



FIELD OFFICE 1

BIDS AND AWARDS COMMITTEE

BIDDING DOCUMENTS

**PURCHASE AND DELIVERY OF OFFICE SUPPLIES OF
DSWD FIELD OFFICE 1 FOR THE
SECOND SEMESTER CY 2021
(RE-ADVERTISEMENT)**

LOT NO.	PARTICULARS	ABC (PhP)
1	INK & TONERS	2,062,895.01
2	OFFICE SUPPLIES	3,518,243.84

Solicitation Number:
21-DSWDFO1-011a

September 2021

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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

**INVITATION TO BID FOR THE PURCHASE AND DELIVERY OF OFFICE SUPPLIES OF
DSWD FIELD OFFICE 1 FOR THE SECOND SEMESTER CY 2021 (RE-ADVERTISEMENT)**

SOLICITATION No. 21-DSWDFO1-011A

- The *Department of Social Welfare and Development – Field Office 1 (DSWD - FO 1)*, through the *GAA FY 2021*¹ intends to apply the sum on a *per lot basis for the Purchase and Delivery of Office Supplies of DSWD Field Office 1 for the Second Semester CY 2021 (Re-Advertisement)*. Bids received in excess of the ABC for each lot shall be automatically rejected during bid opening, to wit:

Lot No.	PARTICULARS	Approved Budget for the Contract (ABC)
1	INK & TONERS	2,062,895.01
2	OFFICE SUPPLIES	3,518,243.84

- The *DSWD – FO 1* now invites bids for the above Procurement Project. Delivery of the Goods is required **15-30 days upon receipt of Notice to Proceed**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
- 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.

- Prospective Bidders may obtain further information from *DSWD-FO 1 Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during **8:00 AM to 05:00 PM, Mondays to Fridays**.
- A complete set of Bidding Documents may be acquired by interested Bidders on **08 - 28 September 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 **Five Thousand Pesos (PhP5,000.00) only per lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through an authorized representative or through Cash Deposit at Landbank Account No. 0202014895 LBP-SFLU.

¹ Ibid.

6. The **DSWD-FO 1** will hold a Pre-Bid Conference² on **16 September 2021 at 2:00 PM** at the **DSWD - FO 1 Panlipunan Hall, Quezon Avenue, City of San Fernando, La Union**, and/or through video conferencing or webcasting via Google Meet at this link meet.google.com/rmk-xbaz-fzg, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **28 September 2021 at 9:00 AM**. 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 **28 September 2021 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DSWD-FO 1** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

HERMINIGILDA L. SONSON

Head, Bids and Awards Committee Secretariat

DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union

Trunk Line Number: (072) 687-80-00 local 222

Email Address: bac.fo1@dswd.gov.ph

Fax Number: (072) 888-21-84/888-25-05

Website: <http://www.fo1.dswd.gov.ph>

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.philgeps.gov.ph>

<https://fo1.dswd.gov.ph/procurement-opportunities/>

07 September 2021

sgd.

HELEN O. NERONA

SWO V/Chief, Statutory Programs
Division/ Chairperson, Bids and Awards
Committee

² May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procurement Project (referred to herein as “Project”) is composed of *Two (2) lots*, 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 *FY 2021* in the following amount, to wit:

Lot No.	PARTICULARS	Approved Budget for the Contract (ABC)
1	INK & TONERS	2,062,895.01
2	OFFICE SUPPLIES	3,518,243.84

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to *at least twenty-five percent (25%) of the ABC*.
- 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

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting at this GoogleMeet link: meet.google.com/rmk-xbaz-fzg 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 *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- 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 the **BDS**.

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.

Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration³ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***120 days after the opening of bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit ***one (1) original and two (2) copies of the first and second components of its bid***.

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

³ 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.

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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 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 One (1) Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 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

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Purchase and Delivery of Office Supplies and Equipment, Inks and Toners</i></p> <p>b. completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.</p>																								
12	The price of the Goods shall be quoted DDP <i>as stated on the Schedule of Requirements</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:</p> <p>a. Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">PARTICULARS</th> <th style="text-align: center;">Approved Budget for the Contract (ABC) (PhP)</th> <th style="text-align: center;">2% (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>INK & TONERS</td> <td style="text-align: right;">2,062,895.01</td> <td style="text-align: center;"><i>Forty-one Thousand Two Hundred Fifty-seven Pesos & 90/100 (PhP41,257.90) only</i></td> </tr> <tr> <td style="text-align: center;">2</td> <td>OFFICE SUPPLIES</td> <td style="text-align: right;">3,518,243.84</td> <td style="text-align: center;"><i>Seventy Thousand Three Hundred Sixty-four Pesos & 88/100 (PhP70,364.88) only</i></td> </tr> </tbody> </table> <p>b. Surety Bond.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">PARTICULARS</th> <th style="text-align: center;">Approved Budget for the Contract (ABC) (PhP)</th> <th style="text-align: center;">5% (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>INK & TONERS</td> <td style="text-align: right;">2,062,895.01</td> <td style="text-align: center;"><i>One Hundred Three Thousand One Hundred Forty-four Pesos & 75/100 (PhP103,144.75) only</i></td> </tr> <tr> <td style="text-align: center;">2</td> <td>OFFICE SUPPLIES</td> <td style="text-align: right;">3,518,243.84</td> <td style="text-align: center;"><i>One Hundred Seventy-five Thousand Nine Hundred Twelve Pesos & 19/100 (PhP175,912.19) only</i></td> </tr> </tbody> </table>	Lot No.	PARTICULARS	Approved Budget for the Contract (ABC) (PhP)	2% (PhP)	1	INK & TONERS	2,062,895.01	<i>Forty-one Thousand Two Hundred Fifty-seven Pesos & 90/100 (PhP41,257.90) only</i>	2	OFFICE SUPPLIES	3,518,243.84	<i>Seventy Thousand Three Hundred Sixty-four Pesos & 88/100 (PhP70,364.88) only</i>	Lot No.	PARTICULARS	Approved Budget for the Contract (ABC) (PhP)	5% (PhP)	1	INK & TONERS	2,062,895.01	<i>One Hundred Three Thousand One Hundred Forty-four Pesos & 75/100 (PhP103,144.75) only</i>	2	OFFICE SUPPLIES	3,518,243.84	<i>One Hundred Seventy-five Thousand Nine Hundred Twelve Pesos & 19/100 (PhP175,912.19) only</i>
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15	<p>Each Bidder shall submit <i>one (1)</i> original and <i>two (2)</i> copies of the first and second components of its bid.</p> <p>Ensure that envelopes are properly sealed and marked.</p>																								

