 33mm 100 piece per box	10	Box	19.80	198.00		
102	PAPER CLIP, vinyl/plastic coat, length: 32mm min	197	Box	7.83	1,542.51		
103	PAPER CLIP, vinyl/plastic coat, length: 48mm min	44	Box	14.01	616.44		
104	PAPER CLIP, vinyl/plastic coat, length: 50mm min	148	Box	17.40	2,575.20		
105	PAPER TRIMMER/CUTTING MACHINE, Paper cutter, A4 paper trimmer heavy duty, wood base, 12"X10"	3	Piece	1,100.00	3,300.00		
108	PAPER, Colored Bond Paper Long S-16, Yellow	2	Ream	247.50	495.00		
110	PAPER, Certificate, long, 200 gsm, 100pcs/pack	13	Pack	278.00	3,614.00		
111	PAPER, Colored bond paper, long blue, 80 gsm	5	Ream	330.00	1,650.00		
112	PAPER, Colored paper, Short, 70 gsm	3	Ream	198.00	594.00		
113	PAPER, concorde water marked laid paper 90gsm short 8 1/2 x 11 for certificate, light blue 100pcs/pack 5pack/Box	3	Box	660.00	1,980.00		
114	PAPER, Linen Paper (long) 120 gsm 100pcs/Pack	10	Pack	154.00	1,540.00		
115	PAPER, Magazine Cover Board (Chrome Coat C2S, 200 gsm, 12x18)	1	Ream	2,200.00	2,200.00		
116	PAPER, Official Transcript of Record form, blank form, acid free, security paper, yellow, 8.5 x 14 inches (as per sample)	7	Ream	1,903.00	13,321.00		
117	PAPER, PAD, ruled, size: 216mm x 330mm (2mm)	23	Pad	30.68	705.64		
118	PAPER, Photo paper, glossy 20pcs/pack A4	55	Pack	187.90	10,334.50		
119	PAPER, Photo paper, Legal 10pcs/pack	13	Pack	110.00	1,430.00		
120	PAPER, ruled, measurement: 203mm x 251mm 80 leaves	40	Pad	22.00	880.00		
121	PAPER, Specialty Board Paper, Long Cream 10's	14	Pack	37.40	523.60		
122	PAPER, SPECIALTY BOARD PAPER, Short, Cream 10's	40	Pack	33.00	1,320.00		
123	PAPER, Specialty Board, Long, white 10's	92	Pack	34.00	3,128.00		
124	PAPER, Specialty paper, soft green, legal 85gsm 10's	34	Pack	38.50	1,309.00		
125	PAPER, Specialty Paper, Yellow Green, long 10's, 85gsm	7	Pack	38.50	269.50		
126	PAPER, Specialty, Cream, Long, 10's, 85gsm	66	Pack	38.50	2,541.00		
127	PAPER, Specialty, Light Yellow, Long, 10's, 85gsm	43	Pack	38.50	1,655.50		
128	PAPER, sticker paper, Direct thermal label printer sticker 100x150mm high quality sticker labels 500 labels/sheets per roll, clear and barcode scannable print-outs Waterproof, Oilproof, Scratch Proof Uses heat technology	5	Roll	440.00	2,200.00		
129	PAPER, Sticker paper, A4 Glossy, white, 10pcs/pack	8	Pack	44.00	352.00		
130	PAPER, Sticker, A4 Glossy 100pcs/ Pack	46	Pack	404.49	18,606.54		
131	PAPER, Sticker, Long Glossy 50pcs/ Pack	1	Pack	405.90	405.90		
132	PAPER, Yellow Pad, 80 Leaves, 8.5x13in, (216x 330mm)	29	Pad	63.80	1,850.20		
133	PENCIL SHARPENER, manual, single cutter head	19	Piece	202.80	3,853.20		
135	PENCIL, lead, w/ eraser, wood cased, hardness: HB	95	Box	20.79	1,975.05		
136	POST SCREW/ PAPER CHICAGO SCREW, 4"	50	Piece	11.00	550.00		
137	POST SCREW/ PAPER CHICAGO SCREW, Aluminum, 2"	40	Piece	7.70	308.00		
138	PVC COVER, 300 mic, A4 (100 pcs)	32	Pack	715.00	22,880.00		
139	PVC COVER, 300 mic, Long (100 pcs)	37	Pack	1,045.00	38,665.00		

