

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- MAINTENANCE AND OTHER OPERATING EXPENSES-DIFFERENT OFFICES-OFFICE SUPPLIES EXPENSES** intends to apply the sum of **Six Million Five Hundred Forty Thousand Five Hundred Sixty-Two & 7/100 Pesos (Php 6,540,562.07)** 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 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 **October 8, 2024 (8:00 AM to 5:00 PM) to October 28, 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 **October 16, 2024 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 **October 28, 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 **October 28, 2024, 3:30 PM at BAC Office 3rd Floor City Hall Building**. Bids will be opened in the presence of the bidder or its authorized representatives (with his/her authorization) who choose to attend the activity.
10. The City Government of Batac reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

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

12. You may visit the following websites:

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

[Date of Issue]

MARLON F. SORIA
BAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity named in the BDS wishes to receive Bids for the **Purchase of Various Office Supplies for Use of Different Offices** with identification number **CGB-2024-PB-10-05**

The Procurement Project (“**Purchase of Various Office Supplies for Use of Different Offices**” is composed of three hundred sixty-four (364) 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 **Six Million Five Hundred Forty Thousand Five Hundred Sixty-Two & 7/100 Pesos (Php 6,540,562.07)**

2.2. The source of funding is:

- a. **GENERAL FUND- MAINTENANCE AND OTHER OPERATING EXPENSES- DIFFERENT OFFICES-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 Non-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 **October 16, 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 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 Thirty Thousand Eight Hundred Eleven & 24/100 Pesos (Php 130,811.24), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Three Hundred Twenty-Seven Thousand Twenty-Eight & 10/100 Pesos (Php 327,028.10), 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: center;">1</td> <td>Purchase of Various Office Supplies for Use of Different Offices</td> <td style="text-align: center;">LOT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Php 6,540,562.07</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 6,540,562.07
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 6,540,562.07							
20.2	All documents/Supporting Documents that may be required under RA 9184 and its Latest IRR and Documentary Requirement as per COA- Circular No. 2012-001.										
21.2	No further instructions.										

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>to</i> BATAC CITY HALL, WASHINGTON ST., BRGY # 1-S VALDEZ, CITY OF BATAC. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is ADMINISTRATIVE OFFICER IV WENDELINA C. ROSARIO.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

	<p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of one (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) year of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p>

	<p>Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Not applicable
4	The inspection and tests that will be conducted are: goods delivered shall be in conformity with the specifications indicated under Section VII of the BD.

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	380	380	boxes	
2	Ballpen ,12`s,blue, 0.5	117	117	boxes	
3	Ballpen ,12`s,red, 0.5	45	45	boxes	
4	Ballpen Ballpoint, fine BLACK	186	186	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	372	372	pcs	
6	Ballpen Ballpoint, fine blue	127	127	pcs	
7	Ballpen Ballpoint, fine blue, retractable	123	123	pcs	
8	Ballpen Ballpoint, fine red, retractable	24	24	pcs	
9	Ballpoint pen black metal desk rope	5	5	pcs	
10	Battery AA Dry Cell, 2 per pack	361	361	packs	
11	Battery AA Dry Cell, 4 per pack, rechargeable	38	38	packs	
12	Battery Charger for 4pcs, AA/AAA	6	6	pc	
13	BATTERY AAA, Dry Cell ,2 per pack	280	280	packs	
14	Battery, 3V Lithium (2032) for CPU	7	7	pcs	
15	Battery size D 2/pack	2	2	packs	
16	Battery 9V	2	2	pc	
17	Binder clip 1 1/4	114	114	boxes	
18	Binder clip, 1 5/8"	90	90	boxes	
19	Binder clip, 1"	101	101	boxes	
20	Binder clip, 2"	129	129	boxes	
21	Binder clip, 3/4"	54	54	boxes	
22	Binder clip, bulldog	9	9	boxes	
23	Book ends	3	3	pairs	
24	Brown envelop, long, Kraft	436	436	pcs	
25	Brown envelop, long, kraft 500`s	26	26	boxes	
26	Brown envelop, medium, kraft 500`s	23	23	boxes	
27	Brown envelop, medium, kraft	406	406	pcs	
28	Calculator (scientific)	3	3	pcs	
29	Calculator, 12 digits	1	1	pcs	
30	Calculator, 14 digits	18	18	pcs	
31	Calculator, 12 digits	2	2	pcs	

32	Canon Laid Paper, legal size, cornfield,white	7	7	box	
33	Canon Laid Paper, legal size, cornfield,cream	10	10	boxes	
34	Canon Laid Paper, legal size, cornfield,light blue	15	15	boxes	
35	Canon Laid Paper, legal size, cornfield,Soft green	15	15	boxes	
36	Canon Laid Paper, medium, cornfield, white	7	7	box	
37	Canon Laid Paper, medium, cornfield, cream	15	15	boxes	
38	Canon Laid Paper, medium, cornfield,light blue	20	20	boxes	
39	Carbon film, long, black	9	9	boxes	
40	Cartolina, assorted color	147	147	pcs	
41	Cashbox	3	3	pc	
42	CD-RW with case	160	160	pcs	
43	Certificate Frames 8.5x11	13	13	pcs	
44	Certificate Frames 8.5x13	3	3	pcs	
45	Certificate Holder, hard bound double long w/ city seal, royal blue	75	75	pcs	
46	Certificate Holder, hard bound double long w/ city seal, red	100	100	pcs	
47	Certificate Holder medium	313	313	pcs	
48	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, royal blue	85	85	pcs	
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, red	100	100	pcs	
50	Clearbook, legal size	26	26	pcs	
51	Clip Board - Hard Board, Legal size	33	33	pcs	
52	Clipboard, plastic, legal	5	5	pcs	
53	Clip On, Index Tab	30	30	packs	
54	Custom,Index Tab	30	30	packs	
55	Columnar Notebook 16 columns	3	3	pc	
56	Columnar Notebook 4 columns	2	2	pc	
57	Colored note pad 3x3, non-stick	14	14	pads	
58	Colored Paper, short	108	108	pack	
59	Coloring book	2	2	pcs	
60	computer Ink, EPSON T6441,black	301	301	bottles	
61	Computer Ink EPSON T6442, cyan	94	94	bottles	
62	Computer Ink EPSON T6443, magenta	94	94	bottles	
63	Computer ink EPSON T6444, yellow	92	92	bottles	
64	Computer Ink for Brother BT6000 Black	25	25	bottles	
65	Computer Ink for Brother BT5000Y	20	20	bottles	
66	Computer Ink for Brother BT5000M	20	20	bottles	
67	Computer Ink for Brother BT5000C	20	20	bottles	

