

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**



Government of the Republic of the Philippines

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

1. The **City Government of Batac**, through the **GENERAL FUND- MAINTENANCE AND OTHER OPERATING EXPENSES-OFFICE SUPPLIES EXPENSES-** intends to apply the sum of **Seven Million Three Hundred Ninety-Three Thousand Three Hundred Forty-Seven & 58/100 Pesos (Php 7,393,347.58)** being the ABC to payments under the contract for the **Purchase of 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 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 9, 2024 (8:00 AM to 5:00 PM) to May 29, 2024 (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 **May 17, 2024 at 3:30** in the afternoon at the BAC Office 3<sup>rd</sup> 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 **May 29, 2024 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 **May 29, 2024, 3:30 PM at BAC Office 3<sup>rd</sup> 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 3<sup>rd</sup> 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](http://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 Office Supplies for use of Different Offices** with identification number **CGB-2024-PB-05-005**

The Procurement Project (“**Purchase of Office Supplies for use of Different Offices**”) is composed three hundred eighty-nine (389) 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 2024 in the amount of **Seven Million Three Hundred Ninety-Three Thousand Three Hundred Forty-Seven & 58/100 Pesos (Php 7,393,347.58)**

2.2. The source of funding is:

- a. **GENERAL FUND-MAINTENANCE AND OTHER OPERATING EXPENSES-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 **May 17, 2024 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 Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 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,

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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"> <li>a. Projects similar in nature to be bid out.</li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>										
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"> <li>a. The amount of not less than One Hundred Forty-Seven Thousand Eight Hundred Sixty-Six &amp; 95/100 Pesos (Php 147,866.95), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Three Hundred Sixty Nine Thousand Six Hundred Sixty-Seven &amp; 38/100 Pesos (Php 369,667.38), if bid security is in Surety Bond.</li> </ul>										
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><b>Purchase of Office Supplies for use of Different Offices</b></td> <td style="text-align: center;">LOT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Php 7,393,347.58</td> </tr> </tbody> </table>	Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract	1	<b>Purchase of Office Supplies for use of Different Offices</b>	LOT	1	Php 7,393,347.58
Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract							
1	<b>Purchase of Office Supplies for use of Different Offices</b>	LOT	1	Php 7,393,347.58							
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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>to</i> <b>BATAC CITY HALL, WASHINGTON ST., BRGY # 1-S VALDEZ, CITY OF BATAC</b>. 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 <b>ADMINISTRATIVE OFFICER IV WENDELINA C. ROSARIO</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>
	<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><b>Spare Parts –</b></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"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> 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><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</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><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	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, 0.5	527	527	boxes	
2	Ballpen ,12`s,blue, 0.5	121	121	boxes	
3	Ballpen ,12`s,red, 0.5	86	86	boxes	
4	Ballpen Ballpoint, fine BLACK	386	386	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	410	410	pcs	
6	Ballpen Ballpoint, fine blue	192	192	pcs	
7	Ballpen Ballpoint, fine blue, retractable	199	199	pcs	
8	Ballpoint pen black metal desk rope	5	5	pcs	
9	Battery AA Dry Cell, 2 per pack	312	312	packs	
10	Battery AA Dry Cell, 4 per pack, rechargeable	45	45	packs	
11	Battery Charger for 4pcs, AA/AAA	6	6	pc	
12	BATTERY AAA, Dry Cell ,2 per pack	231	231	packs	
13	Battery, 3V Lithium (2032) for CPU	47	47	pcs	
14	Battery size D 2/pack	3	3	packs	
15	Battery A23S Alkaline battery 12V for remote controller	4	4	pcs	
16	Battery 9V	1	1	pc	
17	Binder clip 1 1/4	122	122	boxes	
18	Binder clip, 1 5/8"	148	148	boxes	
19	Binder clip, 1"	183	183	boxes	
20	Binder clip, 2"	168	168	boxes	
21	Binder clip, 3/4"	106	106	boxes	
22	Binder clip, bulldog	12	12	boxes	
23	Book Cover, Hard Bound Long	50	50	pcs	
24	Book Cover, Hard Bound medium	100	100	pcs	
25	Book ends	10	10	pairs	
26	Brown envelop, long, Kraft	800	800	pcs	
27	Brown envelop, long, Kraft 500`s	15	15	boxes	
28	Brown envelop, medium, Kraft 500`s	38	38	boxes	
29	Brown envelop, medium, Kraft	534	534	pcs	
30	Calculator (scientific)	2	2	pcs	
31	Calculator, 12 digits	32	32	pcs	



32	Calculator, 14 digits	34	34	pcs
33	Canon Laid Paper, legal size, cornfield, white	6	6	box
34	Canon Laid Paper, legal size, cornfield, cream	5	5	boxes
35	Canon Laid Paper, legal size, cornfield, light blue	5	5	boxes
36	Canon Laid Paper, medium, cornfield, white	6	6	box
37	Canon Laid Paper, medium, cornfield, cream	5	5	boxes
38	Canon Laid Paper, medium, cornfield, light blue	5	5	boxes
39	Carbon film, long, black	13	13	boxes
40	Carbon film, long, blue	5	5	boxes
41	Cartolina, thick, 180gsm	5	5	pcs
42	Cartolina, assorted color	196	196	pcs
43	Cashbox	1	1	pc
44	CD-RW with case	10	10	pcs
45	Celluloid, gauge 12	2	2	roll
46	Certificate Frames 8.5x11	130	130	pcs
47	Certificate Frames 8.5x13	80	80	pcs
48	Certificate Holder medium	470	470	pcs
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, blue	40	40	pcs
50	Clear book, legal size	74	74	pcs
51	Clear Transparent Acrylic Desk Stand Name Plate L-12" W-4" Thickness 1.5mm	20	20	pcs
52	Clip Board - Hard Board, Legal size	47	47	pcs
53	Clipboard, plastic, legal	25	25	pcs
54	Cloth tape	7	7	rolls
55	Colored note pad 3x3, non-stick	47	47	pads
56	Colored Paper, short	105	105	pack
57	Coloring book	2	2	pcs
58	computer Ink, EPSON T6441,black	209	209	bottles
59	Computer Ink EPSON T6442, cyan	81	81	bottles
60	Computer Ink EPSON T6443, magenta	81	81	bottles
61	Computer ink EPSON T6444, yellow	81	81	bottles
62	Computer Ink for Brother BT6000 Black	17	17	bottles
63	Computer Ink for Brother BT5000Y	12	12	bottles
64	Computer Ink for Brother BT5000M	12	12	bottles
65	Computer Ink for Brother BT5000C	12	12	bottles
66	Computer Ink, Canon GI-790 black	39	39	bottles
67	Computer Ink, Canon GI-790 cyan	22	22	bottles
68	Computer Ink, Canon GI-790 magenta	22	22	bottles
69	Computer Ink, Canon GI-790 yellow	22	22	bottles
70	Computer ink, EPSON 003, black	247	247	bottles
71	Computer ink, EPSON 003, cyan	248	248	bottles

