

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS



Government of the Republic of the Philippines

**PURCHASE OF VARIOUS OFFICE SUPPLIES FOR USE OF
DIFFERENT OFFICES**

**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 FOR USE OF DIFFERENT OFFICES

- 1. The City Government of Batac, through the GENERAL FUND- DIFFERENT OFFICES-MOOE-OFFICE SUPPLIES EXPENSES** intends to apply the sum of **Five Million Five Hundred Ninety Thousand Nine Hundred Eighty-Two Pesos (Php 5,590,982.00)** being the ABC to payments under the contract for the **Purchase of Various Office Supplies for Use of Different Offices**. 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 20 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 November 1, 2023 (8:00 AM to 5:00 PM) to November 22, 2023 (8:00 AM to 3:30PM)** 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 (Php10,000.00)**. 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 **November 8, 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 **November 22, 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 **November 22, 2023, 3:00 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 for Use of Different Offices** with identification number **CGB-2023-PB-11-02**

The Procurement Project (“**Purchase of Various Office Supplies for Use of Different Offices**”) is composed three hundred seventy-two (372) 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 2023 in the amount of **Five Million Five Hundred Ninety Thousand Nine Hundred Eighty-Two Pesos (Php 5,590,982.00)**

2.2. The source of funding is:

- a. **GENERAL FUND- DIFFERENT OFFICES-MOOE-OFFICE SUPPLIES EXPENSES**

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 and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 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 on **November 8, 2023 at 3:30 in the afternoon** at the BAC Office 3rd Floor City Hall Building, which shall be open to prospective bidders.

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,

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.

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

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 in nature 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 Eleven Thousand Eight Hundred Nineteen & 64/100 Pesos (Php 111,819.64), 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 Two Hundred Seventy-Nine Thousand Five Hundred Forty-Nine & 10/100 Pesos (Php 279,549.10), 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: left;">1</td> <td style="text-align: left;">Purchase of Various Office Supplies for Use of Different Offices</td> <td style="text-align: left;">LOT</td> <td style="text-align: left;">1</td> <td style="text-align: left;">Php 5,590,982.00</td> </tr> </tbody> </table>	Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract	1	Purchase of Various Office Supplies for Use of Different Offices	LOT	1	Php 5,590,982.00
Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract							
1	Purchase of Various Office Supplies for Use of Different Offices	LOT	1	Php 5,590,982.00							
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>

	<ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <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.

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.

	Description	Quantity	Total	Unit of Measure	Delivered weeks/months
1	Ballpen ,12`s, black	366	366	boxes	
2	Ballpen ,12`s,blue	110	110	boxes	
3	Ballpen ,12`s,red	54	54	boxes	
4	Ballpen Ballpoint, fine BLACK	260	260	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	300	300	pcs	
6	Ballpen Ballpoint, fine RED, retractable	12	12	pcs	
7	Ballpen Ballpoint, fine blue	180	180	pcs	
8	Ballpen Ballpoint, fine blue, retractable	102	102	pcs	
9	Battery, 3V lithium battery (2032) for CPU	6	6	pcs	
10	Battery AA Dry Cell, 2 per pack	316	316	packs	
11	Battery AA Dry Cell, 4 per pack, rechargeable	33	33	packs	
12	Battery Size D, 2 per pack	41	41	pcs	
13	BATTERY AAA, Dry Cell ,2 per pack	315	315	packs	
14	Battery Charger for 4pcs AA/AAA heavy duty	3	3	pcs	
15	Battery sizeC	5	5	packs	
16	Battery 18650	5	5	packs	
17	Binder clip 1 1/4	136	136	boxes	
18	Binder clip, 1 5/8"	102	102	boxes	
19	Binder clip, 1"	136	136	boxes	
20	Binder clip, 2"	107	107	boxes	
21	Binder clip, 3/4"	93	93	boxes	
22	Binder clip, bulldog	4	4	boxes	
23	Book Cover, for ledger	20	20	pcs	
24	Book ends	3	3	pairs	
25	Brown envelop, long, Kraft	510	510	pcs	
26	Brown envelop, long, kraft 500`s	5	5	boxes	
27	Brown envelop, medium, kraft 500`s	6	6	boxes	
28	Brown envelop, medium, kraft	515	515	pcs	
29	Calculator (scientific)	3	3	pcs	
30	Calculator, 12 digits	6	6	pcs	
31	Calculator, 14 digits	8	8	pcs	

32	Canon Laid Paper, legal size, cornfield,white	3	3	boxes
33	Canon Laid Paper, legal size, cornfield,cream	2	2	boxes
34	Canon Laid Paper, legal size, cornfield,light blue	2	2	boxes
35	Canon Laid Paper, legal size, cornfield,soft green	2	2	boxes
36	Canon Laid Paper, medium, cornfield, white	3	3	boxes
37	Canon Laid Paper, medium, cornfield, cream	2	2	boxes
38	Canon Laid Paper, medium, cornfield,light blue	2	2	boxes
39	Carbon film, long, black	10	10	boxes
40	Cartolina, thick, 180gsm	75	75	pcs
41	Cartolina, white	83	83	pcs
42	CD-RW w/o case	80	80	pcs
43	CD-RW with case	160	160	pcs
44	Cellophane Wrapper (red and blue, 10/pack)	3	3	sets
45	Certificate Frames 8.5x11	49	49	pcs
46	Certificate Frames 8.5x13	7	7	pcs
47	Certificate Holder medium	207	207	pcs
48	Certificate Holder, hard bound, single, 8.5 x 13, with city seal at the back, red	105	105	pcs
49	Certificate Holder, hard bound, single, 8.5 x 13, with city seal at the back, royal blue	100	100	pcs
50	Certificate Holder, hard bound, double, long, with city seal at the back, red	100	100	pcs
51	Certificate Holder, hard bound, double, long, with city seal at the back, blue	100	100	pcs
52	Certificate Holder medium, hard bound, green, black and royal blue	10	10	pcs
53	Clearbook, legal size	27	27	pcs
54	Clip Board - Hard Board, Legal size	39	39	pcs
55	Clipboard, plastic, legal	2	2	pcs
56	Coloring book	8	8	pcs
57	Colored note pad 3x3, non-stick	30	30	pads
58	Colored Paper, short	3	3	pack
59	Celluliod, gauge 8	1	1	pcs
60	Celluliod, gauge 12	2	2	pcs
61	Columnar Journal Book, 16 columns	2	2	pcs
62	Columnar journal book, 4 columns	2	2	pcs
63	computer Ink, EPSON T6441,black	294	294	bottles
64	Computer Ink EPSON T6442, cyan	107	107	bottles
65	Computer Ink EPSON T6443, magenta	108	108	bottles
66	Computer ink EPSON T6444, yellow	108	108	bottles
67	Computer Ink for Brother BTD60BL Black	12	12	bottles
68	Computer Ink for Brother BT5000Y	9	9	bottles

