

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 VARIOUS
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 VARIOUS OFFICES

1. The **City Government of Batac**, through the **GENERAL FUND-DIFFERENT OFFICES-MAINTENANCE AND OTHER OPERATING EXPENSES- OFFICE SUPPLIES EXPENSES** intends to apply the sum of **Eleven Million Three Hundred Sixty-Seven Thousand Three Hundred Fifty-Two & 75/100 Pesos (Php 11,367,352.75)** being the ABC to payments under the contract for the **Purchase of Office Supplies for Use of Various 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 **April 11, 2025 (8:00 AM to 5:00 PM) to May 5, 2025 (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 **Twenty-Five Thousand Pesos (Php 25,000.00)**. 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 **April 23, 2025** 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 **May 5, 2025 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 5, 2025, 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 Office Supplies for Use of Various Offices** with identification number **CGB-2025-PB-04-01**

The Procurement Project (“**Purchase of Office Supplies for Use of Various Offices**”) is composed of four hundred forty-one (441) 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 **Eleven Million Three Hundred Sixty-Seven Thousand Three Hundred Fifty-Two & 75/100 Pesos (Php 11,367,352.75)**

2.2. The source of funding is:

- a. **GENERAL FUND-DIFFERENT OFFICES-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 **April 23, 2025 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, 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.

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.

- 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	For this purpose, contracts similar in nature to the Project shall be: 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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Two Hundred Twenty-Seven Thousand Three Hundred Forty-Seven & 5/100 Pesos (Php 227,347.05), 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 Five Hundred Sixty-Eight Thousand Three Hundred Sixty-Seven & 64/100 Pesos (Php 568,367.64), if bid security is in Surety Bond.										
19.3	In case the project will be awarded by item, list each item indicating its quantity and ABC <table><tr><th>Item No.</th><th>Project Title</th><th>Unit</th><th>Quantity</th><th>Approved Budget of the Contract</th></tr><tr><td>1</td><td>Purchase of Office Supplies for use of Various Offices</td><td>Lot</td><td>1</td><td>11,367,352.75</td></tr></table>	Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract	1	Purchase of Office Supplies for use of Various Offices	Lot	1	11,367,352.75
Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract							
1	Purchase of Office Supplies for use of Various Offices	Lot	1	11,367,352.75							
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>

	Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<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>

	Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
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		645	box	
2	Ballpen ,12`s,blue, 0.5		182	box	
3	Ballpen ,12`s,red, 0.5		46	box	
4	Ballpen Ballpoint, fine BLACK		204	pc	
5	Ballpen Ballpoint, fine BLACK, retractable		451	pc	
6	Ballpen Ballpoint, fine blue		93	pc	
7	Ballpen Ballpoint, fine blue, retractable		134	pc	
8	Ballpen Ballpoint, fine red, retractable		21	pc	
9	Battery AA Dry Cell, 2 per pack		487	pack	
10	Battery AA Dry Cell, 4 per pack, rechargeable		65	pack	
11	Battery Charger for 4pcs, AA/AAA		9	pc	
12	BATTERY AAA, Dry Cell ,2 per pack		363	pack	
13	Battery size D 2/pack		64	pack	
14	Binder clip 1 1/4, 1 doz		103	box	
15	Binder clip, 1 5/8", 1 doz		92	box	
16	Binder clip, 1", 1 doz		180	box	
17	Binder clip, 2", 1 doz		241	box	
18	Binder clip, 3/4", 1 doz		125	box	
19	Binder clip, bulldog, 1 doz		10	box	
20	Book Cover,Hard Bound Long		24	pc	
21	Book Cover,Hard Bound medium		100	pc	
22	Book ends		11	pair	
23	Brown envelop, long, Kraft		1008	pc	
24	Brown envelop, long, kraft 500`s		19	box	
25	Brown envelop, medium, kraft 500`s		8	box	
26	Brown envelop, medium, kraft		375	pc	
27	Brown envelope, kraft, 7x9 250gsm		2	box	
28	Calculator (scientific)		11	pc	
29	Calculator, 12 digits		36	pc	
30	Calculator, 14 digits		29	pc	
31	Laid Paper, legal size, cornfield,white		5	box	