72	Computer ink, EPSON 003, magenta	237	237	bottles
73	Computer ink, EPSON 003, yellow	237	237	bottles
74	Computer ink, EPSON 001, black	71	71	bottles
75	Computer ink, EPSON 001, cyan	17	17	bottles
76	Computer ink, EPSON 001, magenta	9	9	bottles
77	Computer ink, EPSON 001, yellow	9	9	bottles
78	computer Ink, EPSON T6731,black	9	9	bottles
79	computer Ink, EPSON T6732, cyan	8	8	bottles
80	computer Ink, EPSON T6733, magenta	8	8	bottles
81	computer Ink, EPSON T6734, yellow	8	8	bottles
82	computer Ink, EPSON T6735, light cyan	8	8	bottles
83	computer Ink, EPSON T6736, light magenta	8	8	bottles
84	Computer Ink, HP GT53, black	281	281	pcs
85	Computer Ink, HP GT52, magenta	134	134	pcs
86	Computer Ink, HP GT52, yellow	134	134	pcs
87	Computer Ink, HP GT52, cyan	134	134	pcs
88	Computer Ribbon LX 310	12	12	pcs
89	Computer speaker	9	9	sets
90	Computer Speaker, Bluetooth	10	10	sets
91	Cork Board, 24X36	5	5	pcs
92	Cork pin/push pin	11	11	boxes
93	Correction pen	31	31	pcs
94	Correction Tape, big	744	744	pcs
95	Crayon, big	15	15	boxes
96	Cutter Blade, big,18 mm	48	48	tubes
97	Cutter Knife, heavy duty, 18 mm	69	69	pcs
98	Data File box with cover, double, hard board	65	65	pcs
99	Data File box with cover, single, hard board SLIM	8	8	pcs
100	Date & Time Stamp , Self-Inking	21	21	pcs
101	Date & Time Stamp, rubber	8	8	pcs
102	Desk file organizer	5	5	pcs
103	Digital Voice Recorder, 4gb, built-in USB connector	2	2	pc
104	Double sided tape w/ foam 1"	110	110	rolls
105	Double sided tape w/out foam 1"	158	158	rolls
106	Double sided tape w/out foam 1/2"	21	21	rolls
107	Duct Tape 2"	96	96	rolls
108	Duct Tape 3"	57	57	rolls
109	Eraser, big	42	42	pcs
110	Eraser, small	3	3	pcs
111	Expandable Folder, long green, with metal tab	40	40	pcs

112	Expanded envelop, long, Kraft board, with rubber strap	420	420	pcs
113	Expanded envelop, medium, Kraft board, with rubber strap	103	103	pcs
114	Expanded envelop, long, plastic, with handle	223	223	pcs
115	Expanded envelop, long, plastic, without handle	40	40	pcs
116	Expanded Envelop, long, plastic, with rubber strap	156	156	pcs
117	Expanded folder w/o tab long, green, US	338	338	pcs
118	Expanded folder w/o tab long, yellow, US	110	110	pcs
119	Expanded folder w/o tab long, red, US	30	30	pcs
120	Expanded folder w/o tab long, pink, US	25	25	pcs
121	Expanded folder w/o tab long, blue, US	20	20	pcs
122	Expanded folder w/o tab long, yellow	370	370	pcs
123	Expanded folder w/o tab long, green	130	130	pcs
124	Expanded folder w/o tab long, light green	35	35	pcs
125	Expanded folder w/o tab long, violet	35	35	pcs
126	Expanded Folder w/o tab, long, pink	20	20	pcs
127	Expanded Folder w/o tab, long, red	85	85	pcs
128	Expanded Folder w/o tab, long, blue	265	265	pcs
129	Expanded Folder w/o tab, long, orange	125	125	pcs
130	Expanded Folder w/o tab, medium, green	40	40	pcs
131	Expanded Folder with tab (plastic), long, yellow	98	98	pcs
132	File Box (3division)	6	6	pcs
133	File Box (single)	13	13	pcs
134	File Folder Rack, steel x3	11	11	pcs
135	File Folder, A4	65	65	pcs
136	File folder, Long, colored green	80	80	pcs
137	File Folder, long colored orange	10	10	pcs
138	File Folder, long colored pink	10	10	pcs
139	File Folder, long colored yellow	10	10	pcs
140	File folder, long, white, 14 pts	68	68	reams
141	File folder, long, white, 14 pts (glossy)	324	324	pcs
142	File folder, medium, white, 14 pts	17	17	reams
143	File folder, medium, white, 14 pts	96	96	pcs
144	File holder, double, hard board	8	8	pcs
145	File holder, single, hard board	20	20	pcs
146	File Storage Box, L15"xW7"xH9", hard paper	23	23	pcs
147	File Storage Box, L15"xW7"xH9", steel	3	3	pcs
148	Flag, Philippines 4x8 ft	21	21	pcs
149	Folder w/ slide, long morocco	115	115	pcs
150	Folder w/ slide, long plastic	280	280	pcs