68	Computer Ink, Canon GI-790 black	45	45	bottles	
69	Computer Ink, Canon GI-790 cyan	17	17	bottles	
70	Computer Ink, Canon GI-790 magenta	17	17	bottles	
71	Computer Ink, Canon GI-790 yellow	17	17	bottles	
72	Computer ink, EPSON 003, black	445	445	bottles	
73	Computer ink, EPSON 003, cyan	302	302	bottles	
74	Computer ink, EPSON 003, magenta	302	302	bottles	
75	Computer ink, EPSON 003, yellow	302	302	bottles	
76	Computer ink, EPSON 001, black	4	4	bottles	
77	computer Ink, EPSON T6731,black	2	2	bottles	
78	computer Ink, EPSON T6732, cyan	1	1	bottles	
79	computer Ink, EPSON T6733, magenta	1	1	bottles	
80	computer Ink, EPSON T6734, yellow	1	1	bottles	
81	computer Ink, EPSON T6735, light cyan	1	1	bottles	
82	computer Ink, EPSON T6736, light magenta	1	1	bottles	
83	Computer Ink, HP GT53, black	310	310	pcs	
84	Computer Ink, HP GT52, magenta	142	142	pcs	
85	Computer Ink, HP GT52, yellow	142	142	pcs	
86	Computer Ink, HP GT52, cyan	142	142	pcs	
87	Computer Ribbon LX 310	12	12	pcs	
88	Computer speaker	8	8	sets	
89	Cork Board, 24X36	4	4	pcs	
90	Cork pin/push pin	6	6	boxes	
91	Correction fluid	3	3	pc	
92	Correction pen	30	30	pcs	
93	Correction Tape, big	730	730	pcs	
94	Crayon, big	13	13	boxes	
95	Cutter Blade, big,18 mm	15	15	tubes	
96	Cutter Knife, heavy duty, 18 mm	35	35	pcs	
97	Data File box with cover, double, hard board	17	17	pcs	
98	Data File box with cover, single, hard board SLIM	2	2	pcs	
99	Date & Time Stamp , Self Inking	13	13	pcs	
100	Date & Time Stamp, rubber	7	7	pcs	
101	Desk file organizer	3	3	pcs	
102	Double sided tape w/ foam 1"	99	99	rolls	
103	Double sided tape w/out foam 1"	117	117	rolls	
104	Double sided tape w/out foam 1/2"	19	19	rolls	
105	Duct Tape 2"	35	35	rolls	
106	Duct Tape 3"	38	38	rolls	
107	Eraser, big	29	29	pcs	
108	Eraser, small	8	8	pcs	
109	Expandable Folder, long green, with metal tab	30	30	pcs	

110	Expanded envelop, long, Kraft board, with rubber strap	268	268	pcs	
111	Expanded envelop, medium, Kraft board, with rubber strap	99	99	pcs	
112	Expanded envelop, long, plastic, with handle	101	101	pcs	
113	Expanded envelop, long, plastic, without handle	30	30	pcs	
114	Expanded Envelop, long, plastic, with rubber strap	126	126	pcs	
115	Expanded folder w/o tab long, green, US	93	93	pcs	
116	Expanded folder w/o tab long, yellow	197	197	pcs	
117	Expanded folder w/o tab long, green	55	55	pcs	
118	Expanded folder w/o tab long, light green	122	122	pcs	
119	Expanded folder w/o tab long, violet	21	21	pcs	
120	Expanded Folder w/o tab, long, pink	3	3	pcs	
121	Expanded Folder w/o tab, long, red	65	65	pcs	
122	Expanded Folder w/o tab, long, blue	15	15	pcs	
123	Expanded Folder w/o tab, long, orange	15	15	pcs	
124	Expanded Folder w/o tab, medium, green	10	10	pcs	
125	Expanded Folder with tab (plastic), long, green	170	170	pcs	
126	Expanded Folder with tab (plastic), long, blue	10	10	pcs	
127	Expanded Folder with tab (plastic), long, violet	10	10	pcs	
128	Expanded Folder with tab (plastic), long, pink	10	10	pcs	
129	File Box (3division)	6	6	pcs	
130	File Folder Rack, steel x3	7	7	pcs	
131	File Folder, A4	82	82	pcs	
132	File folder, Long, colored green	38	38	pcs	
133	File Folder, long colored orange	10	10	pcs	
134	File Folder, long colored pink	10	10	pcs	
135	File Folder, long colored yellow	10	10	pcs	
136	File folder, long, white, 14 pts	82	82	reams	
137	File folder, long, white, 14 pts (glossy)	90	90	pcs	
138	File folder, medium, white, 14 pts	18	18	reams	
139	File folder, medium, white, 14 pts	24	24	pcs	
140	File holder, double, hard board	10	10	pcs	
141	File Storage Box, L15"xW7"xH9", hard paper	53	53	pcs	
142	File Storage Box, L15"xW7"xH9", steel	3	3	pcs	
143	Folder w/ slide, long morocco	28	28	pcs	
144	Folder w/ slide, long plastic	305	305	pcs	
145	Folder w/ slide, med. Morocco, blue	138	138	pcs	
146	Folder w/ slide, med. Plastic	280	280	pcs	
147	Foot ruler, metal	17	17	pcs	
148	Foot ruler, plastic	22	22	pcs	
149	Frixion Pen	7	7	boxes	
150	Frixion Refill, black	44	44	pcs	
151	Frixion Pen blue	11	11	box	

