

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**PURCHASE OF VARIOUS OFFICE SUPPLIES OF
DIFFERENT OFFICES FOR THE 1st & 2nd QUARTER 2023**

**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 “*City Government of Batac*” and “*Bids and Awards Committee*,” 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.



Republic of the Philippines
Province of Ilocos Norte
City Government of Batac

SECTION I

INVITATION TO BID FOR THE PURCHASE OF VARIOUS OFFICE SUPPLIES OF DIFFERENT OFFICES FOR THE 1st & 2nd QUARTER 2023

1. The **City Government of Batac**, through the office of **GENERAL FUND – ANNUAL BUDGET 2023 –DIFFERENT OFFICES-MOOE-OFFICE SUPPLIES EXPENSE** intends to apply the sum of **Seven Million Three Hundred One Thousand Three Hundred Eight & 50/100 Pesos (Php 7,301,308.50)** being the ABC to payments under the contract for the **Purchase of Various Office Supplies of Different Offices for the 1st & 2nd Quarter 2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City Government of Batac now invites bids for the above Procurement Project. Delivery of the Goods is required 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).
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 City Government of Batac and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 29, 2023 (8:00 AM to 5:00 PM) to June 19, 2023 (8:00 AM to 3:30 PM)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents in the amount of **Ten Thousand Pesos (Php 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The City Government of Batac will hold a Pre-Bid Conference on **June 7, 2023 at 3:30** in the afternoon at the BAC Office 3rd Floor City Hall Building, 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 **June 19, 2023 at 3:30 PM** 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 June 19, 2023, 3:30 PM at BAC Office 3rd Floor City Hall Building**. Bids will be opened in the presence of the bidder or its authorized representatives (with his/her authorization) who choose to attend the activity.
10. The City Government of Batac 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:

MARK ANGELO V. SABAS
BAC Office 3rd Floor, City Hall Building
City Government of Batac
Washington St. Barangay 1-S Valdez,
City of Batac, Ilocos Norte
Tel. No. (077) 670-6433

12. You may visit the following websites:

For downloading of Bidding Documents: you may visit www.batac.gov.ph

[Date of Issue]

MARLON F. SORIA
BAC Chairman

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 named in the BDS wishes to receive Bids for the **Purchase of Various Office Supplies of the Different Offices for the 1st & 2nd Quarter 2023** with identification number **CGB-2023-PB-05-001**

The Procurement Project (“**Purchase of Various Office Supplies of the Different Offices for the 1st & 2nd Quarter 2023**”) is composed of Four Hundred Six (406) items, the details of which is described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for Calendar Year 2021 in the amount of of **Seven Million Three Hundred One Thousand Three Hundred Eight & 50/100 Pesos (Php 7,301,308.50)**.

2.2. The source of funding is:

- a. **GENERAL FUND – ANNUAL BUDGET 2023 –DIFFERENT OFFICES-MOOE-OFFICE SUPPLIES EXPENSE**

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 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:
 - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty 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

- 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:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **June 7, 2023** at 3:30 in the afternoon at the BAC Office 3rd Floor City Hall Building 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 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)**.

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:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 within 120 days from the date of opening of bid. 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 original copy of the first and second components of its Bid and additional two certified copies to be labelled as COPY 1 and COPY 2.

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 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.

¹ 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.

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.

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.
- 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:

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

- 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**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Projects similar in nature to be bid out. b. completed within three (3) years prior to the deadline for the submission and receipt of bids. 										
7.1	Not applicable										
12	Not applicable										
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than One Hundred Forty-Six Thousand Twenty-Six & 17/100 Pesos (Php146,026.17), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Three Hundred Sixty-Five Thousand Sixty-Five & 42/100 Pesos (Php 365,065.42), if bid security is in Surety Bond. 										
19.3	<p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item No.</th> <th style="text-align: left;">Project Title</th> <th style="text-align: left;">Unit</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Approved Budget of the Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Purchase of Various Office Supplies of Different Offices for the 1st & 2nd Quarter 2023</td> <td style="text-align: center;">LOT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Php 7,301,308.50</td> </tr> </tbody> </table>	Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract	1	Purchase of Various Office Supplies of Different Offices for the 1st & 2nd Quarter 2023	LOT	1	Php 7,301,308.50
Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract							
1	Purchase of Various Office Supplies of Different Offices for the 1st & 2nd Quarter 2023	LOT	1	Php 7,301,308.50							
20.2	All documents/Supporting Documents that may be required under RA 9184 and its Latest IRR and Documentary Requirement as per COA- Circular No. 2012-001.										
21.2	No further instructions.										

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**.

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.

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

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>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>The delivery terms applicable to this Contract are delivered <i>to</i> BATAC CITY HALL, WASHINGTON ST., BRGY # 1-S VALDEZ, CITY OF BATAC. 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 ADMINISTRATIVE OFFICER IV WENDELINA C. ROSARIO.</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> <ol style="list-style-type: none"> a. 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.
	<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>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</p> <p>b. in the event of termination of production of the spare parts:</p> <ul 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 cost 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 one (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) year 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</p>

	<p>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	Not applicable
4	The inspection and tests that will be conducted are: goods delivered shall be in conformity with the specifications indicated under Section VII of the BD. Shall have at least one (1) year expiration from the date of delivery.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Unit of Measure	Delivered weeks/months
1	Ballpen ,12`s, black	538	538	box	
2	Ballpen ,12`s,blue	116	116	box	
3	Ballpen ,12`s,red	68	68	box	
4	Ballpen Ballpoint, fine BLACK	244	244	pc	
5	Ballpen Ballpoint, fine BLACK, retractable	243	243	pc	
6	Ballpen Ballpoint, fine RED, retractable	11	11	pc	
7	Ballpen Ballpoint, fine blue	151	151	pc	
8	Ballpen Ballpoint, fine blue, retractable	110	110	pc	
9	Battery AA Dry Cell, 2 per pack	338	338	pack	
10	Battery AA Dry Cell, 4 per pack, rechargeable	21	21	pack	
11	Battery Charger for 4pcs, AA/AAA	1	1	pc	
12	BATTERY AAA, Dry Cell ,2 per pack	332	332	pack	
13	Battery, 3V Lithium (2032) for CPU	9	9	set	
14	Battery size D 2/pack	41	41	pack	
15	Battery 9V	3	3	pc	
16	Binder clip 1 1/4	40	40	box	
17	Binder clip, 1 5/8"	9	9	box	
18	Binder clip, 1"	55	55	box	
19	Binder clip, 2"	70	70	box	
20	Binder clip, 3/4"	33	33	box	
21	Binder clip, bulldog	10	10	box	
22	Book Cover,Hard Bound Long	50	50	pcs	
23	Book ends	8	8	pair	
24	Brown envelop, long, Kraft	527	527	pc	
25	Brown envelop, long, kraft 500`s	8	8	box	
26	Brown envelop, medium, kraft 500`s	3	3	box	
27	Brown envelop, medium, kraft	484	484	pc	
28	Calculator (scientific)	10	10	pcs	
29	Calculator, 12 digits	29	29	pc	
30	Calculator, 14 digits	12	12	pc	
31	Canon Laid Paper, legal size, cornfield,white	1	1	box	
32	Canon Laid Paper, legal size, cornfield,cream	7	7	box	
33	Canon Laid Paper, legal size, cornfield,light blue	6	6	box	