19	Incomplete documents on the Original, Copy 1 & Copy 2 Envelopes will be deemed as <i>Failed</i>
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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**

The Procuring Entity has prescribed that Advance payment is not allowed.

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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (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, ***including transportation/delivery cost pursuant to the Generic Procurement Manual. Items that are subject for warranty must be picked up by the supplier's personnel in the DSWD Field Office 1.***

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>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>at the DSWD Field Office 1, City of San Fernando, La Union</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:</p> <p>ANNIELY J. FERRER SWO V OARDA/Concurrent Chief, Administrative Division</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><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;

	<p>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</p>
	<p>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.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>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.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 1. 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 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

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

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.

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.

Intellectual Property Rights –

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.

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.

LOT NO. 1 INKS & TONERS					
ITEM NO.	UNIT	ITEM/DESCRIPTION	QUANTITY	TOTAL	DELIVERED, WEEKS/MONTHS
1	bottle	INK, EPSON 003, Black, GENUINE	645	645	
2	bottle	INK, EPSON 003, Cyan, GENUINE	321	321	
3	bottle	INK, EPSON 003, Magenta, GENUINE	325	325	
4	bottle	INK, EPSON 003, Yellow, GENUINE	325	325	
5	cart	INK CANON CL 98, color, GENUINE	2	2	
6	cart	INK CANON PG 88, black, GENUINE	2	2	
7	bottle	INK CANON GI 790, Black, GENUINE	428	428	
8	bottle	INK CANON GI 790, Cyan, GENUINE	170	170	
9	bottle	INK CANON GI 790, Magenta, GENUINE	170	170	
10	bottle	INK CANON GI 790, Yellow, GENUINE	170	170	
11	bottle	Ink, Epson BK 001, 127ml, black, GENUINE	34	34	
12	bottle	Ink, Epson BK 001, 70ml, cyan, GENUINE	21	21	
13	bottle	Ink, Epson BK 001, 70ml, magenta, GENUINE	21	21	
14	bottle	Ink, Epson BK 001, 70ml, yellow, GENUINE	21	21	
15	bottle	INK, BROTHER BTD60BK 6500, black, GENUINE	40	40	
16	bottle	INK, BROTHER BT5000C 5000, cyan, GENUINE	27	27	
17	bottle	INK, BROTHER BT5000M 5000, magenta, GENUINE	27	27	
18	bottle	INK, BROTHER BT5000Y 5000, yellow, GENUINE	27	27	
19	cart	INKJET PRINTER INK (Epson Workforce WF-100), Epson T290 inks, Tri-colour Ink Cartridge, GENUINE	5	5	
20	cart	INKJET PRINTER INK (Epson Workforce WF-100), Epson T290 inks, Black Ink Cartridge, GENUINE	5	5	
21	cart	KONIKA MINOLTA TONER ,BH 283 TN 217, GENUINE	18	18	
22	cart	Canon, NPG-67 Toner, black, GENUINE	1	1	
23	cart	DIGITAL DUPLICATOR / RISOGRAPH (RISO) INK SF TYPE, Black, GENUINE	3	3	

24	cart	TONER, genuine, Brother TN660, GENUINE	1	1	
25	cart	TONER, Fuji Xerox Docuprint M355df - Fuji Ct 201937 Cartridge, GENUINE	2	2	
26	cart	TONER CARTRIDGE, Brother TN-2380, GENUINE	3	3	
27	cart	TONER CARTRIDGE-Black for Fuji Xerox, DocuCentre SC2020, GENUINE	3	3	
28	cart	TONER CARTRIDGE, Cyan, for Fuji Xerox DocuCentre SC2020, GENUINE	1	1	
29	cart	TONER CARTRIDGE, Magenta for Fuji Xerox DocuCentre SC2020, GENUINE	1	1	
30	cart	TONER CARTRIDGE, Yellow, for Fuji Xerox DocuCentre SC2020, GENUINE	1	1	
31	cart	INK CART, CANON CL-811, Colored, GENUINE	23	23	
32	cart	INK CART, CANON PG-810, Black, GENUINE	18	18	
33	cart	INK CART, EPSON C13T664100 (T6641), Black, GENUINE	914	914	
34	cart	INK CART, EPSON C13T664200 (T6642), Cyan, GENUINE	486	486	
35	cart	INK CART, EPSON C13T664300 (T6643), Magenta, GENUINE	487	487	
36	cart	INK CART, EPSON C13T664400 (T6644), Yellow, GENUINE	487	487	
37	cart	Ink Cartridge, HP F6V26AA (HP680) Tri-color, GENUINE	16	16	
38	cart	Ink Cartridge, HP F6V27AA (HP680) Black, GENUINE	18	18	
39	cart	RIBBON CART, EPSON C13S015632, Black, forLX-310, GENUINE	12	12	
40	cart	TONER CART, HP CE285A (HP85A), Black, GENUINE	1	1	