152	Frixion Refill, red	14	14	pcs	
153	Frixion Refill, blue	3	3	pcs	
154	Glue Gun Big	3	3	pcs	
155	Glue Stick, big	200	200	pcs	
156	Glue Stick, small	125	125	pcs	
157	Glue Stick all purpose (22g)	13	13	bottles	
158	Glue, big 130mg	90	90	bottles	
159	Glue, small 40gm	1	1	bottles	
160	Gun tacker wire, T30, arrow 8mm	148	148	boxes	
161	Gun tacker, T30, arrow	7	7	pcs	
162	High Lighting pen, assorted colors	221	221	pcs	
163	High Lighting pen, yellow	25	25	pcs	
164	High Lighting pen, orange	9	9	pcs	
165	High Lighting pen, green	41	41	pcs	
166	HP Smart Tank 515 Printhead, Black	2	2	pcs	
167	HP Smart Tank 515 Printhead, Tri-color	4	4	pcs	
168	Index Tab Sticking 90's (colored)	5	5	packs	
169	Index Card Box, 4x6	1	1	pc	
170	Index Card Box, 5x8	6	6	pcs	
171	Keyboard USB CORD	14	14	pcs	
172	Keyboard , wireless	5	5	pcs	
173	Laminating Film 9" x 100m x 250um	14	14	rolls	
174	Laser Pointer, Pen Type	4	4	pc	
175	Linen Paper, long, ivory	87	87	packs	
176	Linen paper, medium, ivory	77	77	packs	
177	Lever Arch File, w/ ring binder, long	12	12	pcs	
178	Lever Arch File, w/ ring binder, long, top clip	6	6	pcs	
179	Mailing envelop, white wowe, long	16	16	boxes	
180	Mailing envelop, window, long	1	1	boxes	
181	Manila Paper, brown	30	30	pcs	
182	Marking pen, broad, black	227	227	pcs	
183	Marking pen, broad, blue	39	39	pcs	
184	Marking pen, broad, red	31	31	pcs	
185	Marking pen, fine, black	206	206	pcs	
186	Marking pen, fine, blue	63	63	pcs	
187	Marking pen, fine, green	13	13	pcs	
188	Marking pen, fine, red	30	30	pcs	
189	Marking pen ink refill	7	7	bottles	
190	Masking tape 1/2"	13	13	rolls	
191	Masking tape 1"	126	126	rolls	
192	Masking tape 2"	46	46	rolls	
193	Masking tape 3"	12	12	rolls	

194	Measuring Tape, 50 meters	4	4	pcs	
195	Measuring Tape, 7.5 meters	5	5	pcs	
196	Measuring Tape, 100 meters	2	2	pc	
197	Mega Box	20	20	pcs	
198	Megabox Plastic 30L w/ wheels	6	6	pcs	
199	Megabox Plastic 37L w/ wheels	3	3	pc	
200	Megabox Plastic 50L w/ wheels	41	41	pcs	
201	Megabox Plastic 58L w/ wheels	29	29	pcs	
202	Memory Card/SD Card, 64 gb	3	3	pcs	
203	Metal Desk Tray, 2 layer	1	1	pc	
204	Metal Desk Tray, 3 layers	4	4	pcs	
205	Mouse pad	8	8	pcs	
206	Mouse, optical, USB port, with cord	14	14	pcs	
207	Mouse, wireless	19	19	pcs	
208	Notebook, 50 leaves	210	210	pcs	
209	Ottoman box	3	3	pcs	
210	Packing tape 3"	35	35	rolls	
211	Packing tape, 2"	44	44	rolls	
212	Pad Paper	7	7	pads	
213	Padding glue	1	1	bottles	
214	Paper clamp, large	43	43	pc	
215	Paper clamp, med	52	52	pc	
216	Paper clamp, small	45	45	pc	
217	Paper clip, vinyl, coated, big, colored	205	205	boxes	
218	Paper clip, vinyl, coated, medium, colored	152	152	boxes	
219	Paper Copy, medium, subs 20	1213	1213	reams	
220	Paper Copy, long, subs 20	1737	1737	reams	
221	Paper, Copy A3	2	2	reams	
222	Paper Copy, A4, subs 20	956	956	reams	
223	Paper Cutter 12 x 15	2	2	pcs	
224	Paper fastener , 15" long	50	50	boxes	
225	Paper fastener , metal	13	13	boxes	
226	Paper fastener, non-corrosive(plastic)	182	182	boxes	
227	Paper puncher, heavy duty	17	17	pcs	
228	Paper puncher, one hole	1	1	pcs	
229	Paper, bond long subs 20	370	370	reams	
230	Paper, Bond, medium, subs 20	295	295	reams	
231	Paper, Copy, long subs 24	368	368	reams	
232	Paper, copy, medium, subs 24	325	325	reams	
233	Paper, Mimeo, long susbs 20, white wowe	200	200	reams	
234	Paper, Mimeo, medium susbs 20, white wowe	90	90	reams	
235	Paste, Water Well	5	5	bottles	