34	Canon Laid Paper, legal size, cornfield,soft green	6	6	box
35	Canon Laid Paper, medium, cornfield, white	1	1	box
36	Canon Laid Paper, medium, cornfield, cream	7	7	box
37	Canon Laid Paper, medium, cornfield,light blue	6	6	box
38	Carbon film, long, black	3	3	box
39	Carbon film, long, blue	15	15	box
40	Cartolina, thick, 180gsm	10	10	pc
41	Cartolina, assorted color	18	18	pc
42	Cashbox	1	1	pc
43	CD-RW with case	22	22	pc
44	Cellophane Wrapper (various colors, 10/pack)	8	8	set
45	Certificate Frames 8.5x11	74	74	pcs
46	Certificate Frames 8.5x13	15	15	pcs
47	Certificate Holder medium	293	293	pcs
48	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, red	115	115	pcs
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, blue	70	70	pcs
50	Certificate holder, hard bound double w/ City Seal (long) red	50	50	pcs
51	Certificate holder, hard bound double w/ City Seal (long) blue	50	50	pcs
52	Clearbook, legal size	47	47	pc
53	Clip Board - Hard Board, Legal size	37	37	pcs
54	Clipboard, plastic, legal	9	9	pc
55	Cloth tape	3	3	roll
56	Colored note pad 3x3, non-stick	32	32	pad
57	Colored Paper, short	13	13	pack
58	Coloring book	60	60	pc
59	Columnar Journal Book, 16 columns	2	2	pc
60	Columnar journal book, 4 columns	3	3	pc
61	computer Ink, EPSON T6441,black	322	322	bot
62	Computer Ink EPSON T6442, cyan	159	159	bot
63	Computer Ink EPSON T6443, magenta	157	157	bot
64	Computer ink EPSON T6444, yellow	157	157	bot
65	Computer Ink for Brother BTD60BL Black	22	22	bot
66	Computer Ink for Brother BT5000Y	15	15	bot
67	Computer Ink for Brother BT5000M	15	15	bot
68	Computer Ink for Brother BT5000C	15	15	bot
69	Computer Ink, Canon GI-790 black	59	59	bot
70	Computer Ink, Canon GI-790 cyan	27	27	bot
71	Computer Ink, Canon GI-790 magenta	27	27	bot

72	Computer Ink, Canon GI-790 yellow	27	27	bot
73	Computer ink, EPSON 003, black	370	370	bot
74	Computer ink, EPSON 003, cyan	297	297	bot
75	Computer ink, EPSON 003, magenta	293	293	bot
76	Computer ink, EPSON 003, yellow	297	297	bot
77	Computer ink, EPSON 001, black	16	16	bot
78	Computer ink, EPSON 001, cyan	12	12	bot
79	Computer ink, EPSON 001, magenta	12	12	bot
80	Computer ink, EPSON 001, yellow	12	12	bot
81	computer Ink, EPSON T6731,black	4	4	bot
82	computer Ink, EPSON T6732, cyan	3	3	bot
83	computer Ink, EPSON T6733, magenta	33	33	bot
84	computer Ink, EPSON T6734, yellow	28	28	bot
85	computer Ink, EPSON T6735, light cyan	28	28	bot
86	computer Ink, EPSON T6736, light magenta	28	28	bot
87	computer Ink, EPSON T7741, black	25	25	bot
88	Computer ink, HP 680 black	4	4	pc
89	Computer ink, HP 680 colored	4	4	pc
90	Computer Ink, HP GT53, black	134	134	pc
91	Computer Ink, HP GT52, magenta	63	63	pc
92	Computer Ink, HP GT52, yellow	63	63	pc
93	Computer Ink, HP GT52, cyan	63	63	pc
94	Computer speaker	12	12	set
95	Continuous form, 2 ply, carbonless	2	2	box
96	Cork Board, 24X36	5	5	pc
97	Cork pin/push pin	8	8	box
98	Correction pen	62	62	pc
99	Correction Tape, big	789	789	pc
100	Crayon, big	67	67	box
101	Cutter Blade, big	31	31	tube
102	Cutter Knife, heavy duty	56	56	pcs
103	Data File box with cover, double, hard board	115	115	pc
104	Data File box with cover, single, hard board SLIM	7	7	pc
105	Date & Time Stamp , Self Inking	21	21	pc
106	Date & Time Stamp, rubber	5	5	pc
107	Desk file organizer	5	5	pc
108	Digital Voice Recorder	5	5	pc
109	Double sided tape w/ foam 1"	133	133	roll
110	Double sided tape w/out foam 1"	147	147	roll
111	Double sided tape w/out foam 1/2"	8	8	roll
112	Duct Tape 2"	72	72	roll