151	Folder w/ slide, med. Morocco, blue	50	50	pcs
152	Folder w/ slide, med. Plastic	280	280	pcs
153	Foot ruler, metal	51	51	pcs
154	Foot ruler, plastic	32	32	pcs
155	Frixion Pen	12	12	boxes
156	Frixion Refill, black	55	55	pcs
157	Frixion Pen blue	7	7	box
158	Frixion Refill, red	14	14	pcs
159	Frixion Refill, blue	7	7	pcs
160	Glue Gun Big	24	24	pcs
161	Glue Gun Small	11	11	pcs
162	Glue Stick, big	286	286	pcs
163	Glue Stick, small	42	42	pcs
164	Glue Stick all purpose (22g)	116	116	bottles
165	Glue, big 130mg	97	97	bottles
166	Glue, small 40gm	4	4	bottles
167	Gun tacker wire, T30, arrow 8mm	358	358	boxes
168	Gun tacker, T30, arrow	34	34	pcs
169	High Lighting pen, assorted colors	280	280	pcs
170	High Lighting pen, yellow	63	63	pcs
171	High Lighting pen, orange	22	22	pcs
172	High Lighting pen, green	16	16	pcs
173	HDMI 5 meters	2	2	rolls
174	HP Smart Tank 515 Printhead, Black	5	5	pcs
175	HP Smart Tank 515 Printhead, Tri-color	5	5	pcs
176	Index Tab Sticking 90's (colored)	12	12	packs
177	Index Card Box, 4x6	4	4	pc
178	Index Card Box, 5x8	4	4	pcs
179	Index Card, 5x8	4	4	packs
180	Index Card, 4x6	2	2	packs
181	Keyboard USB CORD	32	32	pcs
182	Keyboard , wireless	6	6	pcs
183	Laminating Film 9" x 100m x 250um	7	7	rolls
184	Laser Pointer, Pen Type	7	7	pc
185	Linen Paper, long, ivory	102	102	packs
186	Linen paper, medium, ivory	167	167	packs
187	Lever Arch File, w/ ring binder, long	24	24	pcs
188	Lever Arch File, w/ ring binder, long, top clip	13	13	pcs
189	Magic Tape 1"	13	13	rolls
190	Mailing envelop, white wove, long	59	59	boxes
191	Mailing envelop, window, long	2	2	boxes

192	Mailing envelope, white, 8.5 (10s)	24	24	packs
193	Manila Paper, brown	25	25	pcs
194	Marking pen, broad, black	217	217	pcs
195	Marking pen, broad, blue	38	38	pcs
196	Marking pen, broad, red	18	18	pcs
197	Marking pen, fine, black	347	347	pcs
198	Marking pen, fine, blue	55	55	pcs
199	Marking pen, fine, green	12	12	pcs
200	Marking pen, fine, red	34	34	pcs
201	Marking pen ink refill	9	9	bottles
202	Masking tape 1/2"	16	16	rolls
203	Masking tape 1"	126	126	rolls
204	Masking tape 2"	130	130	rolls
205	Masking tape 3"	75	75	rolls
206	Measuring Tape, 50 meters	6	6	pcs
207	Measuring Tape, 7.5 meters	5	5	pcs
208	Mega Box	60	60	pcs
209	Megabox Plastic 30L w/ wheels	20	20	pcs
210	Megabox Plastic 37L w/ wheels	24	24	pc
211	Megabox Plastic 50L w/ wheels	77	77	pcs
212	Megabox Plastic 58L w/ wheels	50	50	pcs
213	Memory Card/SD Card, 64gb	10	10	pcs
214	Metal Desk Tray, 2 layer	1	1	pc
215	Metal Desk Tray, 3 layers	10	10	pcs
216	Mouse pad	50	50	pcs
217	Mouse, optical, USB port, with cord	15	15	pcs
218	Mouse, wireless	35	35	pcs
219	Notebook, 50 leaves	366	366	pcs
220	Numbering Stamp, rubber 8 digits	3	3	pc
221	Numbering Stamp, rubber 12 digits	1	1	pc
222	Ottoman box	8	8	pcs
223	Packing tape 3"	78	78	rolls
224	Packing tape, 2"	74	74	rolls
225	Pad Paper	4	4	pads
226	Padding glue	13	13	bottles
227	Paper clamp, large	76	76	boxes
228	Paper clamp, med	97	97	boxes
229	Paper clamp, small	46	46	boxes
230	Paper clip, vinyl, coated, big, colored	356	356	boxes
231	Paper clip, vinyl, coated, medium, colored	162	162	boxes
232	Paper Copy, medium, subs 20	1360	1360	reams

233	Paper Copy, long, subs 20	1620	1620	reams
234	Paper, Copy A3	8	8	reams
235	Paper Copy, A4, subs 20	670	670	reams
236	Paper Cutter 12 x 15	3	3	pcs
237	Paper fastener , 15" long	68	68	boxes
238	Paper fastener , metal	38	38	boxes
239	Paper fastener, non-corrosive(plastic)	162	162	boxes
240	Paper puncher, heavy duty	22	22	pcs
241	Paper puncher, one hole	1	1	pcs
242	Paper, bond long subs 20	220	220	reams
243	Paper, Bond, medium, subs 20	196	196	reams
244	Paper, Copy, long subs 24	325	325	reams
245	Paper, copy, medium, subs 24	305	305	reams
246	Paper, Mimeo, long subs 20, white wove	46	46	reams
247	Paper, Mimeo, medium subs 20, white wove	95	95	reams
248	Paste, Water Well	15	15	bottles
249	Pay Envelope	6	6	box
250	Pencil #2	213	213	boxes
251	Pencil jumbo	2	2	boxes
252	Pencil Case	2	2	pcs
253	Pencil, mechanical, 0.5mm with lead	10	10	pcs
254	Pencil Sharpener , ordinary, small	12	12	pcs
255	Pencil Sharpener, Manual, Heavy duty, big	7	7	pcs
256	Photo paper	180	180	packs
257	Photo paper , satin double sided	172	172	packs
258	Pincher (metal)	7	7	pcs
259	Plastic Tray, 3 layers	12	12	pcs
260	Plotter Paper, 20x30	5	5	rolls
261	Plotter Paper, 20x50	3	3	rolls
262	Plotter Paper, 24x50	5	5	rolls
263	Portable External drive, HDD, 1TB	26	26	pcs
264	Portable External drive, HDD, 2TB shockproof	21	21	pcs
265	Puncher 3 holes	2	2	pcs
266	PVC Ring Bind Cover, short	1	1	ream
267	PVC Ring Bind Cover, long	3	3	reams
268	Record book 150 pp	157	157	pcs
269	Record book 200 pp	16	16	pcs
270	Record book A4 200 pp	12	12	pcs
271	Record book 300 pp	73	73	pcs
272	Record book 500 pp	78	78	pcs
273	Record Book Mini (150pages)	173	173	pcs