236	Pencil #2	198	198	boxes	
237	Pencil jumbo	1	1	boxes	
238	Pencil Case	2	2	pcs	
239	Pencil, mechanical, 0.5mm with lead	10	10	pcs	
240	Pencil Sharpener , ordinary, small	11	11	pcs	
241	Pencil Sharpener, Manual, Heavy duty, big	4	4	pcs	
242	Photo paper	138	138	packs	
243	Photo paper , satin double sided	46	46	packs	
244	Pincher (metal)	17	17	pcs	
245	Plastic envelope, A3	5	5	pcs	
246	Plastic Expendable Envelope w/ divider & handle 24 pockets, A4	5	5	pcs	
247	Plastic Expendable Envelope w/ divider & handle 24 pockets, long	5	5	pcs	
248	Plastic Expendable Envelope w/ divider & handle 12 pockets, A4	3	3	pcs	
249	Plastic Expendable Envelope w/ divider & handle 12 pockets, long	5	5	pcs	
250	Plotter Paper, 20x50	2	2	rolls	
251	Plotter Paper, 24x50	5	5	rolls	
252	Portable External drive, HDD, 1TB	25	25	pcs	
253	Portable External drive, HDD, 2TB shockproof	5	5	pcs	
254	PVC Ring Bind Cover, long	3	3	reams	
255	Record book 150 pp	162	162	pcs	
256	Record book 200 pp	13	13	pcs	
257	Record book A4 200 pp	9	9	pcs	
258	Record book 300 pp	92	92	pcs	
259	Record book 500 pp	115	115	pcs	
260	Record Book Mini (150pages)	76	76	pcs	
261	Record Book Mini (500pages)	45	45	pcs	
262	Ring binder 2"	43	43	pcs	
263	Ring binder 1 1/2"	45	45	pcs	
264	Ring binder 1 3/4"	35	35	pcs	
265	Ring binder 1"	10	10	pcs	
266	Ring binder 1/2"	10	10	pcs	
267	Ring binder 3/4"	15	15	pcs	
268	Ring binder 5/8"	5	5	pcs	
269	Ring binder 1 1/4"	5	5	pcs	
270	Ring binder 1 1/8"	10	10	pc	
271	Rubber band, big, flat, BIG BOX	39	39	boxes	
272	Rubber band, small, BIG BOX	16	16	boxes	
273	Scissor, big, HEAVY DUTY	98	98	pairs	

274	Scissor, small	15	15	pairs	
275	Scotch tape dispenser 1"	6	6	pairs	
276	Scotch Tape Dispenser 3"	1	1	pcs	
277	Scotch Tape 1"	10	10	roll	
278	Scotch Tape 3"	10	10	roll	
279	Scotch Tape Adhesive Invisible 3/4"	43	43	rolls	
280	Self Ink Stamp "RECEIVED"	15	15	pcs	
281	Self Ink Stamp "CERTIFIED TRUE COPY"	7	7	pcs	
282	Self Ink Stamp "CERTIFIED CORRECT"	1	1	pcs	
283	Self Ink Stamp "RELEASED"	1	1	pc	
284	Self Ink Stamp "DENIED"	1	1	pc	
285	Self Ink Stamp "CUSTOMIZED"	11	11	pc	
286	Sign pen needle type, 0.40 (12`s), black	62	62	boxes	
287	Sign pen needle type, 0.40 (12`s), blue	35	35	boxes	
288	Sign pen gel ink, 1.0 (black)	126	126	pcs	
289	Sign pen gel ink, 1.0 (blue)	131	131	pcs	
290	Sign pen gel ink, 1.0 (red)	1	1	box	
291	Sign pen gel type, 0.5 12's black	12	12	box	
292	Sign pen gel type, 0.5 12's blue	10	10	box	
293	Sign pen V ball type, .50, Black	10	10	pcs	
294	Sign pen V ball type, .50, 12`s, Black	54	54	boxes	
295	Sign pen V ball type, .50, 12`s, BLUE	37	37	boxes	
296	Sign pen Vball type, .07, black	25	25	pcs	
297	Sketchpad	10	10	pads	
298	Specialty Board 220 GSM, long, white	102	102	packs	
299	Specialty Board 220 GSM, long, cream	27	27	packs	
300	Specialty Board 220 GSM, long, light green	82	82	packs	
301	Specialty Board 220 GSM, long, blue	2	2	packs	
302	Specialty Board 220 GSM, medium, cream	2	2	packs	
303	Specialty Board 220 GSM, medium, white	100	100	packs	
304	Specialty Board 220 GSM, medium, blue	2	2	packs	
305	Specialty Board 220 GSM, medium, green	42	42	packs	
306	Specialty Board 220 GSM, medium, yellow	22	22	packs	
307	Specialty Board, 185 gsm, long, white	52	52	packs	
308	Specialty Board, 185 gsm, medium, white	68	68	packs	
309	Specialty paper, 180 gsm, long, ivory	55	55	packs	
310	Specialty Board, 180 gsm, A4, ivory	10	10	pack	
311	Specialty paper, 180 gsm, medium, ivory	147	147	packs	
312	Stamp pad ink small, BLUE	4	4	bottles	
313	Stamp pad with ink (small)	6	6	pcs	
314	Stamp pad, big w/ ink	7	7	pcs	
315	Staple remover stainless steel, plier type	18	18	pcs	

316	Staple wire #35	250	250	boxes	
317	Staple wire 23/13	8	8	boxes	
318	Staple wire 23/17	2	2	boxes	
319	Staple wire 23/24	3	3	boxes	
320	Staple wire 23/6	10	10	boxes	
321	Staple wire 23/8	2	2	boxes	
322	Staple wire 23/15	2	2	boxes	
323	Staple wire 23/20	2	2	boxes	
324	Stapler Big HD 50/50 R w/ Base high quality	15	15	pcs	
325	Stapler long reach	2	2	pcs	
326	Stalogy Index tab, Sticky Note	30	30	packs	
327	Stapler w/ staple remover, #35, HD 50R	82	82	pcs	
328	Steno Notebook	1	1	pcs	
329	Sticker paper (high quality)	222	222	packs	
330	Sticky note pad post it 1" X 3"	112	112	packs	
331	Sticky note pad post it 1/2 X 3"	70	70	packs	
332	Sticky note pad post it 2" X 1.5"	60	60	packs	
333	Sticky note pad/post it, 4" X 3"	97	97	packs	
334	Sticky note pad/post it, 5" X 3"	126	126	packs	
335	Sticky Notepad with lines	61	61	pcs	
336	Thumb drive/ OTG, 32GB (android)	5	5	pcs	
337	Thumb drive/ OTG, 64GB (android)	6	6	pcs	
338	Thumb drive/ OTG, 64GB, Type C	18	18	pcs	
339	Thumb drive/ OTG, 64GB, (iphone)	6	6	pcs	
340	Thumb/USB drive 16GB	16	16	pcs	
341	Thumb/USB drive, 32GB	19	19	pcs	
342	Thumb/USB drive, 64GB	35	35	pcs	
343	Thumb tacks	4	4	boxes	
344	Transparent tape 1/2"	40	40	rolls	
345	Transparent tape 1"	331	331	rolls	
346	transparent tape 2"	110	110	rolls	
347	Transparent tape 3"	2	2	rolls	
348	Triangular/Architect Scale Ruler	3	3	sets	
349	UPS, 650VA	3	3	units	
350	UPS, 230V	1	1	unit	
351	UPS, 1500VA	6	6	unit	
352	Wall Clock	1	1	units	
353	Webcam for desktop	1	1	units	
354	Wifi dongle/USB wifi adapter	3	3	pcs	
355	White Board 24x 36	6	6	pcs	
356	White Board 72x 48	2	2	pc	
357	White board eraser	17	17	pcs	