113	Duct Tape 3"	4	4	roll
114	DVDR w/ case	100	100	pc
115	Eraser, big	47	47	pc
116	Eraser, small	50	50	pc
117	Expandable Folder, Green Orange, with metal tab	5	5	pcs
118	Expanded envelop, long, Kraft board, with rubber strap	566	566	pc
119	Expanded envelop, medium, Kraft board, with rubber strap	35	35	pc
120	Expanded envelop, long, plastic, with handle	285	285	pc
121	Expanded envelop, long, plastic, without handle	46	46	pc
122	Expanded Envelop, long, plastic, with rubber strap	145	145	pc
123	Expanded folder w/o tab long, green, US	304	304	pc
124	Expanded folder w/o tab long, yellow	468	468	pc
125	Expanded folder w/o tab long, green	295	295	pc
126	Expanded folder w/o tab long, light green	60	60	pc
127	Expanded folder w/o tab long, violet	43	43	pc
128	Expanded Folder w/o tab, long, pink	24	24	pc
129	Expanded Folder w/o tab, long,red	15	15	pc
130	Expanded Folder w/o tab, long,blue	435	435	pc
131	Expanded Folder w/o tab, long,orange	120	120	pc
132	Expanded Folder w/o tab, medium,green	30	30	pc
133	Expanded Folder with tab (metal), long, green	55	55	pc
134	Expanded Folder with tab (plastic), long, yellow	67	67	pc
135	Expanded Folder with tab (plastic), long,blue	20	20	pc
136	File Box (3division)	34	34	pc
137	File Box (single)	3	3	pc
138	File Folder Rack, steel x3	7	7	pcs
139	File Folder, A4	125	125	pcs
140	File folder, Long,colored	70	70	pc
141	File Folder, long plastic orange	7	7	pcs
142	File Folder, long plastic blue	105	105	pcs
143	File Folder, medium plastic blue	25	25	pcs
144	File folder, long, white, 14 pts	67	67	ream
145	File folder, long, white, 14 pts (glossy)	279	279	pc
146	File folder, medium, white, 14 pts	17	17	ream
147	File folder, medium, white, 14 pts	95	95	pc
148	File holder, double, hard board	9	9	pc
149	File holder, single, hard board	20	20	pc
150	File Storage Box, L15"xW7"xH9", hard paper	12	12	pcs
151	File Storage Box, L15"xW7"xH9", steel	4	4	pcs
152	Flag, Philippines 4x8 ft	8	8	pcs

153	Folder w/ slide, long morocco	22	22	pc
154	Folder w/ slide, long plastic	287	287	pc
155	Folder w/ slide, med. Morocco, blue	12	12	pc
156	Folder w/ slide, med. Plastic	292	292	pc
157	Foot ruler, metal	72	72	pc
158	Foot ruler, plastic	36	36	pc
159	Frixion Pen	15	15	box
160	Frixion Refill, black	45	45	pc
161	Frixion Pen blue	1	1	box
162	Frixion Refill, red	28	28	pc
163	Frixion Refill, blue	25	25	pc
164	Glue Gun Big	17	17	pc
165	Glue Gun Small	3	3	pc
166	Glue Stick, big	543	543	pcs
167	Glue Stick, small	62	62	pc
168	Glue Stick all purpose (22g)	70	70	bot
169	Glue, big 130mg	72	72	bot
170	Glue, small 40gm	4	4	bot
171	Gun tacker wire, T30, arrow 8mm	105	105	box
172	Gun tacker, T30, arrow	20	20	pc
173	High Lighting pen, assorted colors	282	282	pc
174	High Lighting pen, yellow	17	17	pc
175	High Lighting pen, orange	12	12	pc
176	High Lighting pen, green	13	13	pc
177	High Lighting pen, pink	8	8	pc
178	HDMI 5 meters	9	9	roll
179	HDMI 3 meters	7	7	roll
180	HP Smart Tank 515 Printhead, Black	6	6	pc
181	HP Smart Tank 515 Printhead, Tri-color	6	6	pc
182	Index Tab Sticking 90's (colored)	6	6	pack
183	Index Card Box, 4x6	1	1	pc
184	Index Card Box, 5x8	6	6	pc
185	Index Card, 5x8	19	19	pack
186	Index Card, 4x6	3	3	pack
187	Jigsaw Puzzle	50	50	pcs
188	Keyboard USB CORD	27	27	pc
189	Keyboard , wireless	14	14	pc
190	Laminating Film 9" x 100m x 250um	15	15	roll
191	Laser Pointer, Pen Type	4	4	pc
192	Linen Paper, long	83	83	pack
193	Linen paper, medium	98	98	pack

194	Lever Arch File, w/ ring binder, long	76	76	pc
195	Lever Arch File, w/ ring binder, long, top clip	3	3	pc
196	Magic Tape 1"	12	12	roll
197	Mailing envelop, white wowe, long	17	17	box
198	Mailing envelop, window, long	2	2	box
199	Mailing envelope, white, 8.5 (10s)	50	50	pack
200	Mailing envelope, white, 7 (10s)	50	50	pack
201	Manila Paper, brown	25	25	pc
202	Marking pen, broad, black	198	198	pc
203	Marking pen, broad, blue	42	42	pc
204	Marking pen, broad, red	24	24	pc
205	Marking pen, fine, black	292	292	pc
206	Marking pen, fine, blue	36	36	pc
207	Marking pen, fine, green	15	15	pc
208	Marking pen, fine, red	22	22	pc
209	Marking pen ink refill	14	14	bot
210	Masking tape 1/2"	15	15	roll
211	Masking tape 1"	235	235	roll
212	Masking tape 2"	74	74	roll
213	Masking tape 3"	39	39	roll
214	Measuring Tape, 50 meters	4	4	pc
215	Measuring Tape, 7.5 meters	7	7	pc
216	Mega Box	71	71	pcs
217	Megabox Plastic 30L w/ wheels	10	10	pcs
218	Megabox Plastic 37L w/ wheels	1	1	pcs
219	Megabox Plastic 50L w/ wheels	106	106	pcs
220	Megabox Plastic 58L w/ wheels	12	12	pc
221	Memory Card/SD Card, 64 gb	20	20	pc
222	Metal Desk Tray, 2 layer	1	1	pc
223	Metal Desk Tray, 3 layers	7	7	pc
224	Mesh magazine holder 3 shelves	4	4	pc
225	Metal desk tray, mesh, 4 tier	2	2	pc
226	Metric Scale	1	1	pc
227	Microphone, wireless	1	1	units
228	Mouse pad	36	36	pc
229	Mouse, optical, USB port, with cord	23	23	pc
230	Mouse, wireless	58	58	pc
231	Notebook, 50 leaves	166	166	pc
232	Numbering Stamp, rubber 8 digits	1	1	pc
233	Numbering Stamp, rubber 12 digits	1	1	pc
234	Ottoman box	4	4	pc