Delivery Period: *Fifteen (15) to Thirty (30) days upon receipt of Notice to Proceed*

Project Site: **DSWD Field Office 1 Quezon Avenue, City of San Fernando, La Union**

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

LOT NO. 2 OFFICE SUPPLIES

ITEM NO.	UNIT	ITEM/DESCRIPTION	QUANTITY	TOTAL	DELIVERED, WEEKS/MONTHS
1	piece	ARCH FILE FOLDER, horizontal, size: Legal	30	30	
2	piece	ARCH FILE FOLDER, horizontal, size: Legal, red	15	15	
3	piece	ARCH FILE FOLDER, horizontal, size: Legal, blue	15	15	
4	piece	BALLPEN, 0.5-0.7mm, fine, black	1,271	1,271	
5	piece	BALLPEN, 0.5-0.7mm, fine, blue	1,029	1,029	
6	piece	BALLPEN, 0.5-0.7mm, fine, red	32	32	
7	piece	BALLPEN, 0.5mm, fine, black, retractable with rubber guard	100	100	
8	piece	BALLPEN, 0.5mm, fine, blue, retractable with rubber guard	150	150	
9	piece	BALLPEN, 0.5-0.7mm, fine, black, retractable	322	322	
10	piece	BALLPEN, 0.5-0.7mm, fine, blue, retractable	230	230	
11	piece	BALLPEN, 0.5-0.7mm, fine, red, retractable	5	5	
12	piece	CARTOLINA, lavender	20	20	
13	piece	CARTOLINA, light blue	20	20	
14	piece	CARTOLINA, light green	20	20	
15	piece	CARTOLINA, orange	20	20	
16	piece	CARTOLINA, pink	20	20	
17	piece	CARTOLINA, purple	20	20	
18	piece	CARTOLINA, red	20	20	
19	piece	CARTOLINA, white (per piece)	20	20	
20	piece	CARTOLINA, yellow	20	20	
21	piece	CD Rewritable	50	50	
22	piece	CERTIFICATE HOLDER, A4, assorted color	350	350	
23	piece	CLEARBOOK, legal size, 70 pockets	45	45	
24	roll	CLOTH TAPE, 2 inches, blue	2	2	
25	roll	CLOTH TAPE, 1 inches, blue	2	2	
26	pack	COLORED PAPER, assorted, 10s	5	5	
27	pack	CONSTRUCTION PAPER, A4, assorted colors	4	4	
28	pack	CONSTRUCTION PAPER, assorted colors	2	2	
29	piece	CORK BOARD (36 x 36 inches), with aluminum frame, wall-mounted	1	1	
30	piece	CORK BOARD, 48 x 34	1	1	
31	piece	CORK BOARD, 8.5 x 11	1	1	
32	piece	CORK BOARD, 3 ft. x 5 ft.	1	1	

33	pack	DEEP DESK DRAWER ORGANIZER with dividers, 12" x 8" x 3", black, plastic	6	6	
34	piece	DOCUMENT TRAY, 3 layers, steel, black	1	1	
35	piece	DOCUMENT STORAGE BOX with lid, 10 x 15.5 x 11 inches, black	3	3	
36	piece	DOCUMENT STORAGE BOX with lid, 10 x 15.5 x 11 inches, blue	11	11	
37	roll	DUCT TAPE, 2 inches, black	12	12	
38	piece	DVD REWRITABLE, speed: 4x min, 4.7min, 4-7 GB capacity, with case	44	44	
39	pack	Envelope, baronial #5, white, 10 pcs/pack	20	20	
40	box	FASTENER, for paper, plastic, 50 sets per box	57	57	
41	piece	FOLDER, Report Cover with Built-in fastener, A4	30	30	
42	piece	FOLDER, Report Cover with Built-in fastener, Legal	30	30	
43	box	FOLDER, pressboard, size: 240mm x 370mm, green	134	134	
44	box	FOLDER, tagboard, for legal size documents, color: brown (outside), white (inside)	12	12	
45	box	FOLDER, pressboard, legal size, white, thick, 100 pieces per box	10	10	
46	pack	FOLDER, File, size: 216mm x 330mm, white, Legal	10	10	
47	piece	GLUE GUN Stick for big size durable with on & off switch	3	3	
48	piece	GLUE STICK big size	40	40	
49	piece	ID CLIP with PVC HOLDER / CASING, 9 cm x 6.5cm	6	6	
50	box	INDEX NOTE PAGE MARKER, self-adhesive, neon transparent	36	36	
51	piece	JOURNAL NOTEBOOK, hard cover	7	7	
52	roll	LAMINATING FILM, 330mm x 100m, 125 microns	1	1	
53	sleeve	MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	12	12	
54	piece	MARKER, overhead projection, black	10	10	
55	piece	MARKER, overhead projection, blue	36	36	
56	piece	MARKER, permanent, chisel type, black	146	146	
57	piece	MARKER, permanent, chisel type, blue	92	92	
58	piece	METAL TRAY, 3 layers 10x15x12	6	6	