358	White board markeR, black	175	175	pcs	
359	White board markeR, blue	32	32	pcs	
360	White board markeR, red	11	11	pcs	
361	White board marker, ink refill, black	8	8	pcs	
362	White board marker, ink refill, blue	2	2	pcs	
363	White board marker, ink refill, red	2	2	pcs	
364	Yelow ruled pad paper	130	130	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.

	Description	Quantity	Total	Unit of Measure	State of Compliance
1	Ballpen ,12`s, black, 0.5	380	380	boxes	
2	Ballpen ,12`s,blue, 0.5	117	117	boxes	
3	Ballpen ,12`s,red, 0.5	45	45	boxes	
4	Ballpen Ballpoint, fine BLACK	186	186	pcs	
5	Ballpen Ballpoint, fine BLACK, retractable	372	372	pcs	
6	Ballpen Ballpoint, fine blue	127	127	pcs	
7	Ballpen Ballpoint, fine blue, retractable	123	123	pcs	
8	Ballpen Ballpoint, fine red, retractable	24	24	pcs	
9	Ballpoint pen black metal desk rope	5	5	pcs	
10	Battery AA Dry Cell, 2 per pack	361	361	packs	
11	Battery AA Dry Cell, 4 per pack, rechargeable	38	38	packs	
12	Battery Charger for 4pcs, AA/AAA	6	6	pc	
13	BATTERY AAA, Dry Cell ,2 per pack	280	280	packs	
14	Battery, 3V Lithium (2032) for CPU	7	7	pcs	
15	Battery size D 2/pack	2	2	packs	
16	Battery 9V	2	2	pc	
17	Binder clip 1 1/4	114	114	boxes	
18	Binder clip, 1 5/8"	90	90	boxes	
19	Binder clip, 1"	101	101	boxes	
20	Binder clip, 2"	129	129	boxes	
21	Binder clip, 3/4"	54	54	boxes	
22	Binder clip, bulldog	9	9	boxes	
23	Book ends	3	3	pairs	
24	Brown envelop, long, Kraft	436	436	pcs	
25	Brown envelop, long, kraft 500`s	26	26	boxes	
26	Brown envelop, medium, kraft 500`s	23	23	boxes	
27	Brown envelop, medium, kraft	406	406	pcs	
28	Calculator (scientific)	3	3	pcs	
29	Calculator, 12 digits	1	1	pcs	
30	Calculator, 14 digits	18	18	pcs	
31	Calculator, 12 digits	2	2	pcs	
32	Canon Laid Paper, legal size, cornfield,white	7	7	box	
33	Canon Laid Paper, legal size, cornfield,cream	10	10	boxes	
34	Canon Laid Paper, legal size, cornfield,light blue	15	15	boxes	
35	Canon Laid Paper, legal size, cornfield,Soft green	15	15	boxes	
36	Canon Laid Paper, medium, cornfield, white	7	7	box	
37	Canon Laid Paper, medium, cornfield, cream	15	15	boxes	
38	Canon Laid Paper, medium, cornfield,light blue	20	20	boxes	
39	Carbon film, long, black	9	9	boxes	
40	Cartolina, assorted color	147	147	pcs	

41	Cashbox	3	3	pc	
42	CD-RW with case	160	160	pcs	
43	Certificate Frames 8.5x11	13	13	pcs	
44	Certificate Frames 8.5x13	3	3	pcs	
45	Certificate Holder, hard bound double long w/ city seal, royal blue	75	75	pcs	
46	Certificate Holder, hard bound double long w/ city seal, red	100	100	pcs	
47	Certificate Holder medium	313	313	pcs	
48	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, royal blue	85	85	pcs	
49	Certificate Holder, hard bound, 8.5x13, single, 8.5 x 13, with city seal at the back, red	100	100	pcs	
50	Clearbook, legal size	26	26	pcs	
51	Clip Board - Hard Board, Legal size	33	33	pcs	
52	Clipboard, plastic, legal	5	5	pcs	
53	Clip On, Index Tab	30	30	packs	
54	Custom, Index Tab	30	30	packs	
55	Columnar Notebook 16 columns	3	3	pc	
56	Columnar Notebook 4 columns	2	2	pc	
57	Colored note pad 3x3, non-stick	14	14	pads	
58	Colored Paper, short	108	108	pack	
59	Coloring book	2	2	pcs	
60	computer Ink, EPSON T6441, black	301	301	bottles	
61	Computer Ink EPSON T6442, cyan	94	94	bottles	
62	Computer Ink EPSON T6443, magenta	94	94	bottles	
63	Computer ink EPSON T6444, yellow	92	92	bottles	
64	Computer Ink for Brother BTD60BL Black	25	25	bottles	
65	Computer Ink for Brother BT5000Y	20	20	bottles	
66	Computer Ink for Brother BT5000M	20	20	bottles	
67	Computer Ink for Brother BT5000C	20	20	bottles	
68	Computer Ink, Canon GI-790 black	45	45	bottles	
69	Computer Ink, Canon GI-790 cyan	17	17	bottles	
70	Computer Ink, Canon GI-790 magenta	17	17	bottles	
71	Computer Ink, Canon GI-790 yellow	17	17	bottles	
72	Computer ink, EPSON 003, black	445	445	bottles	
73	Computer ink, EPSON 003, cyan	302	302	bottles	
74	Computer ink, EPSON 003, magenta	302	302	bottles	
75	Computer ink, EPSON 003, yellow	302	302	bottles	
76	Computer ink, EPSON 001, black	4	4	bottles	