235	Packing tape 3"	66	66	rolls
236	Packing tape, 2"	42	42	roll
237	Pad Paper	13	13	pad
238	Pad Paper, Grade 1	50	50	pad
239	Padding glue	13	13	btl
240	Paper clamp, large	119	119	box
241	Paper clamp, med	136	136	box
242	Paper clamp, small	61	61	box
243	Paper clip, vinyl, coated, big, colored	323	323	box
244	Paper clip, vinyl, coated, medium, colored	172	172	box
245	Paper Copy, medium, subs 20	1135	1135	reams
246	Paper Copy, long, subs 20	1686	1686	reams
247	Paper, Copy A3	2	2	ream
248	Paper Copy, A4, subs 20	500	500	reams
249	Paper Cutter 12 x 15	15	15	pc
250	Paper fastener , 15" long	24	24	box
251	Paper fastener , metal	33	33	box
252	Paper fastener, non-corrosive(plastic)	209	209	box
253	Paper puncher, heavy duty	32	32	pc
254	Paper, bond long subs 20	133	133	ream
255	Paper, Bond, medium, subs 20	228	228	ream
256	Paper, Book, long subs 20	100	100	ream
257	Paper, Book, medium, subs 20	15	15	ream
258	Paper, Copy, long subs 24	263	263	ream
259	Paper, copy, medium, subs 24	273	273	ream
260	Paper, Mimeo, long susbs 20, white wowe	163	163	ream
261	Paper, Mimeo, medium susbs 20, white wowe	223	223	ream
262	Paste, Water Well	11	11	bot
263	Pay Envelope	1	1	box
264	Pencil #2	191	191	box
265	Pencil jumbo	14	14	box
266	Pencil Case	58	58	pc
267	Pencil, mechanical, 0.5mm with lead	3	3	pc
268	Pencil Sharpener , ordinary, small	74	74	pc
269	Pencil Sharpener, Manual, Heavy duty, big	9	9	pc
270	Photo paper	141	141	pack
271	Photo paper , satin double sided	58	58	pack
272	Pincher (metal)	9	9	pc
273	Plastic Envelope A3	10	10	pc
274	Plastic Tray, 3 layers	4	4	pc
275	Plotter Paper, 20x30	10	10	roll

276	Plotter Paper, 20x50	3	3	roll
277	Plotter Paper, 24x50	3	3	roll
278	Portable External drive, HDD, 1TB	59	59	pc
279	Portable External drive, HDD, 2TB shockproof	14	14	pc
280	PVC Ring Bind Cover, long	2	2	ream
281	PVC Ring Bind Cover, long	1	1	ream
282	Record book 150 pp	162	162	pc
283	Record book 200 pp	35	35	pc
284	Record book A4 200 pp	2	2	pc
285	Record book 300 pp	126	126	pc
286	Record book 500 pp	122	122	pc
287	Record Book Mini (150pages)	72	72	pc
288	Record Book Mini (500pages)	25	25	pc
289	Ribbon	10	10	roll
290	Ring binder 3"	35	35	pc
291	Ring binder 1 1/2"	5	5	pc
292	Ring binder 1 3/4"	6	6	pc
293	Ring binder 2"	31	31	pc
294	Ring binder 3/4"	10	10	pc
295	Ring binder 5/8"	5	5	pc
296	Ring binder 1 1/4"	10	10	pc
297	Ring binder 1 1/8"	1	1	pc
298	Rubber band, big, flat, BIG BOX	34	34	box
299	Rubber band, small, BIG BOX	25	25	box
300	Scissor, big, HEAVY DUTY	130	130	pair
301	Scissor, small	20	20	pair
302	Scissor, kiddie	30	30	pair
303	Scotch tape dispenser 1"	31	31	pair
304	Scotch Tape Dispenser 3"	3	3	pc
305	Scotch Tape Adhesive Invisible 3/4"	26	26	roll
306	Self Ink Stamp "RECEIVED"	8	8	pc
307	Self Ink Stamp "CERTIFIED TRUE COPY"	13	13	pc
308	Self Ink Stamp "CERTIFIED CORRECT"	6	6	pc
309	Self Ink Stamp "RELEASED"	3	3	pc
310	Sign pen needle type, 0.40 (12`s), black	101	101	box
311	Sign pen needle type, 0.40 (12`s), blue	14	14	box
312	Sign pen gel ink, 1.0 (black)	294	294	pc
313	Sign pen gel ink, 1.0 (blue)	221	221	pc
314	Sign pen gel ink, 1.0 (red)	1	1	box
315	Sign pen V ball type, .50, Black	46	46	pc
316	Sign pen V ball type, .50, 12`s, Black	111	111	box

317	Sign pen V ball type, .50, blue	38	38	pc
318	Sign pen V ball type, .50, 12`s, BLUE	34	34	box
319	Sign pen Vball type, .07, black	28	28	pc
320	Sketchpad	50	50	pad
321	Specialty Board 220 GSM, long,white	122	122	pack
322	Specialty Board 220 GSM, long,light green	5	5	pack
323	Specialty Board 220 GSM, long,fuchsia	10	10	pack
324	Specialty Board 220 GSM, long, blue	5	5	pc
325	Specialty Board 220 GSM, medium, cream	940	940	pack
326	Specialty Board 220 GSM, medium, white	260	260	pack
327	Specialty Board 220 GSM, medium, green	85	85	pack
328	Specialty Board, 185 gsm, long, white	28	28	pack
329	Specialty Board, 185 gsm, long, cream	126	126	pack
330	Specialty Board, 185 gsm, medium, white	40	40	pack
331	Specialty Board, 185 gsm, medium, cream	1	1	pack
332	Specialty paper, 180 gsm, long, ivory	38	38	pack
333	Specialty paper, 180 gsm, long, light green	3	3	pack
334	Specialty paper, 180 gsm, long, light blue	3	3	pack
335	Specialty paper, 180 gsm, medium, ivory	51	51	pack
336	Stamp pad ink, purple,946 ml	6	6	pc
337	Stamp pad ink small, black	4	4	bot
338	Stamp pad ink small, red	1	1	bot
339	Stamp pad with ink (small)	7	7	pc
340	Stamp pad, big w/ ink	28	28	pc
341	Staple remover stainless steel, plier type	21	21	pc
342	Staple wire #10	7	7	box
343	Staple wire #35	426	426	box
344	Staple wire 23/13	14	14	box
345	Staple wire 23/17	2	2	box
346	Staple wire 23/24	3	3	box
347	Staple wire 23/6	4	4	box
348	Staple wire 23/8	2	2	box
349	Staple wire 23/15	2	2	box
350	Staple wire 23/20	2	2	box
351	Stapler Big HD 50/50 R w/ Base high quality	30	30	pc
352	Stapler long reach	6	6	pc
353	Stapler binding heavy duty	2	2	pc
354	Stapler w/ staple remover, #35, HD 50R	121	121	pc
355	Stapler #10	2	2	pc
356	Steno Notebook	92	92	pc
357	Sticker paper (high quality)	328	328	pack