32	Laid Paper, legal size, cornfield,cream		8	box
33	Laid Paper, legal size, cornfield,light blue		2	box
34	Laid Paper, legal size, cornfield, soft green		2	box
35	Laid Paper, medium, cornfield, white		23	box
36	Laid Paper, medium, cornfield, cream		8	box
37	Laid Paper, medium, cornfield,light blue		2	box
38	Carbon film, long, black		11	box
39	Carbon film, long, blue		7	box
40	Cartolina, thick, 180gsm		32	pc
41	Cartolina, assorted color		15	pc
42	Cashbox		2	pc
43	CD-RW with case		52	pc
44	Cellophane wrapper (various colors, 10 pack)		1	set
45	Celluliod, gauge 8		1	roll
46	Celluliod, gauge 12		2	roll
47	Certificate Frames 8.5x11		176	pc
48	Certificate Frames 8.5x13		53	pc
49	Certificate Holder medium		610	pc
50	Certificate Holder Frame, A4		10	pc
51	Certificate Holder, hard bound, 8.5x13, single, with city seal at the back, blue		100	pc
52	Certificate Holder, hard bound, 8.5x13, single, with city seal at the back, red		75	pc
53	Certificate Holder, hard bound, 8.5x13, double, with city seal at the back, blue		75	pc
54	Certificate Holder, hard bound, 8.5x13, double, with city seal at the back, red		87	pc
55	Clearbook, legal size		124	pc
56	Clear Transparent Acrylic Desk Stand Name Plate L-12" W-4" Thickness 1.5mm		30	pc
57	Clip Board with cover, double clip, long		4	pc
58	Clip Board - Hard Board, Legal size		68	pc
59	Clipboard, plastic, legal		9	pc
60	Cloth tape		15	roll
61	Colored note pad 3x3, non-stick		14	pad
62	Colored Paper, short		68	pack
63	Coloring book		6	pc
64	computer Ink, EPSON T6441,black		183	bottle
65	Computer Ink EPSON T6442, cyan		100	bottle
66	Computer Ink EPSON T6443, magenta		100	bottle
67	Computer ink EPSON T6444, yellow		100	bottle
68	Computer Ink for Brother BTD60BL Black		36	bottle

69	Computer Ink for Brother BT5000Y		30	bottle
70	Computer Ink for Brother BT5000M		30	bottle
71	Computer Ink for Brother BT5000C		30	bottle
72	Computer Ink, Canon GI-790 black		58	bottle
73	Computer Ink, Canon GI-790 cyan		32	bottle
74	Computer Ink, Canon GI-790 magenta		32	bottle
75	Computer Ink, Canon GI-790 yellow		32	bottle
76	Computer ink, EPSON 003, black		718	bottle
77	Computer ink, EPSON 003, cyan		449	bottle
78	Computer ink, EPSON 003, magenta		449	bottle
79	Computer ink, EPSON 003, yellow		453	bottle
80	Computer ink, EPSON L20, black		12	bottle
81	Computer ink, EPSON L20, cyan		7	bottle
82	Computer ink, EPSON L20, magenta		7	bottle
83	Computer ink, EPSON L20, yellow		7	bottle
84	Computer ink, EPSON 001, black		6	bottle
85	Computer ink, EPSON 001, cyan		4	bottle
86	Computer ink, EPSON 001, magenta		4	bottle
87	Computer ink, EPSON 001, yellow		4	bottle
88	Computer ink, EPSON T05A1, black		6	bottle
89	Computer ink, EPSON T05A2, cyan		6	bottle
90	Computer ink, EPSON T05A3, magenta		6	bottle
91	Computer ink, EPSON T05A4, yellow		6	bottle
92	computer Ink, EPSON T6731,black		10	bottle
93	computer Ink, EPSON T6732, cyan		7	bottle
94	computer Ink, EPSON T6733, magenta		7	bottle
95	computer Ink, EPSON T6734, yellow		7	bottle
96	computer Ink, EPSON T6735, light cyan		7	bottle
97	computer Ink, EPSON T6736, light magenta		7	bottle
98	Computer Ink, HP GT53, black		442	pc
99	Computer Ink, HP GT52, magenta		222	pc
100	Computer Ink, HP GT52, yellow		210	pc
101	Computer Ink, HP GT52, cyan		210	pc
102	Computer Ribbon LX 310		112	pc
103	Computer Ribbon LQ2180		32	pc
104	Computer speaker		9	set
105	Continuous Form, 2 ply		1	box
106	Corner Rounder Trimmer Puncher, R4mm-R7mm-R10mm for photocards 3-in-1		1	pc
107	Cork Board, 20X30		1	pc

108	Cork Board, 24X36		7	pc	
109	Cork pin/push pin, 50's		24	box	
110	Correction pen		17	pc	
111	Correction Tape, big		913	pc	
112	Crayons, 16s		15	box	
113	Crayons, Big, 8's		128	box	
114	Cutter Blade, big, 18 mm		25	tube	
115	Cutter Knife, heavy duty, 18 mm		137	pc	
116	Data File box with cover, double, hard board		82	pc	
117	Document Box Organizer, Long Size, Plastic		3	pc	
118	Date & Time Stamp , Self Inking		27	pc	
119	Date & Time Stamp, rubber		13	pc	
120	Desk file organizer		4	pc	
121	Digital Voice Recorder, 4gb, built-in USB connector		1	pc	
122	Double sided tape w/ foam 1"		99	roll	
123	Double sided tape w/out foam 1"		191	roll	
124	Double sided tape w/out foam 1/2"		21	roll	
125	Double sided tape 1 1/2"		4	roll	
126	Duct Tape 2"		117	roll	
127	Duct Tape 3" gray		30	roll	
128	Duct Tape 3" red		5	roll	
129	Dry Seal, "City Building Official"		1	pc	
130	Eraser, big		31	pc	
131	Eraser, small		22	pc	
132	Expanded envelop, long, Kraft board, with rubber strap		563	pc	
133	Expanded envelop, medium, Kraft board, with rubber strap		171	pc	
134	Expanded envelop, long, plastic, with handle		486	pc	
135	Expanded envelop, long, plastic, without handle		55	pc	
136	Expanded Envelop, long, plastic, with rubber strap		227	pc	
137	Expanded folder w/o tab long, green, US		375	pc	
138	Expanded folder w/o tab long, yellow, US		50	pc	
139	Expanded folder w/o tab long, red, US		54	pc	
140	Expanded folder w/o tab long, orange, US		50	pc	
141	Expanded folder w/o tab long, blue, US		20	pc	
142	Expanded folder w/o tab long, yellow		299	pc	
143	Expanded folder w/o tab long, green		949	pc	
144	Expanded folder w/o tab long, light green		106	pc	
145	Expanded folder w/o tab long, violet		126	pc	
146	Expanded Folder w/o tab, long, pink		158	pc	