77	computer Ink, EPSON T6731,black	2	2	bottles	
78	computer Ink, EPSON T6732, cyan	1	1	bottles	
79	computer Ink, EPSON T6733, magenta	1	1	bottles	
80	computer Ink, EPSON T6734, yellow	1	1	bottles	
81	computer Ink, EPSON T6735, light cyan	1	1	bottles	
82	computer Ink, EPSON T6736, light magenta	1	1	bottles	
83	Computer Ink, HP GT53, black	310	310	pcs	
84	Computer Ink, HP GT52, magenta	142	142	pcs	
85	Computer Ink, HP GT52, yellow	142	142	pcs	
86	Computer Ink, HP GT52, cyan	142	142	pcs	
87	Computer Ribbon LX 310	12	12	pcs	
88	Computer speaker	8	8	sets	
89	Cork Board, 24X36	4	4	pcs	
90	Cork pin/push pin	6	6	boxes	
91	Correction fluid	3	3	pc	
92	Correction pen	30	30	pcs	
93	Correction Tape, big	730	730	pcs	
94	Crayon, big	13	13	boxes	
95	Cutter Blade, big,18 mm	15	15	tubes	
96	Cutter Knife, heavy duty, 18 mm	35	35	pcs	
97	Data File box with cover, double, hard board	17	17	pcs	
98	Data File box with cover, single, hard board SLIM	2	2	pcs	
99	Date & Time Stamp , Self Inking	13	13	pcs	
100	Date & Time Stamp, rubber	7	7	pcs	
101	Desk file organizer	3	3	pcs	
102	Double sided tape w/ foam 1"	99	99	rolls	
103	Double sided tape w/out foam 1"	117	117	rolls	
104	Double sided tape w/out foam 1/2"	19	19	rolls	
105	Duct Tape 2"	35	35	rolls	
106	Duct Tape 3"	38	38	rolls	
107	Eraser, big	29	29	pcs	
108	Eraser, small	8	8	pcs	
109	Expandable Folder, long green, with metal tab	30	30	pcs	
110	Expanded envelop, long, Kraft board, with rubber strap	268	268	pcs	
111	Expanded envelop, medium, Kraft board, with rubber strap	99	99	pcs	
112	Expanded envelop, long, plastic, with handle	101	101	pcs	
113	Expanded envelop, long, plastic, without handle	30	30	pcs	
114	Expanded Envelop, long, plastic, with rubber strap	126	126	pcs	
115	Expanded folder w/o tab long, green, US	93	93	pcs	
116	Expanded folder w/o tab long, yellow	197	197	pcs	
117	Expanded folder w/o tab long, green	55	55	pcs	
118	Expanded folder w/o tab long, light green	122	122	pcs	

119	Expanded folder w/o tab long, violet	21	21	pcs	
120	Expanded Folder w/o tab, long, pink	3	3	pcs	
121	Expanded Folder w/o tab, long,red	65	65	pcs	
122	Expanded Folder w/o tab, long,blue	15	15	pcs	
123	Expanded Folder w/o tab, long,orange	15	15	pcs	
124	Expanded Folder w/o tab, medium,green	10	10	pcs	
125	Expanded Folder with tab (plastic), long, green	170	170	pcs	
126	Expanded Folder with tab (plastic), long, blue	10	10	pcs	
127	Expanded Folder with tab (plastic), long, violet	10	10	pcs	
128	Expanded Folder with tab (plastic), long, pink	10	10	pcs	
129	File Box (3division)	6	6	pcs	
130	File Folder Rack, steel x3	7	7	pcs	
131	File Folder, A4	82	82	pcs	
132	File folder, Long,colored green	38	38	pcs	
133	File Folder, long colored orange	10	10	pcs	
134	File Folder, long colored pink	10	10	pcs	
135	File Folder, long colored yellow	10	10	pcs	
136	File folder, long, white, 14 pts	82	82	reams	
137	File folder, long, white, 14 pts (glossy)	90	90	pcs	
138	File folder, medium, white, 14 pts	18	18	reams	
139	File folder, medium, white, 14 pts	24	24	pcs	
140	File holder, double, hard board	10	10	pcs	
141	File Storage Box, L15"xW7"xH9", hard paper	53	53	pcs	
142	File Storage Box, L15"xW7"xH9", steel	3	3	pcs	
143	Folder w/ slide, long morocco	28	28	pcs	
144	Folder w/ slide, long plastic	305	305	pcs	
145	Folder w/ slide, med. Morocco, blue	138	138	pcs	
146	Folder w/ slide, med. Plastic	280	280	pcs	
147	Foot ruler, metal	17	17	pcs	
148	Foot ruler, plastic	22	22	pcs	
149	Frixion Pen	7	7	boxes	
150	Frixion Refill, black	44	44	pcs	
151	Frixion Pen blue	11	11	box	
152	Frixion Refill, red	14	14	pcs	
153	Frixion Refill, blue	3	3	pcs	
154	Glue Gun Big	3	3	pcs	
155	Glue Stick, big	200	200	pcs	
156	Glue Stick, small	125	125	pcs	
157	Glue Stick all purpose (22g)	13	13	bottles	
158	Glue, big 130mg	90	90	bottles	
159	Glue, small 40gm	1	1	bottles	
160	Gun tacker wire, T30, arrow 8mm	148	148	boxes	