69	Computer Ink for Brother BT5000M	9	9	bottles
70	Computer Ink for Brother BT5000C	9	9	bottles
71	Computer Ink, Canon GI-790 black	30	30	bottles
72	Computer Ink, Canon GI-790 cyan	15	15	bottles
73	Computer Ink, Canon GI-790 magenta	15	15	bottles
74	Computer Ink, Canon GI-790 yellow	15	15	bottles
75	Computer ink, EPSON 003, black	319	319	bottles
76	Computer ink, EPSON 003, cyan	223	223	bottles
77	Computer ink, EPSON 003, magenta	223	223	bottles
78	Computer ink, EPSON 003, yellow	223	223	bottles
79	Computer ink, EPSON 001, black	2	2	bottles
80	computer Ink, EPSON T6731,black	12	12	bottles
81	computer Ink, EPSON T6732, cyan	16	16	bottles
82	computer Ink, EPSON T6733, magenta	16	16	bottles
83	computer Ink, EPSON T6734, yellow	16	16	bottles
84	computer Ink, EPSON T6735, light cyan	16	16	bottles
85	computer Ink, EPSON T6736, light magenta	16	16	bottles
86	computer Ink, EPSON T7741, black	15	15	bottles
87	Computer ink, Brother LC 565XL-Cyan	2	2	cartridge
88	Computer ink, Brother LC 565XL-Magenta	2	2	cartridge
89	Computer ink, Brother LC 565XL-Yellow	2	2	cartridge
90	Computer ink, Brother LC 569XL-Black	2	2	cartridge
91	Computer Ink, HP GT53, black	147	147	pcs
92	Computer Ink, HP GT52, magenta	94	94	pcs
93	Computer Ink, HP GT52, yellow	92	92	pcs
94	Computer Ink, HP GT52, cyan	92	92	pcs
95	Computer ink, HP 680 black	4	4	cartridge
96	Computer ink, HP 680 black	4	4	cartridge
97	Computer speaker	6	6	sets
98	Cork Board, 24X36	2	2	pcs
99	Cork pin/push pin	9	9	boxes
100	Correction pen	36	36	pcs
101	Correction Tape, big	664	664	pcs
102	Crayon, big	2	2	boxes
103	Cutter Blade, big	31	31	tubes
104	Cutter Knife, heavy duty	68	68	pcs
105	Data File box with cover, double, hard board	31	31	pcs
106	Data File box with cover, single, hard board SLIM	9	9	pcs
107	Date & Time Stamp , Self Inking	6	6	pcs
108	Date & Time Stamp, rubber	6	6	pcs
109	Desk file organizer	1	1	pcs

110	Digital Voice Recorder	4	4	pcs
111	Double sided tape w/ foam 1"	124	124	rolls
112	Double sided tape w/out foam 1"	121	121	rolls
113	Double sided tape w/out foam 1/2"	8	8	rolls
114	Duct Tape 2"	77	77	rolls
115	Duct Tape 3"	3	3	rolls
116	Eraser, big	44	44	pcs
117	Expandable Folder, Orange, with metal tab	5	5	pcs
118	Expanded envelop, long, Kraft board, with rubber strap	218	218	pcs
119	Expanded envelop, medium, Kraft board, with rubber strap	40	40	pcs
120	Expanded envelop, long, plastic, with handle	83	83	pcs
121	Expanded Envelop, long, plastic, with rubber strap	167	167	pcs
122	Expanded folder w/o tab long, green, US	110	110	pcs
123	Expanded folder w/o tab long, yellow	248	248	pcs
124	Expanded folder w/o tab long, green	152	152	pcs
125	Expanded folder w/o tab long, light green	57	57	pcs
126	Expanded folder w/o tab long, violet	15	15	pcs
127	Expanded Folder w/o tab, long,red	15	15	pcs
128	Expanded Folder w/o tab, long,blue	45	45	pcs
129	Expanded Folder w/o tab, long,orange	15	15	pcs
130	Expanded Folder w/o tab, medium,green	10	10	pcs
131	Expanded Folder with tab (metal), long, green	35	35	pcs
132	Expanded Folder with tab (plastic), long, yellow	55	55	pcs
133	Expanded Folder with tab (plastic), long green	60	60	pcs
134	Expanded Folder with tab (plastic), long blue	10	10	pcs
135	File Box (3division)	4	4	pcs
136	File Box (single)	3	3	pcs
137	File Folder Rack, steel x3	3	3	pcs
138	File folder, long, white, 14 pts	34	34	reams
139	File folder, long, white, 14 pts (glossy)	66	66	pcs
140	File folder, medium, white, 14 pts	23	23	reams
141	File folder, medium, white, 14 pts	20	20	pcs
142	File holder, double, hard board	9	9	pcs
143	File Storage Box, L15"xW7"xH9", hard paper	10	10	pcs
144	Folder w/ slide, long morocco	60	60	pcs
145	Folder w/ slide, long plastic (orange)	310	310	pcs
146	Folder w/ slide, med. Morocco, blue	110	110	pcs
147	Folder w/ slide, med. Plastic	280	280	pcs
148	Foot ruler, metal	36	36	pcs
149	Foot ruler, plastic	45	45	pcs