274	Record Book Mini (500pages)	42	42	pcs
275	Ribbon, green 2"	4	4	rolls
276	Ribbon, blue 2"	4	4	rolls
277	Ring binder 3"	45	45	pcs
278	Ring binder 1 1/2"	25	25	pcs
279	Ring binder 1 3/4"	29	29	pcs
280	Ring binder 2"	40	40	pcs
281	Ring binder 3/4"	2	2	pcs
282	Ring binder 5/8"	5	5	pcs
283	Ring binder 1 1/4"	5	5	pcs
284	Ring binder 1 1/8"	1	1	pc
285	Rubber band, big, flat, BIG BOX	95	95	boxes
286	Rubber band, small, BIG BOX	32	32	boxes
287	Rubber stamp (Brgy. 1-S Valdez, City of Batac, Ilocos Norte- 2 lines	1	1	pc
288	Scissor, big, HEAVY DUTY	170	170	pairs
289	Scissor, small	25	25	pairs
290	Scotch tape dispenser 1"	28	28	pairs
291	Scotch Tape Dispenser 3"	8	8	pcs
292	Scotch Tape Adhesive Invisible 3/4"	48	48	rolls
293	Self-Ink Stamp "RECEIVED"	23	23	pcs
294	Self-Ink Stamp "CERTIFIED TRUE COPY"	13	13	pcs
295	Self-Ink Stamp "CERTIFIED CORRECT"	7	7	pcs
296	Self-Ink Stamp "CITY GOVERNMENT OF BATAC"	1	1	pcs
297	Self-Ink Stamp "RELEASED"	2	2	pc
298	Self-Ink Stamp "RETIRED"	1	1	pc
299	Self-Ink Stamp "CUSTOMIZED"	2	2	pc
300	Sign pen needle type, 0.40 (12`s), black	60	60	boxes
301	Sign pen needle type, 0.40 (12`s), blue	25	25	boxes
302	Sign pen gel ink, 1.0 (black)	224	224	pcs
303	Sign pen gel ink, 1.0 (blue)	234	234	pcs
304	Sign pen gel ink, 1.0 (red)	3	3	box
305	Sign pen gel ink refill , 1.0 (green)	5	5	pcs
306	Sign pen V ball type, .50, Black	20	20	pcs
307	Sign pen V ball type, .50, 12`s, Black	44	44	boxes
308	Sign pen V ball type, .50, blue	6	6	pcs
309	Sign pen V ball type, .50, 12`s, BLUE	21	21	boxes
310	Sign pen V ball type, .07, black	45	45	pcs
311	Sketchpad	30	30	pads
312	Specialty Board 220 GSM, long, white	78	78	packs
313	Specialty Board 220 GSM, long, cream	82	82	packs
314	Specialty Board 220 GSM, long, light green	80	80	packs

315	Specialty Board 220 GSM, long, blue	2	2	packs
316	Specialty Board 220 GSM, medium, cream	90	90	packs
317	Specialty Board 220 GSM, medium, white	25	25	packs
318	Specialty Board, 185 gsm, long, white	200	200	packs
319	Specialty Board, 185 gsm, long, cream	13	13	packs
320	Specialty Board, 185 gsm, medium, white	250	250	packs
321	Specialty Board, 185 gsm, medium, cream	13	13	pack
322	Specialty paper, 180 gsm, long, ivory	24	24	packs
323	Specialty Board, 180 gsm, A4, ivory	10	10	pack
324	Specialty paper, 180 gsm, medium, ivory	137	137	packs
325	Stamp pad ink, purple,946 ml	9	9	pcs
326	Stamp pad ink small, black	5	5	bottles
327	Stamp pad ink small, red	2	2	bot
328	Stamp pad with ink (small)	29	29	pcs
329	Stamp pad, big w/ ink	29	29	pcs
330	Staple remover stainless steel, plier type	19	19	pcs
331	Staple wire #10	12	12	boxes
332	Staple wire #35	375	375	boxes
333	Staple wire 23/13	31	31	boxes
334	Staple wire 23/17	2	2	boxes
335	Staple wire 23/24	3	3	boxes
336	Staple wire 23/6	7	7	boxes
337	Staple wire 23/8	2	2	boxes
338	Staple wire 23/15	2	2	boxes
339	Staple wire 23/20	2	2	boxes
340	Stapler Big HD 50/50 R w/ Base high quality	24	24	pcs
341	Stapler long reach	3	3	pcs
342	Stapler binding heavy duty	3	3	pcs
343	Stapler w/ staple remover, #35, HD 50R	102	102	pcs
344	Steno Notebook	113	113	pcs
345	Sticker paper (high quality)	289	289	packs
346	Sticky note pad post it 1" X 3"	142	142	packs
347	Sticky note pad post it 1/2 X 3"	85	85	packs
348	Sticky note pad post it 2" X 1.5"	79	79	packs
349	Sticky note pad/post it, 4" X 3"	148	148	packs
350	Sticky note pad/post it, 5" X 3"	101	101	packs
351	Sticky Notepad with lines	118	118	pcs
352	Tape Measure	5	5	pcs
353	Thermal Paper 30mm long x 80mm carbonless	5	5	rolls
354	Thumb drive/ OTG, 32GB (android)	16	16	pcs
355	Thumb drive/ OTG, 32GB (iphone)	1	1	pcs