358	Sticker paper, A4 blue	10	10	pack
359	Sticker paper, A4 red	10	10	pack
360	Sticker paper, A4yellow	10	10	pack
361	Sticky note pad post it 1" X 3"	97	97	pack
362	Sticky note pad post it 1/2 X 3"	54	54	pack
363	Sticky note pad post it 2" X 1.5"	47	47	pack
364	Sticky note pad/post it, 4" X 3"	86	86	pack
365	Sticky note pad/post it, 5" X 3"	66	66	pack
366	Sticky Notepad with lines	40	40	pc
367	Straight edge 24"	1	1	pc
368	Straight edge 18", plastic	5	5	pc
369	Tape Measure	20	20	pc
370	Thermal Paper 30mm long x 80mm carbonless	10	10	rolls
371	Thumb drive/ OTG, 32GB (android)	23	23	pc
372	Thumb drive/ OTG, 32GB (iphone)	8	8	pc
373	Thumb drive/ OTG, 64GB (android)	23	23	pc
374	Thumb drive/ OTG, 64GB, Type C	27	27	pc
375	Thumb drive/ OTG, 64GB, (iphone)	6	6	pc
376	Thumb drive/OTG, 32GB, Type C	16	16	pc
377	Thumb/USB drive 16GB	34	34	pc
378	Thumb/USB drive, 32GB	43	43	pc
379	Thumb/USB drive, 64GB	96	96	pc
380	Thumb tacks	11	11	box
381	Transparent tape 1/2"	64	64	roll
382	Transparent tape 1"	468	468	roll
383	transparent tape 2"	42	42	roll
384	Transparent tape 3"	8	8	roll
385	Triangular/Architect Scale Ruler	4	4	set
386	Typewriter ribbon, black	4	4	spool
387	UPS, 650VA	14	14	unit
388	UPS, 230VA	2	2	unit
389	UPS, 1500VA	1	1	unit
390	View Binder,medium 4"	15	15	pc
391	View Binder,long 4"	5	5	pc
392	Wall Clock	5	5	unit
393	Watercolor	52	52	pc
394	Webcam for desktop	6	6	unit
395	Wifi dongle/USB wifi adapter	11	11	pc
396	White Board 24x 36	4	4	pc
397	White Board 72x 48	1	1	pc
398	White Board 5ftx 8ft w/ stand	1	1	pc

399	White board eraser	16	16	pc
400	White board markeR, black	112	112	pc
401	White board markeR, blue	20	20	pc
402	White board markeR, red	11	11	pc
403	White board marker, ink refill	7	7	pc
404	Wrapping Paper	160	160	pc
405	Zippered Document Bag Business Briefcase	45	45	pc
406	Yelow ruled pad paper	133	133	pad

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 Number	Description	Quantity	Total	Unit of Measure	State of Compliance
1	Ballpen ,12`s, black	538	538	box	
2	Ballpen ,12`s,blue	116	116	box	
3	Ballpen ,12`s,red	68	68	box	
4	Ballpen Ballpoint, fine BLACK	244	244	pc	
5	Ballpen Ballpoint, fine BLACK, retractable	243	243	pc	
6	Ballpen Ballpoint, fine RED, retractable	11	11	pc	
7	Ballpen Ballpoint, fine blue	151	151	pc	
8	Ballpen Ballpoint, fine blue, retractable	110	110	pc	
9	Battery AA Dry Cell, 2 per pack	338	338	pack	
10	Battery AA Dry Cell, 4 per pack, rechargeable	21	21	pack	
11	Battery Charger for 4pcs, AA/AAA	1	1	pc	
12	BATTERY AAA, Dry Cell ,2 per pack	332	332	pack	
13	Battery, 3V Lithium (2032) for CPU	9	9	set	
14	Battery size D 2/pack	41	41	pack	
15	Battery 9V	3	3	pc	
16	Binder clip 1 1/4	40	40	box	
17	Binder clip, 1 5/8"	9	9	box	
18	Binder clip, 1"	55	55	box	
19	Binder clip, 2"	70	70	box	
20	Binder clip, 3/4"	33	33	box	
21	Binder clip, bulldog	10	10	box	
22	Book Cover,Hard Bound Long	50	50	pcs	
23	Book ends	8	8	pair	
24	Brown envelop, long, Kraft	527	527	pc	
25	Brown envelop, long, kraft 500`s	8	8	box	
26	Brown envelop, medium, kraft 500`s	3	3	box	
27	Brown envelop, medium, kraft	484	484	pc	
28	Calulator (scientific)	10	10	pcs	
29	Calculator, 12 digits	29	29	pc	
30	Calculator, 14 digits	12	12	pc	
31	Canon Laid Paper, legal size, cornfield,white	1	1	box	
32	Canon Laid Paper, legal size, cornfield,cream	7	7	box	
33	Canon Laid Paper, legal size, cornfield,light blue	6	6	box	
34	Canon Laid Paper, legal size, cornfield,soft green	6	6	box	
35	Canon Laid Paper, medium, cornfield, white	1	1	box	
36	Canon Laid Paper, medium, cornfield, cream	7	7	box	

37	Canon Laid Paper, medium, cornfield,light blue	6	6	box
38	Carbon film, long, black	3	3	box
39	Carbon film, long, blue	15	15	box
40	Cartolina, thick, 180gsm	10	10	pc
41	Cartolina, assorted color	18	18	pc
42	Cashbox	1	1	pc
43	CD-RW with case	22	22	pc
44	Cellophane Wrapper (various colors, 10/pack)	8	8	set
45	Certificate Frames 8.5x11	74	74	pcs
46	Certificate Frames 8.5x13	15	15	pcs
47	Certificate Holder medium	293	293	pcs
48	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, red	115	115	pcs
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, blue	70	70	pcs
50	Certificate holder, hard bound double w/ City Seal (long) red	50	50	pcs
51	Certificate holder, hard bound double w/ City Seal (long) blue	50	50	pcs
52	Clearbook, legal size	47	47	pc
53	Clip Board - Hard Board, Legal size	37	37	pcs
54	Clipboard, plastic, legal	9	9	pc
55	Cloth tape	3	3	roll
56	Colored note pad 3x3, non-stick	32	32	pad
57	Colored Paper, short	13	13	pack
58	Coloring book	60	60	pc
59	Columnar Journal Book, 16 columns	2	2	pc
60	Columnar journal book, 4 columns	3	3	pc
61	computer Ink, EPSON T6441,black	322	322	bot
62	Computer Ink EPSON T6442, cyan	159	159	bot
63	Computer Ink EPSON T6443, magenta	157	157	bot
64	Computer ink EPSON T6444, yellow	157	157	bot
65	Computer Ink for Brother BTD60BL Black	22	22	bot
66	Computer Ink for Brother BT5000Y	15	15	bot
67	Computer Ink for Brother BT5000M	15	15	bot
68	Computer Ink for Brother BT5000C	15	15	bot
69	Computer Ink, Canon GI-790 black	59	59	bot
70	Computer Ink, Canon GI-790 cyan	27	27	bot
71	Computer Ink, Canon GI-790 magenta	27	27	bot
72	Computer Ink, Canon GI-790 yellow	27	27	bot
73	Computer ink, EPSON 003, black	370	370	bot
74	Computer ink, EPSON 003, cyan	297	297	bot