150	Frixion Pen	8	8	boxes
151	Frixion Refill, black	38	38	pcs
152	Frixion Pen blue	5	5	box
153	Frixion Refill, red	12	12	pcs
154	Frixion Refill, blue	3	3	pcs
155	Glue Gun Big	7	7	pcs
156	Glue Gun Small	9	9	pcs
157	Glue Stick, big	189	189	pcs
158	Glue Stick, small	150	150	pcs
159	Glue Stick all purpose (22g)	23	23	bottles
160	Glue, big 130mg	48	48	bottles
161	Glue, small 40gm	54	54	bottles
162	Gun tacker wire, T30, arrow 8mm	119	119	boxes
163	Gun tacker, T30, arrow	11	11	pcs
164	High Lighting pen, assorted colors	198	198	pcs
165	High Lighting pen, yellow	40	40	pcs
166	High Lighting pen, green	40	40	pcs
167	HDMI 5 meters	12	12	rolls
168	HDMI 3 meters	10	10	rolls
169	HP Smart Tank 515 Printhead, Black	6	6	pcs
170	HP Smart Tank 515 Printhead, Tri-color	6	6	pcs
171	Index Tab Sticking 90's (colored)	1	1	pack
172	Index Card Box, 5x8	5	5	pcs
173	Keyboard USB CORD	9	9	pcs
174	Keyboard , wireless	3	3	pcs
175	Laminating Film 9" x 100m x 250um	13	13	rolls
176	Laser Pointer, Pen Type	6	6	pcs
177	Linen Paper, long	75	75	packs
178	Linen paper, medium	75	75	packs
179	Lever Arch File, w/ ring binder, long, side clip	2	2	pcs
180	Lever Arch File, w/ ring binder, long, top clip	3	3	pcs
181	Magic Tape 1"	5	5	rolls
182	Mailing envelop, white wowe, long	17	17	boxes
183	Mailing envelop, white wowe, short	4	4	boxes
184	Manila Paper, brown	10	10	pcs
185	Marking pen, broad, black	196	196	pcs
186	Marking pen, broad, blue	65	65	pcs
187	Marking pen, broad, red	34	34	pcs
188	Marking pen, fine, black	209	209	pcs
189	Marking pen, fine, blue	58	58	pcs

190	Marking pen, fine, green	8	8	pcs
191	Marking pen, fine, red	43	43	pcs
192	Marking pen ink refill	8	8	bottles
193	Masking tape 1/2"	14	14	rolls
194	Masking tape 1"	116	116	rolls
195	Masking tape 2"	45	45	rolls
196	Masking tape 3"	15	15	rolls
197	Measuring Tape, 50 meters	1	1	pc
198	Measuring Tape, 7.5 meters	6	6	pcs
199	Mega Box	8	8	pcs
200	Megabox Plastic 30L w/ wheels	10	10	pcs
201	Megabox Plastic 37L w/ wheels	3	3	pcs
202	Megabox Plastic 50L w/ wheels	59	59	pcs
203	Megabox Plastic 58L w/ wheels	14	14	pcs
204	Memory Card/SD Card, 64 gb	1	1	pc
205	Metal Desk Tray, 2 layer	1	1	pc
206	Metal Desk Tray, 3 layers	5	5	pcs
207	Mesh magazine holder, 3 shelves	4	4	pcs
208	Microphone with chord	2	2	pcs
209	Microphone wireless	3	3	pcs
210	Mouse pad	12	12	pcs
211	Mouse, optical, USB port, with cord	5	5	pcs
212	Mouse, wireless	22	22	pcs
213	Notebook, 50 leaves	100	100	pcs
214	Numbering Stamp, rubber 12 digits	2	2	pcs
215	Ottoman box	2	2	pcs
216	Packing tape 3"	35	35	rolls
217	Packing tape, 2"	32	32	rolls
218	Pad Paper	6	6	pads
219	Padding glue	11	11	bottles
220	Paper clamp, large	114	114	pcs
221	Paper clamp, med	81	81	pcs
222	Paper clamp, small	60	60	pcs
223	Paper clip, vinyl, coated, big, colored	226	226	boxes
224	Paper clip, vinyl, coated, medium, colored	107	107	boxes
225	Paper Copy, medium, subs 20	1583	1583	reams
226	Paper Copy, long, subs 20	1592	1592	reams
227	Paper, Copy A3	5	5	reams
228	Paper Copy, A4, subs 20	658	658	reams
229	Paper Cutter 12 x 15	2	2	pcs
230	Paper fastener , 15" long	42	42	boxes