59	piece	METAL STEEL RACK, 5 layers	3	3	
60	ream	MULTI-COLORED PAPER, neon A4/Letter Size, 10 colors/250 sheets/ream	5	5	
61	piece	PAPER, felt, green	5	5	
62	piece	PAPER, felt, red	5	5	
63	piece	PAPER, felt, yellow	5	5	
64	box	PEN, ballpoint, 0.5mm, black, 12 pcs./box	68	68	
65	box	PEN, ballpoint, 0.5mm, black, 12 pcs./box	63	63	
66	pack	PAPER SPECIALTY BOARD PAPER, A4 size, 200 gsm min., 10s	10	10	
67	pack	PAGE MARKER, colored index tabs, fluorescent sticky note, 25.4mm x 43.2mm, with "SIGN HERE"	100	100	
68	pack	PAGE MARKER, fluorescent colors, size: 1/2 x 2 inches min., paper type	35	35	
69	piece	PAGE MARKER, fluorescent sticky note, colored index tab / film index, see through	50	50	
70	pack	PAPER, sticker paper, glossy, size: A4, 10pcs/pack	158	158	
71	pack	PAPER, sticker paper, glossy, size: Legal, 10pcs/pack	10	10	
72	pack	PAGE MARKER, self-adhesive, translucent, neon colors, index tab	120	120	
73	pack	PAGE MARKER, fluorescent sticky note, colored index tab	116	116	
74	pack	PHOTO PAPER, A4 size, Glossy, 200gsm, 20 sheets/pack	19	19	
75	pack	PHOTO PAPER, 230gsm. Highly Glossy, 20 sheets/pack, A4	30	30	
76	roll	PLASTIC COVER, 50 meters	1	1	
77	box	PUSH PIN, flat head type, assorted colors, 100's/box	5	5	
78	piece	RECORD BOOK, mini, 500 pages, 5.5 inches x 8.5 inches	15	15	
79	pair	SCISSORS, symmetrical, blade length: 5" min., with soft grip handle	2	2	
80	pair	SCISSORS, 7 1/4 inch, 18.5cm	20	20	
81	piece	SELF-INKING STAMP, 70 x 10mm, blue	6	6	
82	piece	SELF-INKING STAMP, 26 x 10mm, green	10	10	

83	piece	SELF-INKING STAMP Details/Specifications: Name: Arial, UPPERCASE, bold , size 8 Designation: Arial, size 8 MARIE ANGELA S. GOPALAN Regional Director MELECIO C. UBILAS, JR. CAO / Chief, PPD	4	4	
84	piece	SELF-INKING STAMP Details/Specifications: Name: Arial, UPPERCASE, bold, size 8 KORINA C. TINOL EDWINA C. MASI NOEMI KATHLEEN T. BALBUENA IRYN D. CUBANGBANG RHOMAN G. RIMANDO APRIL ROSE A. OBAÑA DARWIN T. CHAN MARITES C. YSIP GLYNNIS S. CASUGA DEANAMY C. TABLADA CRYSTAL JOY P. ASPIRAS SHAMMER ELIEZER D. DULATRE SELLY B. MADALANG LORNA P. RAFANAN	14	14	
85	piece	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	8	8	
86	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip quick-dry, eco- friendly	50	50	
87	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip quick-dry, eco- friendly	160	160	
88	piece	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	15	15	
89	pack	SPECIALTY PAPER, minimum of 10s per pack	10	10	
90	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, white, 10s/pack	20	20	
91	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, yellow, 10s/pack	10	10	
92	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, green, 10s/pack	10	10	
93	pack	SPECIALTY PAPER, legal, 10 sheets/pack, white	10	10	

94	bottle	STAMP PAD INK REFILL, black	1	1	
95	bottle	STAMP PAD INK REFILL, red	1	1	
96	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, with staple remover	19	19	
97	piece	STORAGE BOX, plastic transparent with wheels and cover, 67 liters, 61.5 cm x 43.5 cm x 35.5 cm	20	20	
98	piece	STORAGE BOX, 70 liters with cover and with wheels	20	20	
99	piece	STORAGE BOX, plastic, blue, 87 liters	3	3	
100	roll	TAPE, double-sided, width: 24mm or 1 inch (± 1 mm)	20	20	
101	roll	Tape, double sided, with foam, 24mm, 10 yards, green	17	17	
102	roll	TAPE, double-sided, white, 12mm x 10m	15	15	
103	roll	TAPE, double-sided, white, 18mm x 10m	5	5	
104	roll	TAPE, double sided, 1", thick	5	5	
105	piece	TRAY, for documents, metal, 3 layers, 10x 15 x 12	6	6	
106	can	INSECTICIDE, aerosol type, net content: 600ml min	18	18	
107	bottle	HAND SANITIZER, 500 ml	47	47	
108	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	502	502	
109	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	109	109	
110	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	1,283	1,283	
111	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	38	38	
112	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	41	41	
113	roll	ACETATE, thickness: 0.075mm min (gauge #3)	1	1	
114	pack	CARTOLINA, assorted colors	41	41	
115	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	369	369	
116	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	458	458	
117	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	388	388	
118	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	162	162	
119	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	4,145	4,145	