75	Computer ink, EPSON 003, magenta	293	293	bot
76	Computer ink, EPSON 003, yellow	297	297	bot
77	Computer ink, EPSON 001, black	16	16	bot
78	Computer ink, EPSON 001, cyan	12	12	bot
79	Computer ink, EPSON 001, magenta	12	12	bot
80	Computer ink, EPSON 001, yellow	12	12	bot
81	computer Ink, EPSON T6731,black	4	4	bot
82	computer Ink, EPSON T6732, cyan	3	3	bot
83	computer Ink, EPSON T6733, magenta	33	33	bot
84	computer Ink, EPSON T6734, yellow	28	28	bot
85	computer Ink, EPSON T6735, light cyan	28	28	bot
86	computer Ink, EPSON T6736, light magenta	28	28	bot
87	computer Ink, EPSON T7741, black	25	25	bot
88	Computer ink, HP 680 black	4	4	pc
89	Computer ink, HP 680 colored	4	4	pc
90	Computer Ink, HP GT53, black	134	134	pc
91	Computer Ink, HP GT52, magenta	63	63	pc
92	Computer Ink, HP GT52, yellow	63	63	pc
93	Computer Ink, HP GT52, cyan	63	63	pc
94	Computer speaker	12	12	set
95	Continuous form, 2 ply, carbonless	2	2	box
96	Cork Board, 24X36	5	5	pc
97	Cork pin/push pin	8	8	box
98	Correction pen	62	62	pc
99	Correction Tape, big	789	789	pc
100	Crayon, big	67	67	box
101	Cutter Blade, big	31	31	tube
102	Cutter Knife, heavy duty	56	56	pcs
103	Data File box with cover, double, hard board	115	115	pc
104	Data File box with cover, single, hard board SLIM	7	7	pc
105	Date & Time Stamp , Self Inking	21	21	pc
106	Date & Time Stamp, rubber	5	5	pc
107	Desk file organizer	5	5	pc
108	Digital Voice Recorder	5	5	pc
109	Double sided tape w/ foam 1"	133	133	roll
110	Double sided tape w/out foam 1"	147	147	roll
111	Double sided tape w/out foam 1/2"	8	8	roll
112	Duct Tape 2"	72	72	roll
113	Duct Tape 3"	4	4	roll
114	DVDR w/ case	100	100	pc
115	Eraser, big	47	47	pc

116	Eraser, small	50	50	pc
117	Expandable Folder, Green Orange, with metal tab	5	5	pcs
118	Expanded envelop, long, Kraft board, with rubber strap	566	566	pc
119	Expanded envelop, medium, Kraft board, with rubber strap	35	35	pc
120	Expanded envelop, long, plastic, with handle	285	285	pc
121	Expanded envelop, long, plastic, without handle	46	46	pc
122	Expanded Envelop, long, plastic, with rubber strap	145	145	pc
123	Expanded folder w/o tab long, green, US	304	304	pc
124	Expanded folder w/o tab long, yellow	468	468	pc
125	Expanded folder w/o tab long, green	295	295	pc
126	Expanded folder w/o tab long, light green	60	60	pc
127	Expanded folder w/o tab long, violet	43	43	pc
128	Expanded Folder w/o tab, long, pink	24	24	pc
129	Expanded Folder w/o tab, long, red	15	15	pc
130	Expanded Folder w/o tab, long, blue	435	435	pc
131	Expanded Folder w/o tab, long, orange	120	120	pc
132	Expanded Folder w/o tab, medium, green	30	30	pc
133	Expanded Folder with tab (metal), long, green	55	55	pc
134	Expanded Folder with tab (plastic), long, yellow	67	67	pc
135	Expanded Folder with tab (plastic), long, blue	20	20	pc
136	File Box (3 division)	34	34	pc
137	File Box (single)	3	3	pc
138	File Folder Rack, steel x3	7	7	pcs
139	File Folder, A4	125	125	pcs
140	File folder, Long, colored	70	70	pc
141	File Folder, long plastic orange	7	7	pcs
142	File Folder, long plastic blue	105	105	pcs
143	File Folder, medium plastic blue	25	25	pcs
144	File folder, long, white, 14 pts	67	67	ream
145	File folder, long, white, 14 pts (glossy)	279	279	pc
146	File folder, medium, white, 14 pts	17	17	ream
147	File folder, medium, white, 14 pts	95	95	pc
148	File holder, double, hard board	9	9	pc
149	File holder, single, hard board	20	20	pc
150	File Storage Box, L15"xW7"xH9", hard paper	12	12	pcs
151	File Storage Box, L15"xW7"xH9", steel	4	4	pcs
152	Flag, Philippines 4x8 ft	8	8	pcs
153	Folder w/ slide, long morocco	22	22	pc
154	Folder w/ slide, long plastic	287	287	pc
155	Folder w/ slide, med. Morocco, blue	12	12	pc