231	Paper fastener , metal	2	2	boxes
232	Paper fastener, non-corrosive(plastic)	140	140	boxes
233	Paper puncher, heavy duty	9	9	pcs
234	Paper, bond long subs 20	371	371	reams
235	Paper, Bond, medium, subs 20	307	307	reams
236	Paper, Book, long, subs 20	150	150	reams
237	Paper, Book, medium, subs 20	150	150	reams
238	Paper, Copy, long subs 24	115	115	reams
239	Paper, copy, medium, subs 24	110	110	reams
240	Paper, Mimeo, long susbs 20, white wowe	116	116	reams
241	Paper, Mimeo, medium susbs 20, white wowe	106	106	reams
242	Paper, Mimeo, medium susbs 18, white wowe	10	10	reams
243	Paste, Water Well	5	5	bottles
244	Pay Envelope	1	1	box
245	Pencil #2	137	137	boxes
246	Pencil jumbo	1	1	box
247	Pencil Case	5	5	pcs
248	Pencil Sharpener , ordinary, small	1	1	pc
249	Pencil Sharpener, Manual, Heavy duty, big	3	3	pcs
250	Photo paper	108	108	packs
251	Photo paper , satin double sided	26	26	packs
252	Pincher (metal)	6	6	pcs
253	Plastic Envelope A3	5	5	pcs
254	Plastic Expandable Envelope w/ 12 divider A4	3	3	pcs
255	Plotter Paper, 20x30	10	10	rolls
256	Plotter Paper, 20x50	2	2	rolls
257	Plotter Paper, 24x50	1	1	rolls
258	Portable External drive, HDD, 1TB	25	25	pcs
259	Portable External drive, HDD, 2TB shockproof	7	7	pcs
260	PVC Ring Bind Cover, long	13	13	reams
261	Record book 150 pp	133	133	pcs
262	Record book 200 pp	13	13	pcs
263	Record book A4 200 pp	13	13	pcs
264	Record book 300 pp	110	110	pcs
265	Record book 500 pp	90	90	pcs
266	Record Book Mini (150pages)	89	89	pcs
267	Ribbon	8	8	rolls
268	Ring binder 3"	49	49	pcs
269	Ring binder 1 1/2	34	34	pcs
270	Ring binder 1/4	29	29	pcs
271	Ring binder 2"	39	39	pcs

272	Ring binder 3/4"	43	43	pcs
273	Ring binder 1/8"	4	4	pcs
274	Ring binder 1 1/4"	14	14	pcs
275	Ringbinder 1/2"	10	10	pcs
276	Ring binder 1 3/4"	5	5	pcs
277	Ring binder 1 1/8"	10	10	pcs
278	Ring binder 1"	35	35	pcs
279	Ring binder folder, A4, 2", blue	6	6	pcs
280	Rubber band, big, flat, BIG BOX	14	14	boxes
281	Rubber band, small, BIG BOX	5	5	boxes
282	Scissor, big, HEAVY DUTY	48	48	pairs
283	Scissor, small	6	6	pairs
284	Scotch tape dispenser 1"	7	7	pairs
285	Scotch Tape Adhesive Invisible 3/4"	19	19	rolls
286	Self Ink Stamp "RECEIVED"	1	1	pc
287	Self Ink Stamp "CERTIFIED TRUE COPY"	4	4	pcs
288	Self Ink Stamp "CERTIFIED CORRECT"	2	2	pcs
289	Sign pen needle type, 0.40 (12`s), black	59	59	boxes
290	Sign pen needle type, 0.40 (12`s), blue	8	8	boxes
291	Sign pen gel ink, 1.0 (black)	93	93	pcs
292	Sign pen gel ink, 1.0 (blue)	24	24	pcs
293	Sign pen V ball type, .50, Black	4	4	pcs
294	Sign pen V ball type, .50, 12`s, Black	72	72	boxes
295	Sign pen V ball type, .50, blue	10	10	pcs
296	Sign pen V ball type, .50, 12`s, BLUE	13	13	boxes
297	Sign pen Vball type, .07, black	49	49	pcs
298	Specialty Board 220 GSM, long,white	40	40	packs
299	Specialty Board 220 GSM, long, cream	12	12	packs
300	Specialty Board 220 GSM, long, violet	10	10	packs
301	Specialty Board 220 GSM, long, red	10	10	packs
302	Specialty Board 220 GSM, long, brown	10	10	packs
303	Specialty Board 220 GSM, long, fuschia	10	10	packs
304	Specialty Board 220 GSM, long green	5	5	packs
305	Specialty Board 220 GSM, long blue	5	5	packs
306	Specialty Board 220 GSM, medium, cream	602	602	packs
307	Specialty Board 220 GSM, medium, white	220	220	packs
308	Specialty Board 220 GSM, medium, green	22	22	packs
309	Specialty Board 220 GSM, medium, blue	2	2	packs
310	Specialty Board 220 GSM, medium, yellow	2	2	packs
311	Specialty Board, 185 gsm, long, white	35	35	packs
312	Specialty Board, 185 gsm, long, cream	122	122	packs

313	Specialty Board, 185 gsm, medium, white	10	10	packs
314	Specialty Board, 185 gsm, medium, cream	12	12	pack
315	Specialty paper, 180 gsm, long, ivory	28	28	packs
316	Specialty paper, 180 gsm, long, light green	3	3	packs
317	Specialty paper, 180 gsm, long, light blue	3	3	packs
318	Specialty paper, 180 gsm, medium, ivory	10	10	packs
319	Stamp pad ink, purple,946 ml	1	1	pc
320	Stamp pad ink small, black	1	1	bottle
321	Stamp pad with ink (small)	3	3	pcs
322	Stamp pad, big w/ ink	10	10	pcs
323	Staple remover stainless steel, plier type	4	4	pcs
324	Staple wire #10	15	15	boxes
325	Staple wire #35	169	169	boxes
326	Staple wire 23/13	8	8	boxes
327	Staple wire 23/17	2	2	boxes
328	Staple wire 23/24	3	3	boxes
329	Staple wire 23/6	3	3	boxes
330	Staple wire 23/8	2	2	boxes
331	Staple wire 23/15	2	2	boxes
332	Staple wire 23/20	2	2	boxes
333	Stapler Big HD 50/50 R w/ Base high quality	21	21	pcs
334	Stapler #10	3	3	pcs
335	Stapler w/ staple remover, #35, HD 50R	66	66	pcs
336	Steno Notebook	104	104	pcs
337	Sticker paper (high quality)	99	99	packs
338	Sticker paper, A4, matte	108	108	packs
339	Sticky note pad post it 1" X 3"	75	75	packs
340	Sticky note pad post it 1/2 X 3"	57	57	packs
341	Sticky note pad post it 2" X 1.5"	43	43	packs
342	Sticky note pad/post it, 4" X 3"	28	28	packs
343	Sticky note pad/post it, 5" X 3"	61	61	packs
344	Sticky Notepad with lines	27	27	pcs
345	Straight edge 24"	3	3	pcs
346	Straight edge 18", plastic	1	1	pc
347	Thumb drive/ OTG, 32GB (android)	11	11	pcs
348	Thumb drive/ OTG, 32GB (iphone)	9	9	pcs
349	Thumb drive/ OTG, 64GB (android)	19	19	pcs
350	Thumb drive/ OTG, 64GB, Type C	20	20	pcs
351	Thumb drive/ OTG, 64GB, (iphone)	2	2	pcs
352	Thumb drive/OTG, 32GB, Type C	6	6	pcs