140	PVC COVER, PVC cover 200 mic 100pcs 217mm x 331mm, long	1	Pack	825.00	825.00		
144	RIBBON, Typewriter	9	Piece	28.60	257.40		
145	RING BINDER, 1/2" (10 pcs./bundle)	27	Bundle	133.96	3,616.92		
146	RING BINDER, 1/4" (10 pcs./bundle)	20	Bundle	61.71	1,234.20		
147	RING BINDER, plastic, 1 1/2", 10pcs/bundle	21	Bundle	280.24	5,885.04		
148	RING BINDER, plastic, 1", 10pcs/bundle	31	Bundle	294.00	9,114.00		
149	RING BINDER, plastic, 3/4", 10pcs/bundle	26	Bundle	167.54	4,356.04		
150	RING BINDER, plastic, 32mm, 84 rings	4	Bundle	239.79	959.16		
151	RULER, Metal 24"	12	Piece	275.00	3,300.00		
152	RULER, metal ruler 12", cm & inches readings	6	Piece	165.00	990.00		
153	RULER, plastic, 450mm (18"), width: 38mm min	29	Piece	17.68	512.72		
154	SCISSORS, Stainless Steel, 200mm, min	23	Pair	110.00	2,530.00		
155	SCISSORS, Symmetrical, blade length: 65mm min	65	Pair	40.56	2,636.40		
156	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP	632	Piece	25.00	15,800.00		
157	SIGN PEN, VIOLET, liquid/gel ink, 0.5mm, NEEDLE TIP	18	Piece	25.00	450.00		
158	SIGN PEN, 0.7mm ball needle point, black ,12pcs/box	8	Box	1,161.60	9,292.80		
159	SIGN PEN, 0.7mm ball needle point, blue 12pcs/box	4	Box	1,161.60	4,646.40		
160	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	1,016	Piece	25.00	25,400.00		
161	SIGN PEN, Black, Liquid/Gel Ink, 0.8mm needle tip	16	Piece	60.00	960.00		
162	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	239	Piece	25.00	5,975.00		
163	SIGN PEN, GREEN, liquid/gel ink, 0.5mm	5	Piece	25.00	125.00		
164	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34	Piece	25.00	850.00		
165	SIGN PEN, SIGN PEN, BLACK, 0.7MM, RETRACTABLE	62	Piece	71.50	4,433.00		
166	STAMP PAD INK, purple or violet, 50ml (min.)	23	Bottle	31.52	724.96		
167	STAMP PAD INK, red, 50ml (min.)	3	Bottle	38.50	115.50		
168	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	26	Piece	34.95	908.70		
169	STAPLE REMOVER, PLIER-TYPE	34	Piece	24.90	846.60		
170	STAPLE REMOVER, Staple Remover, Heavy Duty	4	Piece	55.00	220.00		
171	STAPLE WIRE, #10	28	Box	14.54	407.12		
172	STAPLE WIRE, 23/17	1	Box	38.50	38.50		
173	STAPLE WIRE, For Gun Tacker, size 10mm	5	Box	165.00	825.00		
174	STAPLE WIRE, for heavy duty staplers, (23/13)	67	Box	19.76	1,323.92		
175	STAPLE WIRE, heavy duty staples wire (23/10)	15	Box	22.00	330.00		
176	STAPLE WIRE, Standard staple wire # 35	52	Box	55.00	2,860.00		
177	STAPLE WIRE, STANDARD, (26/6)	397	Box	21.09	8,372.73		
178	STAPLER, BINDER TYPE, heavy duty, desktop	9	unit	931.01	8,379.09		
179	STAPLER, LONG ARM/LONG REACH, HEAVY DUTY	3	Piece	1,980.00	5,940.00		
180	STAPLER, STANDARD TYPE, load cap: 200 staples min	51	Piece	176.80	9,016.80		
181	STAPLER, Stapler with staple wire remover	19	Piece	330.00	6,270.00		
182	TAPE DISPENSER, TABLE TOP, for 24mm width tape	31	Piece	64.20	1,990.20		
183	TAPE, Binding, cloth, 1 inch	14	Roll	44.00	616.00		
184	TAPE, Binding, cloth, 2 inches	40	Roll	77.00	3,080.00		
185	TAPE, Double Adhesive 1"	78	Roll	25.00	1,950.00		
186	TAPE, Double Adhesive 1/2"	26	Roll	15.00	390.00		
187	TAPE, Double Adhesive 2"	18	Roll	66.00	1,188.00		

188	TAPE, Duct Tape, 2" black	5	Roll	165.00	825.00		
189	TAPE, Duct Tape, 2" blue	36	Roll	165.00	5,940.00		
190	TAPE, Electrical Tape (Big)	13	Roll	77.00	1,001.00		
191	TAPE, MASKING, width: 24mm (±1mm)	214	Roll	54.62	11,688.68		
192	TAPE, MASKING, width: 48mm (±1mm)	181	Roll	106.61	19,296.41		
193	TAPE, PACKAGING, width: 48mm (±1mm)	163	Roll	20.07	3,271.41		
194	TAPE, Teflon Tape, 1/2, USA, 12 rolls per pack	17	Pack	27.50	467.50		
195	TAPE, TRANSPARENT, width: 24mm (±1mm)	204	roll	25.00	5,100.00		
196	TAPE, TRANSPARENT, width: 48mm (±1mm)	122	Roll	30.00	3,660.00		
197	WRAPPING PAPER, kraft, 8"x12" @ 100pcs/pack	1	Pack	154.84	154.84		
	GRAND TOTAL						

Name of Supplier : _____
Address : _____
Contact Number : _____

[Use this form for Framework Agreement:]

Technical Specifications

<i>TECHNICAL SPECIFICATIONS</i>			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of</i>

			<p><i>each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
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.

ANNEX I – BIDDING FORMS

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* for 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 Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

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

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

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

Name and Signature of
Authorized Representative

Date

*Instructions:

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

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

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

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

Name and Signature of
Authorized Representative

Date

***Instructions:**

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

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

Warranty Security, shall likewise form part of the Contract.

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

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