356	Thumb drive/ OTG, 64GB (android)	38	38	pcs
357	Thumb drive/ OTG, 64GB, Type C	22	22	pcs
358	Thumb drive/ OTG, 64GB, (iphone)	10	10	pcs
359	Thumb/USB drive 16GB	30	30	pcs
360	Thumb/USB drive, 32GB	54	54	pcs
361	Thumb/USB drive, 64GB	62	62	pcs
362	Thumb tacks	4	4	boxes
363	Transparent tape 1/2"	41	41	rolls
364	Transparent tape 1"	278	278	rolls
365	transparent tape 2"	73	73	rolls
366	Transparent tape 3"	30	30	rolls
367	Triangular/Architect Scale Ruler	4	4	sets
367	Typewriter ribbon, black	6	6	spools
369	USB Wi-Fi Adapter dual band	2	2	pcs
370	UPS, 650VA	13	13	units
371	UPS, 1500VA	6	6	unit
372	View Binder, medium 4"	5	5	pcs
373	Wall Clock	13	13	units
374	Watercolor	2	2	pcs
375	Webcam for desktop	6	6	units
376	Wi-Fi dongle/USB Wi-Fi adapter	5	5	pcs
377	White Board 24x 36	3	3	pcs
378	White Board 72x 48	2	2	pc
379	White Board 5ftx 8ft w/ stand	1	1	pc
380	White board eraser	23	23	pcs
381	White board marker, black	257	257	pcs
382	White board marker, blue	38	38	pcs
383	White board marker, red	11	11	pcs
384	White board marker, ink refill, black	16	16	pcs
385	White board marker, ink refill, blue	2	2	pcs
386	White board marker, ink refill, red	2	2	pcs
387	Wrapping Paper	350	350	pcs
388	Zippered Document Bag Business Briefcase	3	3	pcs
389	Yellow ruled pad paper	159	159	pads

## ***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, 0.5	527	527	boxes	
2	Ballpen ,12`s,blue, 0.5	121	121	boxes	
3	Ballpen ,12`s,red, 0.5	86	86	boxes	
4	Ballpen Ballpoint, fine BLACK	386	386	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	410	410	pcs	
6	Ballpen Ballpoint, fine blue	192	192	pcs	
7	Ballpen Ballpoint, fine blue, retractable	199	199	pcs	
8	Ballpoint pen black metal desk rope	5	5	pcs	
9	Battery AA Dry Cell, 2 per pack	312	312	packs	
10	Battery AA Dry Cell, 4 per pack, rechargeable	45	45	packs	
11	Battery Charger for 4pcs, AA/AAA	6	6	pc	
12	BATTERY AAA, Dry Cell ,2 per pack	231	231	packs	
13	Battery, 3V Lithium (2032) for CPU	47	47	pcs	
14	Battery size D 2/pack	3	3	packs	
15	Battery A23S Alkaline battery 12V for remote controller	4	4	pcs	
16	Battery 9V	1	1	pc	
17	Binder clip 1 1/4	122	122	boxes	
18	Binder clip, 1 5/8"	148	148	boxes	
19	Binder clip, 1"	183	183	boxes	
20	Binder clip, 2"	168	168	boxes	
21	Binder clip, 3/4"	106	106	boxes	
22	Binder clip, bulldog	12	12	boxes	
23	Book Cover, Hard Bound Long	50	50	pcs	
24	Book Cover, Hard Bound medium	100	100	pcs	
25	Book ends	10	10	pairs	
26	Brown envelop, long, Kraft	800	800	pcs	
27	Brown envelop, long, Kraft 500`s	15	15	boxes	
28	Brown envelop, medium, Kraft 500`s	38	38	boxes	
29	Brown envelop, medium, Kraft	534	534	pcs	
30	Calculator (scientific)	2	2	pcs	
31	Calculator, 12 digits	32	32	pcs	
32	Calculator, 14 digits	34	34	pcs	
33	Canon Laid Paper, legal size, cornfield, white	6	6	box	
34	Canon Laid Paper, legal size, cornfield, cream	5	5	boxes	
35	Canon Laid Paper, legal size, cornfield, light blue	5	5	boxes	
36	Canon Laid Paper, medium, cornfield, white	6	6	box	
37	Canon Laid Paper, medium, cornfield, cream	5	5	boxes	

38	Canon Laid Paper, medium, cornfield, light blue	5	5	boxes
39	Carbon film, long, black	13	13	boxes
40	Carbon film, long, blue	5	5	boxes
41	Cartolina, thick, 180gsm	5	5	pcs
42	Cartolina, assorted color	196	196	pcs
43	Cashbox	1	1	pc
44	CD-RW with case	10	10	pcs
45	Celluloid, gauge 12	2	2	roll
46	Certificate Frames 8.5x11	130	130	pcs
47	Certificate Frames 8.5x13	80	80	pcs
48	Certificate Holder medium	470	470	pcs
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, blue	40	40	pcs
50	Clear book, legal size	74	74	pcs
51	Clear Transparent Acrylic Desk Stand Name Plate L-12" W-4" Thickness 1.5mm	20	20	pcs
52	Clip Board - Hard Board, Legal size	47	47	pcs
53	Clipboard, plastic, legal	25	25	pcs
54	Cloth tape	7	7	rolls
55	Colored note pad 3x3, non-stick	47	47	pads
56	Colored Paper, short	105	105	pack
57	Coloring book	2	2	pcs
58	computer Ink, EPSON T6441,black	209	209	bottles
59	Computer Ink EPSON T6442, cyan	81	81	bottles
60	Computer Ink EPSON T6443, magenta	81	81	bottles
61	Computer ink EPSON T6444, yellow	81	81	bottles
62	Computer Ink for Brother BT60BL Black	17	17	bottles
63	Computer Ink for Brother BT5000Y	12	12	bottles
64	Computer Ink for Brother BT5000M	12	12	bottles
65	Computer Ink for Brother BT5000C	12	12	bottles
66	Computer Ink, Canon GI-790 black	39	39	bottles
67	Computer Ink, Canon GI-790 cyan	22	22	bottles
68	Computer Ink, Canon GI-790 magenta	22	22	bottles
69	Computer Ink, Canon GI-790 yellow	22	22	bottles
70	Computer ink, EPSON 003, black	247	247	bottles
71	Computer ink, EPSON 003, cyan	248	248	bottles
72	Computer ink, EPSON 003, magenta	237	237	bottles
73	Computer ink, EPSON 003, yellow	237	237	bottles
74	Computer ink, EPSON 001, black	71	71	bottles
75	Computer ink, EPSON 001, cyan	17	17	bottles
76	Computer ink, EPSON 001, magenta	9	9	bottles
77	Computer ink, EPSON 001, yellow	9	9	bottles