120	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	2,016	2,016	
121	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	1,872	1,872	
122	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	1,329	1,329	
123	pad	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	5	5	
124	box	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	126	126	
125	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	184	184	
126	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	174	174	
127	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	782	782	
128	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	203	203	
129	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	33	33	
130	pack	BATTERY, dry cell, D, 1.5 volts, alkaline	20	20	
131	jar	GLUE, all purpose, gross weight: 200 grams min	166	166	
132	box	STAPLE WIRE, STANDARD, (26/6)	815	815	
133	roll	TAPE, ELECTRICAL, 18mm x 16M min	5	5	
134	roll	TAPE, MASKING, width: 24mm (± 1 mm)	225	225	
135	roll	TAPE, MASKING, width: 48mm (± 1 mm)	169	169	
136	roll	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	550	550	
137	roll	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	168	168	
138	roll	TWINE, plastic, one (1) kilo per roll	45	45	
139	can	AIR FRESHENER, aerosol, 280ml/150g min	70	70	
140	piece	BROOM, soft (tambo)	55	55	
141	piece	BROOM, STICK (TING-TING), usable length: 760mm min	90	90	
142	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	44	44	
143	can	CLEANSER, SCOURING POWDER, 350g min./can	32	32	
144	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	76	76	
145	piece	DUST PAN, non-rigid plastic, w/ detachable handle	3	3	

146	bottle	HAND SOAP, Liquid, 500ml	40	40	
147	piece	MOPHEAD, made of rayon, weight: 400 grams min	45	45	
148	bundle	RAGS, all cotton, 32 pieces per kilogram min	5	5	
149	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	50	50	
150	piece	SURGICAL MASK, 3-ply	1,580	1,580	
151	piece	KN95 FACE MASK	230	230	
152	piece	FLASH DRIVE, 16 GB capacity	10	10	
153	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	20	20	
154	unit	MOUSE, WIRELESS, USB	5	5	
155	unit	PRINTER, laser, colored	2	2	
156	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	68	68	
157	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	161	161	
158	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	276	276	
159	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	274	274	
160	piece	CORRECTION TAPE, film base type, UL 6m min	2,593	2,593	
161	piece	DATA FILE BOX, made of chipboard, with closed ends	305	305	
162	piece	DATA FOLDER, made of chipboard, taglia lock	5	5	
163	box	ENVELOPE, DOCUMENTARY, for A4 size document	62	62	
164	box	ENVELOPE, DOCUMENTARY, for legal size document	71	71	
165	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	326	326	
166	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	25	25	
167	box	ENVELOPE, mailing, white, 70gsm	153	153	
168	box	ENVELOPE, mailing, white, with window	11	11	
169	piece	ERASER, FELT, for blackboard/whiteboard	10	10	
170	box	FASTENER, METAL, 70mm between prongs	389	389	
171	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	18	18	
172	bundle	FOLDER, FANCY, for legal size documents	14	14	
173	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	1	1	

174	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	1	1	
175	pack	FOLDER, TAGBOARD, for legal size documents	105	105	
176	box	INDEX TAB, self-adhesive, transparent	185	185	
177	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	15	15	
178	set	MARKER, FLUORESCENT, 3 assorted colors per set	100	100	
179	piece	MARKER, whiteboard, black, felt tip, bullet type	196	196	
180	piece	MARKER, whiteboard, blue, felt tip, bullet type	196	196	
181	piece	MARKER, whiteboard, red, felt tip, bullet type	100	100	
182	piece	MARKER, PERMANENT, bullet type, black	297	297	
183	piece	MARKER, PERMANENT, bullet type, blue	146	146	
184	piece	MARKER, PERMANENT, bullet type, red	30	30	
185	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	280	280	
186	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	279	279	
187	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	54	54	
188	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	65	65	
189	piece	CUTTER KNIFE, for general purpose	12	12	
190	piece	DATING AND STAMPING MACHINE, heavy duty	2	2	
191	piece	PENCIL SHARPENER, manual, single cutter head	8	8	
192	piece	PUNCHER, paper, heavy duty, with two hole guide	19	19	
193	pair	SCISSORS, symmetrical, blade length: 65mm min	31	31	
194	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	29	29	
195	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1	1	
196	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	33	33	
197	unit	CALCULATOR, compact, 12 digits	22	22	
198	unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	1	

199	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	15	15	
200	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	246	246	
201	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	1,215	1,215	
202	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1,033	1,033	
203	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	40	40	
204	pack	WRAPPING PAPER, kraft, 65gsm (-5%)	18	18	

Delivery Period: *Fifteen (15) to Thirty (30) days upon receipt of Notice to Proceed.*

Project Site: **DSWD Field Office 1 Quezon Avenue, City of San Fernando, La Union**

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

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

LOT NO. 1 INKS & TONERS				
ITEM NO.	UNIT	ITEM/DESCRIPTION	QUANTITY	STATEMENT OF COMPLIANCE <i>(Please specify complete specifications and brands)</i>
1	bottle	INK, EPSON 003, Black, GENUINE	645	
2	bottle	INK, EPSON 003, Cyan, GENUINE	321	
3	bottle	INK, EPSON 003, Magenta, GENUINE	325	
4	bottle	INK, EPSON 003, Yellow, GENUINE	325	
5	cart	INK CANON CL 98, color, GENUINE	2	
6	cart	INK CANON PG 88, black, GENUINE	2	
7	bottle	INK CANON GI 790, Black, GENUINE	428	
8	bottle	INK CANON GI 790, Cyan, GENUINE	170	
9	bottle	INK CANON GI 790, Magenta, GENUINE	170	
10	bottle	INK CANON GI 790, Yellow, GENUINE	170	
11	bottle	Ink, Epson BK 001, 127ml, black, GENUINE	34	
12	bottle	Ink, Epson BK 001, 70ml, cyan, GENUINE	21	
13	bottle	Ink, Epson BK 001, 70ml, magenta, GENUINE	21	
14	bottle	Ink, Epson BK 001, 70ml, yellow, GENUINE	21	
15	bottle	INK, BROTHER BTD60BK 6500, black, GENUINE	40	
16	bottle	INK, BROTHER BT5000C 5000, cyan, GENUINE	27	
17	bottle	INK, BROTHER BT5000M 5000, magenta, GENUINE	27	
18	bottle	INK, BROTHER BT5000Y 5000, yellow, GENUINE	27	
19	cart	INKJET PRINTER INK (Epson Workforce WF-100), Epson T290 inks, Tri-colour Ink Cartridge, GENUINE	5	
20	cart	INKJET PRINTER INK (Epson Workforce WF-100), Epson T290 inks, Black Ink Cartridge, GENUINE	5	
21	cart	KONIKA MINOLTA TONER ,BH 283 TN 217, GENUINE	18	