161	Gun tacker, T30, arrow	7	7	pcs	
162	High Lighting pen, assorted colors	221	221	pcs	
163	High Lighting pen, yellow	25	25	pcs	
164	High Lighting pen, orange	9	9	pcs	
165	High Lighting pen, green	41	41	pcs	
166	HP Smart Tank 515 Printhead, Black	2	2	pcs	
167	HP Smart Tank 515 Printhead, Tri-color	4	4	pcs	
168	Index Tab Sticking 90's (colored)	5	5	packs	
169	Index Card Box, 4x6	1	1	pc	
170	Index Card Box, 5x8	6	6	pcs	
171	Keyboard USB CORD	14	14	pcs	
172	Keyboard , wireless	5	5	pcs	
173	Laminating Film 9" x 100m x 250um	14	14	rolls	
174	Laser Pointer, Pen Type	4	4	pc	
175	Linen Paper, long, ivory	87	87	packs	
176	Linen paper, medium, ivory	77	77	packs	
177	Lever Arch File, w/ ring binder, long	12	12	pcs	
178	Lever Arch File, w/ ring binder, long, top clip	6	6	pcs	
179	Mailing envelop, white wowe, long	16	16	boxes	
180	Mailing envelop, window, long	1	1	boxes	
181	Manila Paper, brown	30	30	pcs	
182	Marking pen, broad, black	227	227	pcs	
183	Marking pen, broad, blue	39	39	pcs	
184	Marking pen, broad, red	31	31	pcs	
185	Marking pen, fine, black	206	206	pcs	
186	Marking pen, fine, blue	63	63	pcs	
187	Marking pen, fine, green	13	13	pcs	
188	Marking pen, fine, red	30	30	pcs	
189	Marking pen ink refill	7	7	bottles	
190	Masking tape 1/2"	13	13	rolls	
191	Masking tape 1"	126	126	rolls	
192	Masking tape 2"	46	46	rolls	
193	Masking tape 3"	12	12	rolls	
194	Measuring Tape, 50 meters	4	4	pcs	
195	Measuring Tape, 7.5 meters	5	5	pcs	
196	Measuring Tape, 100 meters	2	2	pc	
197	Mega Box	20	20	pcs	
198	Megabox Plastic 30L w/ wheels	6	6	pcs	
199	Megabox Plastic 37L w/ wheels	3	3	pc	
200	Megabox Plastic 50L w/ wheels	41	41	pcs	
201	Megabox Plastic 58L w/ wheels	29	29	pcs	
202	Memory Card/SD Card, 64 gb	3	3	pcs	

203	Metal Desk Tray, 2 layer	1	1	pc	
204	Metal Desk Tray, 3 layers	4	4	pcs	
205	Mouse pad	8	8	pcs	
206	Mouse, optical, USB port, with cord	14	14	pcs	
207	Mouse, wireless	19	19	pcs	
208	Notebook, 50 leaves	210	210	pcs	
209	Ottoman box	3	3	pcs	
210	Packing tape 3"	35	35	rolls	
211	Packing tape, 2"	44	44	rolls	
212	Pad Paper	7	7	pads	
213	Padding glue	1	1	bottles	
214	Paper clamp, large	43	43	pc	
215	Paper clamp, med	52	52	pc	
216	Paper clamp, small	45	45	pc	
217	Paper clip, vinyl, coated, big, colored	205	205	boxes	
218	Paper clip, vinyl, coated, medium, colored	152	152	boxes	
219	Paper Copy, medium, subs 20	1213	1213	reams	
220	Paper Copy, long, subs 20	1737	1737	reams	
221	Paper, Copy A3	2	2	reams	
222	Paper Copy, A4, subs 20	956	956	reams	
223	Paper Cutter 12 x 15	2	2	pcs	
224	Paper fastener , 15" long	50	50	boxes	
225	Paper fastener , metal	13	13	boxes	
226	Paper fastener, non-corrosive(plastic)	182	182	boxes	
227	Paper puncher, heavy duty	17	17	pcs	
228	Paper puncher, one hole	1	1	pcs	
229	Paper, bond long subs 20	370	370	reams	
230	Paper, Bond, medium, subs 20	295	295	reams	
231	Paper, Copy, long subs 24	368	368	reams	
232	Paper, copy, medium, subs 24	325	325	reams	
233	Paper, Mimeo, long susbs 20, white wowe	200	200	reams	
234	Paper, Mimeo, medium susbs 20, white wowe	90	90	reams	
235	Paste, Water Well	5	5	bottles	
236	Pencil #2	198	198	boxes	
237	Pencil jumbo	1	1	boxes	
238	Pencil Case	2	2	pcs	
239	Pencil, mechanical, 0.5mm with lead	10	10	pcs	
240	Pencil Sharpener , ordinary, small	11	11	pcs	
241	Pencil Sharpener, Manual, Heavy duty, big	4	4	pcs	
242	Photo paper	138	138	packs	
243	Photo paper , satin double sided	46	46	packs	
244	Pincher (metal)	17	17	pcs	

245	Plastic envelope, A3	5	5	pcs	
246	Plastic Expendable Envelope w/ divider & handle 24 pockets, A4	5	5	pcs	
247	Plastic Expendable Envelope w/ divider & handle 24 pockets, long	5	5	pcs	
248	Plastic Expendable Envelope w/ divider & handle 12 pockets, A4	3	3	pcs	
249	Plastic Expendable Envelope w/ divider & handle 12 pockets, long	5	5	pcs	
250	Plotter Paper, 20x50	2	2	rolls	
251	Plotter Paper, 24x50	5	5	rolls	
252	Portable External drive, HDD, 1TB	25	25	pcs	
253	Portable External drive, HDD, 2TB shockproof	5	5	pcs	
254	PVC Ring Bind Cover, long	3	3	reams	
255	Record book 150 pp	162	162	pcs	
256	Record book 200 pp	13	13	pcs	
257	Record book A4 200 pp	9	9	pcs	
258	Record book 300 pp	92	92	pcs	
259	Record book 500 pp	115	115	pcs	
260	Record Book Mini (150pages)	76	76	pcs	
261	Record Book Mini (500pages)	45	45	pcs	
262	Ring binder 2"	43	43	pcs	
263	Ring binder 1 1/2"	45	45	pcs	
264	Ring binder 1 3/4"	35	35	pcs	
265	Ring binder 1"	10	10	pcs	
266	Ring binder 1/2"	10	10	pcs	
267	Ring binder 3/4"	15	15	pcs	
268	Ring binder 5/8"	5	5	pcs	
269	Ring binder 1 1/4"	5	5	pcs	
270	Ring binder 1 1/8"	10	10	pc	
271	Rubber band, big, flat, BIG BOX	39	39	boxes	
272	Rubber band, small, BIG BOX	16	16	boxes	
273	Scissor, big, HEAVY DUTY	98	98	pairs	
274	Scissor, small	15	15	pairs	
275	Scotch tape dispenser 1"	6	6	pairs	
276	Scotch Tape Dispenser 3"	1	1	pcs	
277	Scotch Tape 1"	10	10	roll	
278	Scotch Tape 3"	10	10	roll	
279	Scotch Tape Adhesive Invisible 3/4"	43	43	rolls	
280	Self Ink Stamp "RECEIVED"	15	15	pcs	
281	Self Ink Stamp "CERTIFIED TRUE COPY"	7	7	pcs	
282	Self Ink Stamp "CERTIFIED CORRECT"	1	1	pcs	