78	computer Ink, EPSON T6731,black	9	9	bottles
79	computer Ink, EPSON T6732, cyan	8	8	bottles
80	computer Ink, EPSON T6733, magenta	8	8	bottles
81	computer Ink, EPSON T6734, yellow	8	8	bottles
82	computer Ink, EPSON T6735, light cyan	8	8	bottles
83	computer Ink, EPSON T6736, light magenta	8	8	bottles
84	Computer Ink, HP GT53, black	281	281	pcs
85	Computer Ink, HP GT52, magenta	134	134	pcs
86	Computer Ink, HP GT52, yellow	134	134	pcs
87	Computer Ink, HP GT52, cyan	134	134	pcs
88	Computer Ribbon LX 310	12	12	pcs
89	Computer speaker	9	9	sets
90	Computer Speaker, Bluetooth	10	10	sets
91	Cork Board, 24X36	5	5	pcs
92	Cork pin/push pin	11	11	boxes
93	Correction pen	31	31	pcs
94	Correction Tape, big	744	744	pcs
95	Crayon, big	15	15	boxes
96	Cutter Blade, big,18 mm	48	48	tubes
97	Cutter Knife, heavy duty, 18 mm	69	69	pcs
98	Data File box with cover, double, hard board	65	65	pcs
99	Data File box with cover, single, hard board SLIM	8	8	pcs
100	Date & Time Stamp , Self-Inking	21	21	pcs
101	Date & Time Stamp, rubber	8	8	pcs
102	Desk file organizer	5	5	pcs
103	Digital Voice Recorder, 4gb, built-in USB connector	2	2	pc
104	Double sided tape w/ foam 1"	110	110	rolls
105	Double sided tape w/out foam 1"	158	158	rolls
106	Double sided tape w/out foam 1/2"	21	21	rolls
107	Duct Tape 2"	96	96	rolls
108	Duct Tape 3"	57	57	rolls
109	Eraser, big	42	42	pcs
110	Eraser, small	3	3	pcs
111	Expandable Folder, long green, with metal tab	40	40	pcs
112	Expanded envelop, long, Kraft board, with rubber strap	420	420	pcs
113	Expanded envelop, medium, Kraft board, with rubber strap	103	103	pcs
114	Expanded envelop, long, plastic, with handle	223	223	pcs
115	Expanded envelop, long, plastic, without handle	40	40	pcs

116	Expanded Envelop, long, plastic, with rubber strap	156	156	pcs
117	Expanded folder w/o tab long, green, US	338	338	pcs
118	Expanded folder w/o tab long, yellow, US	110	110	pcs
119	Expanded folder w/o tab long, red, US	30	30	pcs
120	Expanded folder w/o tab long, pink, US	25	25	pcs
121	Expanded folder w/o tab long, blue, US	20	20	pcs
122	Expanded folder w/o tab long, yellow	370	370	pcs
123	Expanded folder w/o tab long, green	130	130	pcs
124	Expanded folder w/o tab long, light green	35	35	pcs
125	Expanded folder w/o tab long, violet	35	35	pcs
126	Expanded Folder w/o tab, long, pink	20	20	pcs
127	Expanded Folder w/o tab, long, red	85	85	pcs
128	Expanded Folder w/o tab, long, blue	265	265	pcs
129	Expanded Folder w/o tab, long, orange	125	125	pcs
130	Expanded Folder w/o tab, medium, green	40	40	pcs
131	Expanded Folder with tab (plastic), long, yellow	98	98	pcs
132	File Box (3division)	6	6	pcs
133	File Box (single)	13	13	pcs
134	File Folder Rack, steel x3	11	11	pcs
135	File Folder, A4	65	65	pcs
136	File folder, Long, colored green	80	80	pcs
137	File Folder, long colored orange	10	10	pcs
138	File Folder, long colored pink	10	10	pcs
139	File Folder, long colored yellow	10	10	pcs
140	File folder, long, white, 14 pts	68	68	reams
141	File folder, long, white, 14 pts (glossy)	324	324	pcs
142	File folder, medium, white, 14 pts	17	17	reams
143	File folder, medium, white, 14 pts	96	96	pcs
144	File holder, double, hard board	8	8	pcs
145	File holder, single, hard board	20	20	pcs
146	File Storage Box, L15"xW7"xH9", hard paper	23	23	pcs
147	File Storage Box, L15"xW7"xH9", steel	3	3	pcs
148	Flag, Philippines 4x8 ft	21	21	pcs
149	Folder w/ slide, long morocco	115	115	pcs
150	Folder w/ slide, long plastic	280	280	pcs
151	Folder w/ slide, med. Morocco, blue	50	50	pcs
152	Folder w/ slide, med. Plastic	280	280	pcs
153	Foot ruler, metal	51	51	pcs
154	Foot ruler, plastic	32	32	pcs
155	Frixion Pen	12	12	boxes
156	Frixion Refill, black	55	55	pcs

157	Frixion Pen blue	7	7	box
158	Frixion Refill, red	14	14	pcs
159	Frixion Refill, blue	7	7	pcs
160	Glue Gun Big	24	24	pcs
161	Glue Gun Small	11	11	pcs
162	Glue Stick, big	286	286	pcs
163	Glue Stick, small	42	42	pcs
164	Glue Stick all purpose (22g)	116	116	bottles
165	Glue, big 130mg	97	97	bottles
166	Glue, small 40gm	4	4	bottles
167	Gun tacker wire, T30, arrow 8mm	358	358	boxes
168	Gun tacker, T30, arrow	34	34	pcs
169	High Lighting pen, assorted colors	280	280	pcs
170	High Lighting pen, yellow	63	63	pcs
171	High Lighting pen, orange	22	22	pcs
172	High Lighting pen, green	16	16	pcs
173	HDMI 5 meters	2	2	rolls
174	HP Smart Tank 515 Printhead, Black	5	5	pcs
175	HP Smart Tank 515 Printhead, Tri-color	5	5	pcs
176	Index Tab Sticking 90's (colored)	12	12	packs
177	Index Card Box, 4x6	4	4	pc
178	Index Card Box, 5x8	4	4	pcs
179	Index Card, 5x8	4	4	packs
180	Index Card, 4x6	2	2	packs
181	Keyboard USB CORD	32	32	pcs
182	Keyboard , wireless	6	6	pcs
183	Laminating Film 9" x 100m x 250um	7	7	rolls
184	Laser Pointer, Pen Type	7	7	pc
185	Linen Paper, long, ivory	102	102	packs
186	Linen paper, medium, ivory	167	167	packs
187	Lever Arch File, w/ ring binder, long	24	24	pcs
188	Lever Arch File, w/ ring binder, long, top clip	13	13	pcs
189	Magic Tape 1"	13	13	rolls
190	Mailing envelop, white wove, long	59	59	boxes
191	Mailing envelop, window, long	2	2	boxes
192	Mailing envelope, white, 8.5 (10s)	24	24	packs
193	Manila Paper, brown	25	25	pcs
194	Marking pen, broad, black	217	217	pcs
195	Marking pen, broad, blue	38	38	pcs
196	Marking pen, broad, red	18	18	pcs
197	Marking pen, fine, black	347	347	pcs