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

	Description	Quantity	Total	Unit of Measure	State of Compliance
1	Ballpen ,12`s, black	366	366	boxes	
2	Ballpen ,12`s,blue	110	110	boxes	
3	Ballpen ,12`s,red	54	54	boxes	
4	Ballpen Ballpoint, fine BLACK	260	260	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	300	300	pcs	
6	Ballpen Ballpoint, fine RED, retractable	12	12	pcs	
7	Ballpen Ballpoint, fine blue	180	180	pcs	
8	Ballpen Ballpoint, fine blue, retractable	102	102	pcs	
9	Battery, 3V lithium battery (2032) for CPU	6	6	pcs	
10	Battery AA Dry Cell, 2 per pack	316	316	packs	
11	Battery AA Dry Cell, 4 per pack, rechargeable	33	33	packs	
12	Battery Size D, 2 per pack	41	41	pcs	
13	BATTERY AAA, Dry Cell ,2 per pack	315	315	packs	
14	Battery Charger for 4pcs AA/AAA heavy duty	3	3	pcs	
15	Battery sizeC	5	5	packs	
16	Battery 18650	5	5	packs	
17	Binder clip 1 1/4	136	136	boxes	
18	Binder clip, 1 5/8"	102	102	boxes	
19	Binder clip, 1"	136	136	boxes	
20	Binder clip, 2"	107	107	boxes	
21	Binder clip, 3/4"	93	93	boxes	
22	Binder clip, bulldog	4	4	boxes	
23	Book Cover, for ledger	20	20	pcs	
24	Book ends	3	3	pairs	
25	Brown envelop, long, Kraft	510	510	pcs	
26	Brown envelop, long, kraft 500`s	5	5	boxes	
27	Brown envelop, medium, kraft 500`s	6	6	boxes	
28	Brown envelop, medium, kraft	515	515	pcs	
29	Calulator (scientific)	3	3	pcs	
30	Calculator, 12 digits	6	6	pcs	
31	Calculator, 14 digits	8	8	pcs	
32	Canon Laid Paper, legal size, cornfield,white	3	3	boxes	
33	Canon Laid Paper, legal size, cornfield,cream	2	2	boxes	
34	Canon Laid Paper, legal size, cornfield,light blue	2	2	boxes	
35	Canon Laid Paper, legal size, cornfield,soft green	2	2	boxes	
36	Canon Laid Paper, medium, cornfield, white	3	3	boxes	

37	Canon Laid Paper, medium, cornfield, cream	2	2	boxes
38	Canon Laid Paper, medium, cornfield,light blue	2	2	boxes
39	Carbon film, long, black	10	10	boxes
40	Cartolina, thick, 180gsm	75	75	pcs
41	Cartolina, white	83	83	pcs
42	CD-RW w/o case	80	80	pcs
43	CD-RW with case	160	160	pcs
44	Cellophane Wrapper (red and blue, 10/pack)	3	3	sets
45	Certificate Frames 8.5x11	49	49	pcs
46	Certificate Frames 8.5x13	7	7	pcs
47	Certificate Holder medium	207	207	pcs
48	Certificate Holder, hard bound, single, 8.5 x 13, with city seal at the back, red	105	105	pcs
49	Certificate Holder, hard bound, single, 8.5 x 13, with city seal at the back, royal blue	100	100	pcs
50	Certificate Holder, hard bound, double, long, with city seal at the back, red	100	100	pcs
51	Certificate Holder, hard bound, double, long, with city seal at the back, blue	100	100	pcs
52	Certificate Holder medium, hard bound, green, black and royal blue	10	10	pcs
53	Clearbook, legal size	27	27	pcs
54	Clip Board - Hard Board, Legal size	39	39	pcs
55	Clipboard, plastic, legal	2	2	pcs
56	Coloring book	8	8	pcs
57	Colored note pad 3x3, non-stick	30	30	pads
58	Colored Paper, short	3	3	pack
59	Celluliod, gauge 8	1	1	pcs
60	Celluliod, gauge 12	2	2	pcs
61	Columnar Journal Book, 16 columns	2	2	pcs
62	Columnar journal book, 4 columns	2	2	pcs
63	computer Ink, EPSON T6441,black	294	294	bottles
64	Computer Ink EPSON T6442, cyan	107	107	bottles
65	Computer Ink EPSON T6443, magenta	108	108	bottles
66	Computer ink EPSON T6444, yellow	108	108	bottles
67	Computer Ink for Brother BTD60BL Black	12	12	bottles
68	Computer Ink for Brother BT5000Y	9	9	bottles
69	Computer Ink for Brother BT5000M	9	9	bottles
70	Computer Ink for Brother BT5000C	9	9	bottles
71	Computer Ink, Canon GI-790 black	30	30	bottles
72	Computer Ink, Canon GI-790 cyan	15	15	bottles
73	Computer Ink, Canon GI-790 magenta	15	15	bottles