22	cart	Canon, NPG-67 Toner, black, GENUINE	1	
23	cart	DIGITAL DUPLICATOR / RISOGRAPH (RISO) INK SF TYPE, Black, GENUINE	3	
24	cart	TONER, genuine, Brother TN660, GENUINE	1	
25	cart	TONER, Fuji Xerox Docuprint M355df - Fuji Ct 201937 Cartridge, GENUINE	2	
26	cart	TONER CARTRIDGE, Brother TN-2380, GENUINE	3	
27	cart	TONER CARTRIDGE-Black for Fuji Xerox, DocuCentre SC2020, GENUINE	3	
28	cart	TONER CARTRIDGE, Cyan, for Fuji Xerox DocuCentre SC2020, GENUINE	1	
29	cart	TONER CARTRIDGE, Magenta for Fuji Xerox DocuCentre SC2020, GENUINE	1	
30	cart	TONER CARTRIDGE, Yellow, for Fuji Xerox DocuCentre SC2020, GENUINE	1	
31	cart	INK CART, CANON CL-811, Colored, GENUINE	23	
32	cart	INK CART, CANON PG-810, Black, GENUINE	18	
33	cart	INK CART, EPSON C13T664100 (T6641), Black, GENUINE	914	
34	cart	INK CART, EPSON C13T664200 (T6642), Cyan, GENUINE	486	
35	cart	INK CART, EPSON C13T664300 (T6643), Magenta, GENUINE	487	
36	cart	INK CART, EPSON C13T664400 (T6644), Yellow, GENUINE	487	
37	cart	Ink Cartridge, HP F6V26AA (HP680) Tri-color, GENUINE	16	
38	cart	Ink Cartridge, HP F6V27AA (HP680) Black, GENUINE	18	
39	cart	RIBBON CART, EPSON C13S015632, Black, for LX-310, GENUINE	12	
40	cart	TONER CART, HP CE285A (HP85A), Black, GENUINE	1	

Kindly specify the brand and complete specifications of the item that you are offering.

LOT NO. 2 OFFICE SUPPLIES				
ITEM NO.	UNIT	ITEM/DESCRIPTION	QUANTITY	STATEMENT OF COMPLIANCE (Please specify complete specifications and brands)
1	piece	ARCH FILE FOLDER, horizontal, size: Legal	30	
2	piece	ARCH FILE FOLDER, horizontal, size: Legal, red	15	
3	piece	ARCH FILE FOLDER, horizontal, size: Legal, blue	15	
4	piece	BALLPEN, 0.5-0.7mm, fine, black	1,271	
5	piece	BALLPEN, 0.5-0.7mm, fine, blue	1,029	
6	piece	BALLPEN, 0.5-0.7mm, fine, red	32	
7	piece	BALLPEN, 0.5mm, fine, black, retractable with rubber guard	100	
8	piece	BALLPEN, 0.5mm, fine, blue, retractable with rubber guard	150	
9	piece	BALLPEN, 0.5-0.7mm, fine, black, retractable	322	
10	piece	BALLPEN, 0.5-0.7mm, fine, blue, retractable	230	
11	piece	BALLPEN, 0.5-0.7mm, fine, red, retractable	5	
12	piece	CARTOLINA, lavender	20	
13	piece	CARTOLINA, light blue	20	
14	piece	CARTOLINA, light green	20	
15	piece	CARTOLINA, orange	20	
16	piece	CARTOLINA, pink	20	
17	piece	CARTOLINA, purple	20	
18	piece	CARTOLINA, red	20	
19	piece	CARTOLINA, white (per piece)	20	
20	piece	CARTOLINA, yellow	20	
21	piece	CD Rewritable	50	
22	piece	CERTIFICATE HOLDER, A4, assorted color	350	
23	piece	CLEARBOOK, legal size, 70 pockets	45	
24	roll	CLOTH TAPE, 2 inches, blue	2	
25	roll	CLOTH TAPE, 1 inches, blue	2	
26	pack	COLORED PAPER, assorted, 10s	5	
27	pack	CONSTRUCTION PAPER, A4, assorted colors	4	
28	pack	CONSTRUCTION PAPER, assorted colors	2	