198	Marking pen, fine, blue	55	55	pcs
199	Marking pen, fine, green	12	12	pcs
200	Marking pen, fine, red	34	34	pcs
201	Marking pen ink refill	9	9	bottles
202	Masking tape 1/2"	16	16	rolls
203	Masking tape 1"	126	126	rolls
204	Masking tape 2"	130	130	rolls
205	Masking tape 3"	75	75	rolls
206	Measuring Tape, 50 meters	6	6	pcs
207	Measuring Tape, 7.5 meters	5	5	pcs
208	Mega Box	60	60	pcs
209	Megabox Plastic 30L w/ wheels	20	20	pcs
210	Megabox Plastic 37L w/ wheels	24	24	pc
211	Megabox Plastic 50L w/ wheels	77	77	pcs
212	Megabox Plastic 58L w/ wheels	50	50	pcs
213	Memory Card/SD Card, 64gb	10	10	pcs
214	Metal Desk Tray, 2 layer	1	1	pc
215	Metal Desk Tray, 3 layers	10	10	pcs
216	Mouse pad	50	50	pcs
217	Mouse, optical, USB port, with cord	15	15	pcs
218	Mouse, wireless	35	35	pcs
219	Notebook, 50 leaves	366	366	pcs
220	Numbering Stamp, rubber 8 digits	3	3	pc
221	Numbering Stamp, rubber 12 digits	1	1	pc
222	Ottoman box	8	8	pcs
223	Packing tape 3"	78	78	rolls
224	Packing tape, 2"	74	74	rolls
225	Pad Paper	4	4	pads
226	Padding glue	13	13	bottles
227	Paper clamp, large	76	76	boxes
228	Paper clamp, med	97	97	boxes
229	Paper clamp, small	46	46	boxes
230	Paper clip, vinyl, coated, big, colored	356	356	boxes
231	Paper clip, vinyl, coated, medium, colored	162	162	boxes
232	Paper Copy, medium, subs 20	1360	1360	reams
233	Paper Copy, long, subs 20	1620	1620	reams
234	Paper, Copy A3	8	8	reams
235	Paper Copy, A4, subs 20	670	670	reams
236	Paper Cutter 12 x 15	3	3	pcs
237	Paper fastener , 15" long	68	68	boxes
238	Paper fastener , metal	38	38	boxes

239	Paper fastener, non-corrosive(plastic)	162	162	boxes
240	Paper puncher, heavy duty	22	22	pcs
241	Paper puncher, one hole	1	1	pcs
242	Paper, bond long subs 20	220	220	reams
243	Paper, Bond, medium, subs 20	196	196	reams
244	Paper, Copy, long subs 24	325	325	reams
245	Paper, copy, medium, subs 24	305	305	reams
246	Paper, Mimeo, long subs 20, white wove	46	46	reams
247	Paper, Mimeo, medium subs 20, white wove	95	95	reams
248	Paste, Water Well	15	15	bottles
249	Pay Envelope	6	6	box
250	Pencil #2	213	213	boxes
251	Pencil jumbo	2	2	boxes
252	Pencil Case	2	2	pcs
253	Pencil, mechanical, 0.5mm with lead	10	10	pcs
254	Pencil Sharpener , ordinary, small	12	12	pcs
255	Pencil Sharpener, Manual, Heavy duty, big	7	7	pcs
256	Photo paper	180	180	packs
257	Photo paper , satin double sided	172	172	packs
258	Pincher (metal)	7	7	pcs
259	Plastic Tray, 3 layers	12	12	pcs
260	Plotter Paper, 20x30	5	5	rolls
261	Plotter Paper, 20x50	3	3	rolls
262	Plotter Paper, 24x50	5	5	rolls
263	Portable External drive, HDD, 1TB	26	26	pcs
264	Portable External drive, HDD, 2TB shockproof	21	21	pcs
265	Puncher 3 holes	2	2	pcs
266	PVC Ring Bind Cover, short	1	1	ream
267	PVC Ring Bind Cover, long	3	3	reams
268	Record book 150 pp	157	157	pcs
269	Record book 200 pp	16	16	pcs
270	Record book A4 200 pp	12	12	pcs
271	Record book 300 pp	73	73	pcs
272	Record book 500 pp	78	78	pcs
273	Record Book Mini (150pages)	173	173	pcs
274	Record Book Mini (500pages)	42	42	pcs
275	Ribbon, green 2"	4	4	rolls
276	Ribbon, blue 2"	4	4	rolls
277	Ring binder 3"	45	45	pcs
278	Ring binder 1 1/2	25	25	pcs
279	Ring binder 1 3/4	29	29	pcs