74	Computer Ink, Canon GI-790 yellow	15	15	bottles
75	Computer ink, EPSON 003, black	319	319	bottles
76	Computer ink, EPSON 003, cyan	223	223	bottles
77	Computer ink, EPSON 003, magenta	223	223	bottles
78	Computer ink, EPSON 003, yellow	223	223	bottles
79	Computer ink, EPSON 001, black	2	2	bottles
80	computer Ink, EPSON T6731,black	12	12	bottles
81	computer Ink, EPSON T6732, cyan	16	16	bottles
82	computer Ink, EPSON T6733, magenta	16	16	bottles
83	computer Ink, EPSON T6734, yellow	16	16	bottles
84	computer Ink, EPSON T6735, light cyan	16	16	bottles
85	computer Ink, EPSON T6736, light magenta	16	16	bottles
86	computer Ink, EPSON T7741, black	15	15	bottles
87	Computer ink, Brother LC 565XL-Cyan	2	2	cartridge
88	Computer ink, Brother LC 565XL-Magenta	2	2	cartridge
89	Computer ink, Brother LC 565XL-Yellow	2	2	cartridge
90	Computer ink, Brother LC 569XL-Black	2	2	cartridge
91	Computer Ink, HP GT53, black	147	147	pcs
92	Computer Ink, HP GT52, magenta	94	94	pcs
93	Computer Ink, HP GT52, yellow	92	92	pcs
94	Computer Ink, HP GT52, cyan	92	92	pcs
95	Computer ink, HP 680 black	4	4	cartridge
96	Computer ink, HP 680 black	4	4	cartridge
97	Computer speaker	6	6	sets
98	Cork Board, 24X36	2	2	pcs
99	Cork pin/push pin	9	9	boxes
100	Correction pen	36	36	pcs
101	Correction Tape, big	664	664	pcs
102	Crayon, big	2	2	boxes
103	Cutter Blade, big	31	31	tubes
104	Cutter Knife, heavy duty	68	68	pcs
105	Data File box with cover, double, hard board	31	31	pcs
106	Data File box with cover, single, hard board SLIM	9	9	pcs
107	Date & Time Stamp , Self Inking	6	6	pcs
108	Date & Time Stamp, rubber	6	6	pcs
109	Desk file organizer	1	1	pcs
110	Digital Voice Recorder	4	4	pcs
111	Double sided tape w/ foam 1"	124	124	rolls
112	Double sided tape w/out foam 1"	121	121	rolls
113	Double sided tape w/out foam 1/2"	8	8	rolls
114	Duct Tape 2"	77	77	rolls

115	Duct Tape 3"	3	3	rolls
116	Eraser, big	44	44	pcs
117	Expandable Folder, Orange, with metal tab	5	5	pcs
118	Expanded envelop, long, Kraft board, with rubber strap	218	218	pcs
119	Expanded envelop, medium, Kraft board, with rubber strap	40	40	pcs
120	Expanded envelop, long, plastic, with handle	83	83	pcs
121	Expanded Envelop, long, plastic, with rubber strap	167	167	pcs
122	Expanded folder w/o tab long, green, US	110	110	pcs
123	Expanded folder w/o tab long, yellow	248	248	pcs
124	Expanded folder w/o tab long, green	152	152	pcs
125	Expanded folder w/o tab long, light green	57	57	pcs
126	Expanded folder w/o tab long, violet	15	15	pcs
127	Expanded Folder w/o tab, long,red	15	15	pcs
128	Expanded Folder w/o tab, long,blue	45	45	pcs
129	Expanded Folder w/o tab, long,orange	15	15	pcs
130	Expanded Folder w/o tab, medium,green	10	10	pcs
131	Expanded Folder with tab (metal), long, green	35	35	pcs
132	Expanded Folder with tab (plastic), long, yellow	55	55	pcs
133	Expanded Folder with tab (plastic), long green	60	60	pcs
134	Expanded Folder with tab (plastic), long blue	10	10	pcs
135	File Box (3division)	4	4	pcs
136	File Box (single)	3	3	pcs
137	File Folder Rack, steel x3	3	3	pcs
138	File folder, long, white, 14 pts	34	34	reams
139	File folder, long, white, 14 pts (glossy)	66	66	pcs
140	File folder, medium, white, 14 pts	23	23	reams
141	File folder, medium, white, 14 pts	20	20	pcs
142	File holder, double, hard board	9	9	pcs
143	File Storage Box, L15"xW7"xH9", hard paper	10	10	pcs
144	Folder w/ slide, long morocco	60	60	pcs
145	Folder w/ slide, long plastic (orange)	310	310	pcs
146	Folder w/ slide, med. Morocco, blue	110	110	pcs
147	Folder w/ slide, med. Plastic	280	280	pcs
148	Foot ruler, metal	36	36	pcs
149	Foot ruler, plastic	45	45	pcs
150	Frixion Pen	8	8	boxes
151	Frixion Refill, black	38	38	pcs
152	Frixion Pen blue	5	5	box
153	Frixion Refill, red	12	12	pcs