29	piece	CORK BOARD (36 x 36 inches), with aluminum frame, wall-mounted	1	
30	piece	CORK BOARD, 48 x 34	1	
31	piece	CORK BOARD, 8.5 x 11	1	
32	piece	CORK BOARD, 3 ft. x 5 ft.	1	
33	pack	DEEP DESK DRAWER ORGANIZER with dividers, 12" x 8" x 3", black, plastic	6	
34	piece	DOCUMENT TRAY, 3 layers, steel, black	1	
35	piece	DOCUMENT STORAGE BOX with lid, 10 x 15.5 x 11 inches, black	3	
36	piece	DOCUMENT STORAGE BOX with lid, 10 x 15.5 x 11 inches, blue	11	
37	roll	DUCT TAPE, 2 inches, black	12	
38	piece	DVD REWRITABLE, speed: 4x min, 4.7min, 4-7 GB capacity, with case	44	
39	pack	Envelope, baronial #5, white, 10 pcs/pack	20	
40	box	FASTENER, for paper, plastic, 50 sets per box	57	
41	piece	FOLDER, Report Cover with Built-in fastener, A4	30	
42	piece	FOLDER, Report Cover with Built-in fastener, Legal	30	
43	box	FOLDER, pressboard, size: 240mm x 370mm, green	134	
44	box	FOLDER, tagboard, for legal size documents, color: brown (outside), white (inside)	12	
45	box	FOLDER, pressboard, legal size, white, thick, 100 pieces per box	10	
46	pack	FOLDER, File, size: 216mm x 330mm, white, Legal	10	
47	piece	GLUE GUN Stick for big size durable with on & off switch	3	
48	piece	GLUE STICK big size	40	
49	piece	ID CLIP with PVC HOLDER / CASING, 9 cm x 6.5cm	6	
50	box	INDEX NOTE PAGE MARKER, self-adhesive, neon transparent	36	
51	piece	JOURNAL NOTEBOOK, hard cover	7	
52	roll	LAMINATING FILM, 330mm x 100m, 125 microns	1	

53	sleeve	MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	12	
54	piece	MARKER, overhead projection, black	10	
55	piece	MARKER, overhead projection, blue	36	
56	piece	MARKER, permanent, chisel type, black	146	
57	piece	MARKER, permanent, chisel type, blue	92	
58	piece	METAL TRAY, 3 layers 10x15x12	6	
59	piece	METAL STEEL RACK, 5 layers	3	
60	ream	MULTI-COLORED PAPER, neon A4/Letter Size, 10 colors/250 sheets/ream	5	
61	piece	PAPER, felt, green	5	
62	piece	PAPER, felt, red	5	
63	piece	PAPER, felt, yellow	5	
64	box	PEN, ballpoint, 0.5mm, black, 12 pcs./box	68	
65	box	PEN, ballpoint, 0.5mm, black, 12 pcs./box	63	
66	pack	PAPER SPECIALTY BOARD PAPER, A4 size, 200 gsm min., 10s	10	
67	pack	PAGE MARKER, colored index tabs, fluorescent sticky note, 25.4mm x 43.2mm, with "SIGN HERE"	100	
68	pack	PAGE MARKER, fluorescent colors, size: 1/2 x 2 inches min., paper type	35	
69	piece	PAGE MARKER, fluorescent sticky note, colored index tab / film index, see through	50	
70	pack	PAPER, sticker paper, glossy, size: A4, 10pcs/pack	158	
71	pack	PAPER, sticker paper, glossy, size: Legal, 10pcs/pack	10	
72	pack	PAGE MARKER, self-adhesive, translucent, neon colors, index tab	120	
73	pack	PAGE MARKER, fluorescent sticky note, colored index tab	116	
74	pack	PHOTO PAPER, A4 size, Glossy, 200gsm, 20 sheets/pack	19	

75	pack	PHOTO PAPER, 230gsm. Highly Glossy, 20 sheets/pack, A4	30	
76	roll	PLASTIC COVER, 50 meters	1	
77	box	PUSH PIN, flat head type, assorted colors, 100's/box	5	
78	piece	RECORD BOOK, mini, 500 pages, 5.5 inches x 8.5 inches	15	
79	pair	SCISSORS, symmetrical, blade length: 5" min., with soft grip handle	2	
80	pair	SCISSORS, 7 1/4 inch, 18.5cm	20	
81	piece	SELF-INKING STAMP, 70 x 10mm, blue	6	
82	piece	SELF-INKING STAMP, 26 x 10mm, green	10	
83	piece	SELF-INKING STAMP, Font size 4 & Arial 4	0	
84	piece	SELF-INKING STAMP Details/Specifications: Name: Arial, UPPERCASE, bold , size 8 Designation: Arial, size 8 MARIE ANGELA S. GOPALAN Regional Director MELECIO C. UBILAS, JR. CAO / Chief, PPD	4	
85	piece	SELF-INKING STAMP Details/Specifications: Name: Arial, UPPERCASE, bold, size 8 KORINA C. TINOL EDWINA C. MASI NOEMI KATHLEEN T. BALBUENA IRYN D. CUBANGBANG RHOMAN G. RIMANDO APRIL ROSE A. OBAÑA DARWIN T. CHAN MARITES C. YSIP GLYNNIS S. CASUGA DEANAMY C. TABLADA CRYSTAL JOY P. ASPIRAS SHAMMER ELIEZER D. DULATRE SELLY B. MADALANG LORNA P. RAFANAN	14	