283	Self Ink Stamp "RELEASED"	1	1	pc	
284	Self Ink Stamp "DENIED"	1	1	pc	
285	Self Ink Stamp "CUSTOMIZED"	11	11	pc	
286	Sign pen needle type, 0.40 (12`s), black	62	62	boxes	
287	Sign pen needle type, 0.40 (12`s), blue	35	35	boxes	
288	Sign pen gel ink, 1.0 (black)	126	126	pcs	
289	Sign pen gel ink, 1.0 (blue)	131	131	pcs	
290	Sign pen gel ink, 1.0 (red)	1	1	box	
291	Sign pen gel type, 0.5 12`s black	12	12	box	
292	Sign pen gel type, 0.5 12`s blue	10	10	box	
293	Sign pen V ball type, .50, Black	10	10	pcs	
294	Sign pen V ball type, .50, 12`s, Black	54	54	boxes	
295	Sign pen V ball type, .50, 12`s, BLUE	37	37	boxes	
296	Sign pen Vball type, .07, black	25	25	pcs	
297	Sketchpad	10	10	pads	
298	Specialty Board 220 GSM, long,white	102	102	packs	
299	Specialty Board 220 GSM, long, cream	27	27	packs	
300	Specialty Board 220 GSM, long, light green	82	82	packs	
301	Specialty Board 220 GSM, long, blue	2	2	packs	
302	Specialty Board 220 GSM, medium, cream	2	2	packs	
303	Specialty Board 220 GSM, medium, white	100	100	packs	
304	Specialty Board 220 GSM, medium, blue	2	2	packs	
305	Specialty Board 220 GSM, medium, green	42	42	packs	
306	Specialty Board 220 GSM, medium, yellow	22	22	packs	
307	Specialty Board, 185 gsm, long, white	52	52	packs	
308	Specialty Board, 185 gsm, medium, white	68	68	packs	
309	Specialty paper, 180 gsm, long, ivory	55	55	packs	
310	Specialty Board, 180 gsm, A4, ivory	10	10	pack	
311	Specialty paper, 180 gsm, medium, ivory	147	147	packs	
312	Stamp pad ink small, BLUE	4	4	bottles	
313	Stamp pad with ink (small)	6	6	pcs	
314	Stamp pad, big w/ ink	7	7	pcs	
315	Staple remover stainless steel, plier type	18	18	pcs	
316	Staple wire #35	250	250	boxes	
317	Staple wire 23/13	8	8	boxes	
318	Staple wire 23/17	2	2	boxes	
319	Staple wire 23/24	3	3	boxes	
320	Staple wire 23/6	10	10	boxes	
321	Staple wire 23/8	2	2	boxes	
322	Staple wire 23/15	2	2	boxes	
323	Staple wire 23/20	2	2	boxes	
324	Stapler Big HD 50/50 R w/ Base high quality	15	15	pcs	

325	Stapler long reach	2	2	pcs	
326	Stalogy Index tab, Sticky Note	30	30	packs	
327	Stapler w/ staple remover, #35, HD 50R	82	82	pcs	
328	Steno Notebook	1	1	pcs	
329	Sticker paper (high quality)	222	222	packs	
330	Sticky note pad post it 1" X 3"	112	112	packs	
331	Sticky note pad post it 1/2 X 3"	70	70	packs	
332	Sticky note pad post it 2" X 1.5"	60	60	packs	
333	Sticky note pad/post it, 4" X 3"	97	97	packs	
334	Sticky note pad/post it, 5" X 3"	126	126	packs	
335	Sticky Notepad with lines	61	61	pcs	
336	Thumb drive/ OTG, 32GB (android)	5	5	pcs	
337	Thumb drive/ OTG, 64GB (android)	6	6	pcs	
338	Thumb drive/ OTG, 64GB, Type C	18	18	pcs	
339	Thumb drive/ OTG, 64GB, (iphone)	6	6	pcs	
340	Thumb/USB drive 16GB	16	16	pcs	
341	Thumb/USB drive, 32GB	19	19	pcs	
342	Thumb/USB drive, 64GB	35	35	pcs	
343	Thumb tacks	4	4	boxes	
344	Transparent tape 1/2"	40	40	rolls	
345	Transparent tape 1"	331	331	rolls	
346	transparent tape 2"	110	110	rolls	
347	Transparent tape 3"	2	2	rolls	
348	Triangular/Architect Scale Ruler	3	3	sets	
349	UPS, 650VA	3	3	units	
350	UPS, 230V	1	1	unit	
351	UPS, 1500VA	6	6	unit	
352	Wall Clock	1	1	units	
353	Webcam for desktop	1	1	units	
354	Wifi dongle/USB wifi adapter	3	3	pcs	
355	White Board 24x 36	6	6	pcs	
356	White Board 72x 48	2	2	pc	
357	White board eraser	17	17	pcs	
358	White board marker, black	175	175	pcs	
359	White board marker, blue	32	32	pcs	
360	White board marker, red	11	11	pcs	
361	White board marker, ink refill, black	8	8	pcs	
362	White board marker, ink refill, blue	2	2	pcs	
363	White board marker, ink refill, red	2	2	pcs	
364	Yelow ruled pad paper	130	130	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.