154	Frixion Refill, blue	3	3	pcs
155	Glue Gun Big	7	7	pcs
156	Glue Gun Small	9	9	pcs
157	Glue Stick, big	189	189	pcs
158	Glue Stick, small	150	150	pcs
159	Glue Stick all purpose (22g)	23	23	bottles
160	Glue, big 130mg	48	48	bottles
161	Glue, small 40gm	54	54	bottles
162	Gun tacker wire, T30, arrow 8mm	119	119	boxes
163	Gun tacker, T30, arrow	11	11	pcs
164	High Lighting pen, assorted colors	198	198	pcs
165	High Lighting pen, yellow	40	40	pcs
166	High Lighting pen, green	40	40	pcs
167	HDMI 5 meters	12	12	rolls
168	HDMI 3 meters	10	10	rolls
169	HP Smart Tank 515 Printhead, Black	6	6	pcs
170	HP Smart Tank 515 Printhead, Tri-color	6	6	pcs
171	Index Tab Sticking 90's (colored)	1	1	pack
172	Index Card Box, 5x8	5	5	pcs
173	Keyboard USB CORD	9	9	pcs
174	Keyboard , wireless	3	3	pcs
175	Laminating Film 9" x 100m x 250um	13	13	rolls
176	Laser Pointer, Pen Type	6	6	pcs
177	Linen Paper, long	75	75	packs
178	Linen paper, medium	75	75	packs
179	Lever Arch File, w/ ring binder, long, side clip	2	2	pcs
180	Lever Arch File, w/ ring binder, long, top clip	3	3	pcs
181	Magic Tape 1"	5	5	rolls
182	Mailing envelop, white wowe, long	17	17	boxes
183	Mailing envelop, white wowe, short	4	4	boxes
184	Manila Paper, brown	10	10	pcs
185	Marking pen, broad, black	196	196	pcs
186	Marking pen, broad, blue	65	65	pcs
187	Marking pen, broad, red	34	34	pcs
188	Marking pen, fine, black	209	209	pcs
189	Marking pen, fine, blue	58	58	pcs
190	Marking pen, fine, green	8	8	pcs
191	Marking pen, fine, red	43	43	pcs
192	Marking pen ink refill	8	8	bottles
193	Masking tape 1/2"	14	14	rolls

194	Masking tape 1"	116	116	rolls
195	Masking tape 2"	45	45	rolls
196	Masking tape 3"	15	15	rolls
197	Measuring Tape, 50 meters	1	1	pc
198	Measuring Tape, 7.5 meters	6	6	pcs
199	Mega Box	8	8	pcs
200	Megabox Plastic 30L w/ wheels	10	10	pcs
201	Megabox Plastic 37L w/ wheels	3	3	pcs
202	Megabox Plastic 50L w/ wheels	59	59	pcs
203	Megabox Plastic 58L w/ wheels	14	14	pcs
204	Memory Card/SD Card, 64 gb	1	1	pc
205	Metal Desk Tray, 2 layer	1	1	pc
206	Metal Desk Tray, 3 layers	5	5	pcs
207	Mesh magazine holder, 3 shelves	4	4	pcs
208	Microphone with chord	2	2	pcs
209	Microphone wireless	3	3	pcs
210	Mouse pad	12	12	pcs
211	Mouse, optical, USB port, with cord	5	5	pcs
212	Mouse, wireless	22	22	pcs
213	Notebook, 50 leaves	100	100	pcs
214	Numbering Stamp, rubber 12 digits	2	2	pcs
215	Ottoman box	2	2	pcs
216	Packing tape 3"	35	35	rolls
217	Packing tape, 2"	32	32	rolls
218	Pad Paper	6	6	pads
219	Padding glue	11	11	bottles
220	Paper clamp, large	114	114	pcs
221	Paper clamp, med	81	81	pcs
222	Paper clamp, small	60	60	pcs
223	Paper clip, vinyl, coated, big, colored	226	226	boxes
224	Paper clip, vinyl, coated, medium, colored	107	107	boxes
225	Paper Copy, medium, subs 20	1583	1583	reams
226	Paper Copy, long, subs 20	1592	1592	reams
227	Paper, Copy A3	5	5	reams
228	Paper Copy, A4, subs 20	658	658	reams
229	Paper Cutter 12 x 15	2	2	pcs
230	Paper fastener , 15" long	42	42	boxes
231	Paper fastener , metal	2	2	boxes
232	Paper fastener, non-corrosive(plastic)	140	140	boxes
233	Paper puncher, heavy duty	9	9	pcs
234	Paper, bond long subs 20	371	371	reams

235	Paper, Bond, medium, subs 20	307	307	reams
236	Paper, Book, long, subs 20	150	150	reams
237	Paper, Book, medium, subs 20	150	150	reams
238	Paper, Copy, long subs 24	115	115	reams
239	Paper, copy, medium, subs 24	110	110	reams
240	Paper, Mimeo, long susbs 20, white wowe	116	116	reams
241	Paper, Mimeo, medium susbs 20, white wowe	106	106	reams
242	Paper, Mimeo, medium susbs 18, white wowe	10	10	reams
243	Paste, Water Well	5	5	bottles
244	Pay Envelope	1	1	box
245	Pencil #2	137	137	boxes
246	Pencil jumbo	1	1	box
247	Pencil Case	5	5	pcs
248	Pencil Sharpener , ordinary, small	1	1	pc
249	Pencil Sharpener, Manual, Heavy duty, big	3	3	pcs
250	Photo paper	108	108	packs
251	Photo paper , satin double sided	26	26	packs
252	Pincher (metal)	6	6	pcs
253	Plastic Envelope A3	5	5	pcs
254	Plastic Expandable Envelope w/ 12 divider A4	3	3	pcs
255	Plotter Paper, 20x30	10	10	rolls
256	Plotter Paper, 20x50	2	2	rolls
257	Plotter Paper, 24x50	1	1	rolls
258	Portable External drive, HDD, 1TB	25	25	pcs
259	Portable External drive, HDD, 2TB shockproof	7	7	pcs
260	PVC Ring Bind Cover, long	13	13	reams
261	Record book 150 pp	133	133	pcs
262	Record book 200 pp	13	13	pcs
263	Record book A4 200 pp	13	13	pcs
264	Record book 300 pp	110	110	pcs
265	Record book 500 pp	90	90	pcs
266	Record Book Mini (150pages)	89	89	pcs
267	Ribbon	8	8	rolls
268	Ring binder 3"	49	49	pcs
269	Ring binder 1 1/2"	34	34	pcs
270	Ring binder 1/4"	29	29	pcs
271	Ring binder 2"	39	39	pcs
272	Ring binder 3/4"	43	43	pcs
273	Ring binder 1/8"	4	4	pcs
274	Ring binder 1 1/4"	14	14	pcs
275	Ringbinder 1/2"	10	10	pcs