86	piece	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	8	
87	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip quick-dry, eco-friendly	50	
88	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip quick-dry, eco-friendly	160	
89	piece	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	15	
90	pack	SPECIALTY PAPER, minimum of 10s per pack	10	
91	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, white, 10s/pack	20	
92	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, yellow, 10s/pack	10	
93	pack	SPECIALTY BOARD PAPER, A4, 220 gsm, green, 10s/pack	10	
94	pack	SPECIALTY PAPER, legal, 10 sheets/pack, white	10	
95	bottle	STAMP PAD INK REFILL, black	1	
96	bottle	STAMP PAD INK REFILL, red	1	
97	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, with staple remover	19	
98	piece	STORAGE BOX, plastic transparent with wheels and cover, 67 liters, 61.5 cm x 43.5 cm x 35.5 cm	20	
99	piece	STORAGE BOX, 70 liters with cover and with wheels	20	
100	piece	STORAGE BOX, plastic, blue, 87 liters	3	
101	roll	TAPE, double-sided, width: 24mm or 1 inch (± 1 mm)	20	
102	roll	Tape, double sided, with foam, 24mm, 10 yards, green	17	
103	roll	TAPE, double-sided, white, 12mm x 10m	15	
104	roll	TAPE, double-sided, white, 18mm x 10m	5	
105	roll	TAPE, double sided, 1", thick	5	
106	piece	TRAY, for documents, metal, 3 layers, 10x 15 x 12	6	
107	can	INSECTICIDE, aerosol type, net content: 600ml min	18	
108	bottle	HAND SANITIZER, 500 ml	47	
109	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	502	

110	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	109	
111	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	1,283	
112	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	38	
113	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	41	
114	roll	ACETATE, thickness: 0.075mm min (gauge #3)	1	
115	pack	CARTOLINA, assorted colors	41	
116	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	369	
117	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	458	
118	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	388	
119	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	162	
120	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	4,145	
121	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	2,016	
122	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	1,872	
123	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	1,329	
124	pad	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	5	
125	box	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	126	
126	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	184	
127	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	174	
128	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	782	
129	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	203	
130	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	33	
131	pack	BATTERY, dry cell, D, 1.5 volts, alkaline	20	
132	jar	GLUE, all purpose, gross weight: 200 grams min	166	
133	box	STAPLE WIRE, STANDARD, (26/6)	815	
134	roll	TAPE, ELECTRICAL, 18mm x 16M min	5	

135	roll	TAPE, MASKING, width: 24mm (±1mm)	225	
136	roll	TAPE, MASKING, width: 48mm (±1mm)	169	
137	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	550	
138	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	168	
139	roll	TWINE, plastic, one (1) kilo per roll	45	
140	can	AIR FRESHENER, aerosol, 280ml/150g min	70	
141	piece	BROOM, soft (tambo)	55	
142	piece	BROOM, STICK (TING-TING), usable length: 760mm min	90	
143	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	44	
144	can	CLEANSER, SCOURING POWDER, 350g min./can	32	
145	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	76	
146	piece	DUST PAN, non-rigid plastic, w/ detachable handle	3	
147	bottle	HAND SOAP, Liquid, 500ml	40	
148	piece	MOPHEAD, made of rayon, weight: 400 grams min	45	
149	bundle	RAGS, all cotton, 32 pieces per kilogram min	5	
150	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	50	
151	piece	SURGICAL MASK, 3-ply	1,580	
152	piece	KN95 FACE MASK	230	
153	piece	FLASH DRIVE, 16 GB capacity	10	
154	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual pack	20	
155	unit	MOUSE, WIRELESS, USB	5	
156	unit	PRINTER, laser, colored	2	
157	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	68	
158	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	161	
159	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	276	
160	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	274	
161	piece	CORRECTION TAPE, film base type, UL 6m min	2,593	

162	piece	DATA FILE BOX, made of chipboard, with closed ends	305	
163	piece	DATA FOLDER, made of chipboard, taglia lock	5	
164	box	ENVELOPE, DOCUMENTARY, for A4 size document	62	
165	box	ENVELOPE, DOCUMENTARY, for legal size document	71	
166	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	326	
167	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	25	
168	box	ENVELOPE, mailing, white, 70gsm	153	
169	box	ENVELOPE, mailing, white, with window	11	
170	piece	ERASER, FELT, for blackboard/whiteboard	10	
171	box	FASTENER, METAL, 70mm between prongs	389	
172	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	18	
173	bundle	FOLDER, FANCY, for legal size documents	14	
174	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	1	
175	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	1	
176	pack	FOLDER, TAGBOARD, for legal size documents	105	
177	box	INDEX TAB, self-adhesive, transparent	185	
178	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	15	
179	set	MARKER, FLUORESCENT, 3 assorted colors per set	100	
180	piece	MARKER, whiteboard, black, felt tip, bullet type	196	
181	piece	MARKER, whiteboard, blue, felt tip, bullet type	196	
182	piece	MARKER, whiteboard, red, felt tip, bullet type	100	
183	piece	MARKER, PERMANENT, bullet type, black	297	
184	piece	MARKER, PERMANENT, bullet type, blue	146	
185	piece	MARKER, PERMANENT, bullet type, red	30	

186	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	280	
187	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	279	
188	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	54	
189	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	65	
190	piece	CUTTER KNIFE, for general purpose	12	
191	piece	DATING AND STAMPING MACHINE, heavy duty	2	
192	piece	PENCIL SHARPENER, manual, single cutter head	8	
193	piece	PUNCHER, paper, heavy duty, with two hole guide	19	
194	pair	SCISSORS, symmetrical, blade length: 65mm min	31	
195	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	29	
196	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1	
197	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	33	
198	unit	CALCULATOR, compact, 12 digits	22	
199	unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	
200	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	15	
201	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	246	
202	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	1,215	
203	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1,033	
204	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	40	
205	pack	WRAPPING PAPER, kraft, 65gsm (-5%)	18	

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.