156	Folder w/ slide, med. Plastic	292	292	pc
157	Foot ruler, metal	72	72	pc
158	Foot ruler, plastic	36	36	pc
159	Frixion Pen	15	15	box
160	Frixion Refill, black	45	45	pc
161	Frixion Pen blue	1	1	box
162	Frixion Refill, red	28	28	pc
163	Frixion Refill, blue	25	25	pc
164	Glue Gun Big	17	17	pc
165	Glue Gun Small	3	3	pc
166	Glue Stick, big	543	543	pcs
167	Glue Stick, small	62	62	pc
168	Glue Stick all purpose (22g)	70	70	bot
169	Glue, big 130mg	72	72	bot
170	Glue, small 40gm	4	4	bot
171	Gun tacker wire, T30, arrow 8mm	105	105	box
172	Gun tacker, T30, arrow	20	20	pc
173	High Lighting pen, assorted colors	282	282	pc
174	High Lighting pen, yellow	17	17	pc
175	High Lighting pen, orange	12	12	pc
176	High Lighting pen, green	13	13	pc
177	High Lighting pen, pink	8	8	pc
178	HDMI 5 meters	9	9	roll
179	HDMI 3 meters	7	7	roll
180	HP Smart Tank 515 Printhead, Black	6	6	pc
181	HP Smart Tank 515 Printhead, Tri-color	6	6	pc
182	Index Tab Sticking 90's (colored)	6	6	pack
183	Index Card Box, 4x6	1	1	pc
184	Index Card Box, 5x8	6	6	pc
185	Index Card, 5x8	19	19	pack
186	Index Card, 4x6	3	3	pack
187	Jigsaw Puzzle	50	50	pcs
188	Keyboard USB CORD	27	27	pc
189	Keyboard , wireless	14	14	pc
190	Laminating Film 9" x 100m x 250um	15	15	roll
191	Laser Pointer, Pen Type	4	4	pc
192	Linen Paper, long	83	83	pack
193	Linen paper, medium	98	98	pack
194	Lever Arch File, w/ ring binder, long	76	76	pc
195	Lever Arch File, w/ ring binder, long, top clip	3	3	pc
196	Magic Tape 1"	12	12	roll

197	Mailing envelop, white wowe, long	17	17	box
198	Mailing envelop, window, long	2	2	box
199	Mailing envelope, white, 8.5 (10s)	50	50	pack
200	Mailing envelope, white, 7 (10s)	50	50	pack
201	Manila Paper, brown	25	25	pc
202	Marking pen, broad, black	198	198	pc
203	Marking pen, broad, blue	42	42	pc
204	Marking pen, broad, red	24	24	pc
205	Marking pen, fine, black	292	292	pc
206	Marking pen, fine, blue	36	36	pc
207	Marking pen, fine, green	15	15	pc
208	Marking pen, fine, red	22	22	pc
209	Marking pen ink refill	14	14	bot
210	Masking tape 1/2"	15	15	roll
211	Masking tape 1"	235	235	roll
212	Masking tape 2"	74	74	roll
213	Masking tape 3"	39	39	roll
214	Measuring Tape, 50 meters	4	4	pc
215	Measuring Tape, 7.5 meters	7	7	pc
216	Mega Box	71	71	pcs
217	Megabox Plastic 30L w/ wheels	10	10	pcs
218	Megabox Plastic 37L w/ wheels	1	1	pcs
219	Megabox Plastic 50L w/ wheels	106	106	pcs
220	Megabox Plastic 58L w/ wheels	12	12	pc
221	Memory Card/SD Card, 64 gb	20	20	pc
222	Metal Desk Tray, 2 layer	1	1	pc
223	Metal Desk Tray, 3 layers	7	7	pc
224	Mesh magazine holder 3 shelves	4	4	pc
225	Metal desk tray, mesh, 4 tier	2	2	pc
226	Metric Scale	1	1	pc
227	Microphone, wireless	1	1	units
228	Mouse pad	36	36	pc
229	Mouse, optical, USB port, with cord	23	23	pc
230	Mouse, wireless	58	58	pc
231	Notebook, 50 leaves	166	166	pc
232	Numbering Stamp, rubber 8 digits	1	1	pc
233	Numbering Stamp, rubber 12 digits	1	1	pc
234	Ottoman box	4	4	pc
235	Packing tape 3"	66	66	rolls
236	Packing tape, 2"	42	42	roll
237	Pad Paper	13	13	pad

238	Pad Paper, Grade 1	50	50	pad
239	Padding glue	13	13	btl
240	Paper clamp, large	119	119	box
241	Paper clamp, med	136	136	box
242	Paper clamp, small	61	61	box
243	Paper clip, vinyl, coated, big, colored	323	323	box
244	Paper clip, vinyl, coated, medium, colored	172	172	box
245	Paper Copy, medium, subs 20	1135	1135	reams
246	Paper Copy, long, subs 20	1686	1686	reams
247	Paper, Copy A3	2	2	ream
248	Paper Copy, A4, subs 20	500	500	reams
249	Paper Cutter 12 x 15	15	15	pc
250	Paper fastener , 15" long	24	24	box
251	Paper fastener , metal	33	33	box
252	Paper fastener, non-corrosive(plastic)	209	209	box
253	Paper puncher, heavy duty	32	32	pc
254	Paper, bond long subs 20	133	133	ream
255	Paper, Bond, medium, subs 20	228	228	ream
256	Paper, Book, long subs 20	100	100	ream
257	Paper, Book, medium, subs 20	15	15	ream
258	Paper, Copy, long subs 24	263	263	ream
259	Paper, copy, medium, subs 24	273	273	ream
260	Paper, Mimeo, long susbs 20, white wowe	163	163	ream
261	Paper, Mimeo, medium susbs 20, white wowe	223	223	ream
262	Paste, Water Well	11	11	bot
263	Pay Envelope	1	1	box
264	Pencil #2	191	191	box
265	Pencil jumbo	14	14	box
266	Pencil Case	58	58	pc
267	Pencil, mechanical, 0.5mm with lead	3	3	pc
268	Pencil Sharpener , ordinary, small	74	74	pc
269	Pencil Sharpener, Manual, Heavy duty, big	9	9	pc
270	Photo paper	141	141	pack
271	Photo paper , satin double sided	58	58	pack
272	Pincher (metal)	9	9	pc
273	Plastic Envelope A3	10	10	pc
274	Plastic Tray, 3 layers	4	4	pc
275	Plotter Paper, 20x30	10	10	roll
276	Plotter Paper, 20x50	3	3	roll
277	Plotter Paper, 24x50	3	3	roll
278	Portable External drive, HDD, 1TB	59	59	pc