276	Ring binder 1 3/4"	5	5	pcs
277	Ring binder 1 1/8"	10	10	pcs
278	Ring binder 1"	35	35	pcs
279	Ring binder folder, A4, 2", blue	6	6	pcs
280	Rubber band, big, flat, BIG BOX	14	14	boxes
281	Rubber band, small, BIG BOX	5	5	boxes
282	Scissor, big, HEAVY DUTY	48	48	pairs
283	Scissor, small	6	6	pairs
284	Scotch tape dispenser 1"	7	7	pairs
285	Scotch Tape Adhesive Invisible 3/4"	19	19	rolls
286	Self Ink Stamp "RECEIVED"	1	1	pc
287	Self Ink Stamp "CERTIFIED TRUE COPY"	4	4	pcs
288	Self Ink Stamp "CERTIFIED CORRECT"	2	2	pcs
289	Sign pen needle type, 0.40 (12`s), black	59	59	boxes
290	Sign pen needle type, 0.40 (12`s), blue	8	8	boxes
291	Sign pen gel ink, 1.0 (black)	93	93	pcs
292	Sign pen gel ink, 1.0 (blue)	24	24	pcs
293	Sign pen V ball type, .50, Black	4	4	pcs
294	Sign pen V ball type, .50, 12`s, Black	72	72	boxes
295	Sign pen V ball type, .50, blue	10	10	pcs
296	Sign pen V ball type, .50, 12`s, BLUE	13	13	boxes
297	Sign pen Vball type, .07, black	49	49	pcs
298	Specialty Board 220 GSM, long,white	40	40	packs
299	Specialty Board 220 GSM, long, cream	12	12	packs
300	Specialty Board 220 GSM, long, violet	10	10	packs
301	Specialty Board 220 GSM, long, red	10	10	packs
302	Specialty Board 220 GSM, long, brown	10	10	packs
303	Specialty Board 220 GSM, long, fuschia	10	10	packs
304	Specialty Board 220 GSM, long green	5	5	packs
305	Specialty Board 220 GSM, long blue	5	5	packs
306	Specialty Board 220 GSM, medium, cream	602	602	packs
307	Specialty Board 220 GSM, medium, white	220	220	packs
308	Specialty Board 220 GSM, medium, green	22	22	packs
309	Specialty Board 220 GSM, medium, blue	2	2	packs
310	Specialty Board 220 GSM, medium, yellow	2	2	packs
311	Specialty Board, 185 gsm, long, white	35	35	packs
312	Specialty Board, 185 gsm, long, cream	122	122	packs
313	Specialty Board, 185 gsm, medium, white	10	10	packs
314	Specialty Board, 185 gsm, medium, cream	12	12	pack
315	Specialty paper, 180 gsm, long, ivory	28	28	packs
316	Specialty paper, 180 gsm, long, light green	3	3	packs

317	Specialty paper, 180 gsm, long, light blue	3	3	packs
318	Specialty paper, 180 gsm, medium, ivory	10	10	packs
319	Stamp pad ink, purple,946 ml	1	1	pc
320	Stamp pad ink small, black	1	1	bottle
321	Stamp pad with ink (small)	3	3	pcs
322	Stamp pad, big w/ ink	10	10	pcs
323	Staple remover stainless steel, plier type	4	4	pcs
324	Staple wire #10	15	15	boxes
325	Staple wire #35	169	169	boxes
326	Staple wire 23/13	8	8	boxes
327	Staple wire 23/17	2	2	boxes
328	Staple wire 23/24	3	3	boxes
329	Staple wire 23/6	3	3	boxes
330	Staple wire 23/8	2	2	boxes
331	Staple wire 23/15	2	2	boxes
332	Staple wire 23/20	2	2	boxes
333	Stapler Big HD 50/50 R w/ Base high quality	21	21	pcs
334	Stapler #10	3	3	pcs
335	Stapler w/ staple remover, #35, HD 50R	66	66	pcs
336	Steno Notebook	104	104	pcs
337	Sticker paper (high quality)	99	99	packs
338	Sticker paper, A4, matte	108	108	packs
339	Sticky note pad post it 1" X 3"	75	75	packs
340	Sticky note pad post it 1/2 X 3"	57	57	packs
341	Sticky note pad post it 2" X 1.5"	43	43	packs
342	Sticky note pad/post it, 4" X 3"	28	28	packs
343	Sticky note pad/post it, 5" X 3"	61	61	packs
344	Sticky Notepad with lines	27	27	pcs
345	Straight edge 24"	3	3	pcs
346	Straight edge 18", plastic	1	1	pc
347	Thumb drive/ OTG, 32GB (android)	11	11	pcs
348	Thumb drive/ OTG, 32GB (iphone)	9	9	pcs
349	Thumb drive/ OTG, 64GB (android)	19	19	pcs
350	Thumb drive/ OTG, 64GB, Type C	20	20	pcs
351	Thumb drive/ OTG, 64GB, (iphone)	2	2	pcs
352	Thumb drive/OTG, 32GB, Type C	6	6	pcs
353	Thumb/USB drive 16GB	21	21	pcs
354	Thumb/USB drive, 32GB	27	27	pcs
355	Thumb/USB drive, 64GB	39	39	pcs
356	Transparent tape 1/2"	65	65	rolls

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (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 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

- (k) 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

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

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

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