280	Ring binder 2"	40	40	pcs
281	Ring binder 3/4"	2	2	pcs
282	Ring binder 5/8"	5	5	pcs
283	Ring binder 1 1/4"	5	5	pcs
284	Ring binder 1 1/8"	1	1	pc
285	Rubber band, big, flat, BIG BOX	95	95	boxes
286	Rubber band, small, BIG BOX	32	32	boxes
287	Rubber stamp (Brgy. 1-S Valdez, City of Batac, Ilocos Norte- 2 lines	1	1	pc
288	Scissor, big, HEAVY DUTY	170	170	pairs
289	Scissor, small	25	25	pairs
290	Scotch tape dispenser 1"	28	28	pairs
291	Scotch Tape Dispenser 3"	8	8	pcs
292	Scotch Tape Adhesive Invisible 3/4"	48	48	rolls
293	Self-Ink Stamp "RECEIVED"	23	23	pcs
294	Self-Ink Stamp "CERTIFIED TRUE COPY"	13	13	pcs
295	Self-Ink Stamp "CERTIFIED CORRECT"	7	7	pcs
296	Self-Ink Stamp "CITY GOVERNMENT OF BATAC"	1	1	pcs
297	Self-Ink Stamp "RELEASED"	2	2	pc
298	Self-Ink Stamp "RETIRED"	1	1	pc
299	Self-Ink Stamp "CUSTOMIZED"	2	2	pc
300	Sign pen needle type, 0.40 (12`s), black	60	60	boxes
301	Sign pen needle type, 0.40 (12`s), blue	25	25	boxes
302	Sign pen gel ink, 1.0 (black)	224	224	pcs
303	Sign pen gel ink, 1.0 (blue)	234	234	pcs
304	Sign pen gel ink, 1.0 (red)	3	3	box
305	Sign pen gel ink refill , 1.0 (green)	5	5	pcs
306	Sign pen V ball type, .50, Black	20	20	pcs
307	Sign pen V ball type, .50, 12`s, Black	44	44	boxes
308	Sign pen V ball type, .50, blue	6	6	pcs
309	Sign pen V ball type, .50, 12`s, BLUE	21	21	boxes
310	Sign pen V ball type, .07, black	45	45	pcs
311	Sketchpad	30	30	pads
312	Specialty Board 220 GSM, long, white	78	78	packs
313	Specialty Board 220 GSM, long, cream	82	82	packs
314	Specialty Board 220 GSM, long, light green	80	80	packs
315	Specialty Board 220 GSM, long, blue	2	2	packs
316	Specialty Board 220 GSM, medium, cream	90	90	packs
317	Specialty Board 220 GSM, medium, white	25	25	packs
318	Specialty Board, 185 gsm, long, white	200	200	packs
319	Specialty Board, 185 gsm, long, cream	13	13	packs
320	Specialty Board, 185 gsm, medium, white	250	250	packs

321	Specialty Board, 185 gsm, medium, cream	13	13	pack
322	Specialty paper, 180 gsm, long, ivory	24	24	packs
323	Specialty Board, 180 gsm, A4, ivory	10	10	pack
324	Specialty paper, 180 gsm, medium, ivory	137	137	packs
325	Stamp pad ink, purple,946 ml	9	9	pcs
326	Stamp pad ink small, black	5	5	bottles
327	Stamp pad ink small, red	2	2	bot
328	Stamp pad with ink (small)	29	29	pcs
329	Stamp pad, big w/ ink	29	29	pcs
330	Staple remover stainless steel, plier type	19	19	pcs
331	Staple wire #10	12	12	boxes
332	Staple wire #35	375	375	boxes
333	Staple wire 23/13	31	31	boxes
334	Staple wire 23/17	2	2	boxes
335	Staple wire 23/24	3	3	boxes
336	Staple wire 23/6	7	7	boxes
337	Staple wire 23/8	2	2	boxes
338	Staple wire 23/15	2	2	boxes
339	Staple wire 23/20	2	2	boxes
340	Stapler Big HD 50/50 R w/ Base high quality	24	24	pcs
341	Stapler long reach	3	3	pcs
342	Stapler binding heavy duty	3	3	pcs
343	Stapler w/ staple remover, #35, HD 50R	102	102	pcs
344	Steno Notebook	113	113	pcs
345	Sticker paper (high quality)	289	289	packs
346	Sticky note pad post it 1" X 3"	142	142	packs
347	Sticky note pad post it 1/2 X 3"	85	85	packs
348	Sticky note pad post it 2" X 1.5"	79	79	packs
349	Sticky note pad/post it, 4" X 3"	148	148	packs
350	Sticky note pad/post it, 5" X 3"	101	101	packs
351	Sticky Notepad with lines	118	118	pcs
352	Tape Measure	5	5	pcs
353	Thermal Paper 30mm long x 80mm carbonless	5	5	rolls
354	Thumb drive/ OTG, 32GB (android)	16	16	pcs
355	Thumb drive/ OTG, 32GB (iphone)	1	1	pcs
356	Thumb drive/ OTG, 64GB (android)	38	38	pcs
357	Thumb drive/ OTG, 64GB, Type C	22	22	pcs
358	Thumb drive/ OTG, 64GB, (iphone)	10	10	pcs
359	Thumb/USB drive 16GB	30	30	pcs
360	Thumb/USB drive, 32GB	54	54	pcs
361	Thumb/USB drive, 64GB	62	62	pcs

362	Thumb tacks	4	4	boxes
363	Transparent tape 1/2"	41	41	rolls
364	Transparent tape 1"	278	278	rolls
365	transparent tape 2"	73	73	rolls
366	Transparent tape 3"	30	30	rolls
367	Triangular/Architect Scale Ruler	4	4	sets
367	Typewriter ribbon, black	6	6	spools
369	USB Wi-Fi Adapter dual band	2	2	pcs
370	UPS, 650VA	13	13	units
371	UPS, 1500VA	6	6	unit
372	View Binder, medium 4"	5	5	pcs
373	Wall Clock	13	13	units
374	Watercolor	2	2	pcs
375	Webcam for desktop	6	6	units
376	Wi-Fi dongle/USB Wi-Fi adapter	5	5	pcs
377	White Board 24x 36	3	3	pcs
378	White Board 72x 48	2	2	pc
379	White Board 5ftx 8ft w/ stand	1	1	pc
380	White board eraser	23	23	pcs
381	White board marker, black	257	257	pcs
382	White board marker, blue	38	38	pcs
383	White board marker, red	11	11	pcs
384	White board marker, ink refill, black	16	16	pcs
385	White board marker, ink refill, blue	2	2	pcs
386	White board marker, ink refill, red	2	2	pcs
387	Wrapping Paper	350	350	pcs
388	Zippered Document Bag Business Briefcase	3	3	pcs
389	Yellow ruled pad paper	159	159	pads

## ***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.