279	Portable External drive, HDD, 2TB shockproof	14	14	pc
280	PVC Ring Bind Cover, long	2	2	ream
281	PVC Ring Bind Cover, long	1	1	ream
282	Record book 150 pp	162	162	pc
283	Record book 200 pp	35	35	pc
284	Record book A4 200 pp	2	2	pc
285	Record book 300 pp	126	126	pc
286	Record book 500 pp	122	122	pc
287	Record Book Mini (150pages)	72	72	pc
288	Record Book Mini (500pages)	25	25	pc
289	Ribbon	10	10	roll
290	Ring binder 3"	35	35	pc
291	Ring binder 1 1/2"	5	5	pc
292	Ring binder 1 3/4"	6	6	pc
293	Ring binder 2"	31	31	pc
294	Ring binder 3/4"	10	10	pc
295	Ring binder 5/8"	5	5	pc
296	Ring binder 1 1/4"	10	10	pc
297	Ring binder 1 1/8"	1	1	pc
298	Rubber band, big, flat, BIG BOX	34	34	box
299	Rubber band, small, BIG BOX	25	25	box
300	Scissor, big, HEAVY DUTY	130	130	pair
301	Scissor, small	20	20	pair
302	Scissor, kiddie	30	30	pair
303	Scotch tape dispenser 1"	31	31	pair
304	Scotch Tape Dispenser 3"	3	3	pc
305	Scotch Tape Adhesive Invisible 3/4"	26	26	roll
306	Self Ink Stamp "RECEIVED"	8	8	pc
307	Self Ink Stamp "CERTIFIED TRUE COPY"	13	13	pc
308	Self Ink Stamp "CERTIFIED CORRECT"	6	6	pc
309	Self Ink Stamp "RELEASED"	3	3	pc
310	Sign pen needle type, 0.40 (12`s), black	101	101	box
311	Sign pen needle type, 0.40 (12`s), blue	14	14	box
312	Sign pen gel ink, 1.0 (black)	294	294	pc
313	Sign pen gel ink, 1.0 (blue)	221	221	pc
314	Sign pen gel ink, 1.0 (red)	1	1	box
315	Sign pen V ball type, .50, Black	46	46	pc
316	Sign pen V ball type, .50, 12`s, Black	111	111	box
317	Sign pen V ball type, .50, blue	38	38	pc
318	Sign pen V ball type, .50, 12`s, BLUE	34	34	box
319	Sign pen Vball type, .07, black	28	28	pc

320	Sketchpad	50	50	pad
321	Specialty Board 220 GSM, long,white	122	122	pack
322	Specialty Board 220 GSM, long,light green	5	5	pack
323	Specialty Board 220 GSM, long,fuchsia	10	10	pack
324	Specialty Board 220 GSM, long, blue	5	5	pc
325	Specialty Board 220 GSM, medium, cream	940	940	pack
326	Specialty Board 220 GSM, medium, white	260	260	pack
327	Specialty Board 220 GSM, medium, green	85	85	pack
328	Specialty Board, 185 gsm, long, white	28	28	pack
329	Specialty Board, 185 gsm, long, cream	126	126	pack
330	Specialty Board, 185 gsm, medium, white	40	40	pack
331	Specialty Board, 185 gsm, medium, cream	1	1	pack
332	Specialty paper, 180 gsm, long, ivory	38	38	pack
333	Specialty paper, 180 gsm, long, light green	3	3	pack
334	Specialty paper, 180 gsm, long, light blue	3	3	pack
335	Specialty paper, 180 gsm, medium, ivory	51	51	pack
336	Stamp pad ink, purple,946 ml	6	6	pc
337	Stamp pad ink small, black	4	4	bot
338	Stamp pad ink small, red	1	1	bot
339	Stamp pad with ink (small)	7	7	pc
340	Stamp pad, big w/ ink	28	28	pc
341	Staple remover stainless steel, plier type	21	21	pc
342	Staple wire #10	7	7	box
343	Staple wire #35	426	426	box
344	Staple wire 23/13	14	14	box
345	Staple wire 23/17	2	2	box
346	Staple wire 23/24	3	3	box
347	Staple wire 23/6	4	4	box
348	Staple wire 23/8	2	2	box
349	Staple wire 23/15	2	2	box
350	Staple wire 23/20	2	2	box
351	Stapler Big HD 50/50 R w/ Base high quality	30	30	pc
352	Stapler long reach	6	6	pc
353	Stapler binding heavy duty	2	2	pc
354	Stapler w/ staple remover, #35, HD 50R	121	121	pc
355	Stapler #10	2	2	pc
356	Steno Notebook	92	92	pc
357	Sticker paper (high quality)	328	328	pack
358	Sticker paper, A4 blue	10	10	pack
359	Sticker paper, A4 red	10	10	pack
360	Sticker paper, A4yellow	10	10	pack

361	Sticky note pad post it 1" X 3"	97	97	pack
362	Sticky note pad post it 1/2 X 3"	54	54	pack
363	Sticky note pad post it 2" X 1.5"	47	47	pack
364	Sticky note pad/post it, 4" X 3"	86	86	pack
365	Sticky note pad/post it, 5" X 3"	66	66	pack
366	Sticky Notepad with lines	40	40	pc
367	Straight edge 24"	1	1	pc
368	Straight edge 18", plastic	5	5	pc
369	Tape Measure	20	20	pc
370	Thermal Paper 30mm long x 80mm carbonless	10	10	rolls
371	Thumb drive/ OTG, 32GB (android)	23	23	pc
372	Thumb drive/ OTG, 32GB (iphone)	8	8	pc
373	Thumb drive/ OTG, 64GB (android)	23	23	pc
374	Thumb drive/ OTG, 64GB, Type C	27	27	pc
375	Thumb drive/ OTG, 64GB, (iphone)	6	6	pc
376	Thumb drive/OTG, 32GB, Type C	16	16	pc
377	Thumb/USB drive 16GB	34	34	pc
378	Thumb/USB drive, 32GB	43	43	pc
379	Thumb/USB drive, 64GB	96	96	pc
380	Thumb tacks	11	11	box
381	Transparent tape 1/2"	64	64	roll
382	Transparent tape 1"	468	468	roll
383	transparent tape 2"	42	42	roll
384	Transparent tape 3"	8	8	roll
385	Triangular/Architect Scale Ruler	4	4	set
386	Typewriter ribbon, black	4	4	spool
387	UPS, 650VA	14	14	unit
388	UPS, 230VA	2	2	unit
389	UPS, 1500VA	1	1	unit
390	View Binder,medium 4"	15	15	pc
391	View Binder,long 4"	5	5	pc
392	Wall Clock	5	5	unit
393	Watercolor	52	52	pc
394	Webcam for desktop	6	6	unit
395	Wifi dongle/USB wifi adapter	11	11	pc
396	White Board 24x 36	4	4	pc
397	White Board 72x 48	1	1	pc
398	White Board 5ftx 8ft w/ stand	1	1	pc
399	White board eraser	16	16	pc
400	White board marker, black	112	112	pc
401	White board marker, blue	20	20	pc

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 and Updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance to GPPB Resolution No. 15-2021 dated October 14, 2021;

Technical Documents

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

Financial Documents

- (g) The 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**

- (h) 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

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

2. FINANCIAL COMPONENT ENVELOPE

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