147	Expanded Folder w/o tab, long,red		56	pc
148	Expanded Folder w/o tab, long,blue		183	pc
149	Expanded Folder w/o tab, long,orange		141	pc
150	Expanded Folder w/o tab, medium,green		35	pc
151	Expanded Folder w/ tab(plastic), long,green		91	pc
152	Expanded Folder with tab (plastic), long, blue		364	pc
153	Expanded Folder w/ tab(plastic), long,yellow		45	pc
154	Expanded Folder w/ tab(plastic), long,violet		25	pc
155	File Box (3division)		7	pc
156	File Box (single)		18	pc
157	File Folder Rack, steel x3		16	pc
158	File Folder, A4		115	pc
159	File Folder, Plastic Jacket A4, Clear		100	pc
160	File folder, Long,colored blue		10	pc
161	File Folder, long colored orange		5	pc
162	File Folder, long colored pink		50	pc
163	File Folder, long colored green		50	pc
164	File folder, long, white, 14 pts		98	ream
165	File folder, long, white, 14 pts (glossy)		312	pc
166	File folder, medium, white, 14 pts		27	ream
167	File folder, medium, white, 14 pts		176	pc
168	File holder, double, hard board		43	pc
169	File holder, 3 division, Hard board black		20	pc
170	File Storage Box, L15"xW7"xH9", hard paper		30	pc
171	File Storage Box, L15"xW7"xH9", steel		5	pc
172	Flag, Philippines 4x8 ft		5	pc
173	Folder w/ slide, long morocco		130	pc
174	Folder w/ slide, long plastic		300	pc
175	Folder w/ slide, med. Morocco, blue		130	pc
176	Folder w/ slide, med. Plastic		291	pc
177	Foot ruler, metal		39	pc
178	Foot ruler, plastic		71	pc
179	Frixion Pen, black, 12's		4	box
180	Frixion Refill, black		20	pc
181	Frixion Pen blue, 12's		1	box
182	Frixion Refill, blue		20	pc
183	Glue Gun Big		34	pc
184	Glue Gun Small		15	pc
185	Glue Stick, big		314	pc
186	Glue Stick, small		60	pc
187	Glue Stick all purpose (22g)		19	bottle

188	Glue, big 130mg		87	bottle
189	Glue, small 40gm		16	bottle
190	Gun tacker wire, T30, arrow 8mm		136	box
191	Gun tacker, T30, arrow		26	pc
192	High Lighting pen, assorted colors		239	pc
193	High Lighting pen, yellow		107	pc
194	High Lighting pen, orange		57	pc
195	High Lighting pen, green		87	pc
196	High Lighting pen, pink		26	pc
197	High Lighting pen, blue		5	pc
198	HDMI 5 meters		12	roll
199	HDMI 3 meters		11	roll
200	HP Smart Tank 515 Printhead, Black		3	pc
201	HP Smart Tank 515 Printhead, Tri-color		1	pc
202	Index Tab Sticking 90's (colored)		39	pack
203	Index Card Box, 4x6		6	pc
204	Index Card Box, 5x8		9	pc
205	Index Card, 5x8, 100's		15	pack
206	Index Card, 4x6, 100's		10	pack
207	Keyboard USB CORD		36	pc
208	Keyboard , wireless		13	pc
209	Laminating Film 9" x 100m x 250um		14	roll
210	Laser Pointer, Pen Type		3	pc
211	Linen Paper, long, white, 10's		46	pack
212	Linen paper, medium, white, 10's		40	pack
213	Linen Paper, long, ivory, 10's		70	pack
214	Linen paper, medium, ivory, 10's		200	pack
215	Lettering brush		1	set
216	Lever Arch File, w/ ring binder, long		10	pc
217	Long tape, 100 meters		2	pc
218	Magic Tape 1"		8	roll
219	Mailing envelop, white wowe, long, 100's		49	box
220	Mailing envelop, white wowe, short, 100's		6	box
221	Manila Paper, brown		180	pc
222	Marking pen, broad, black		429	pc
223	Marking pen, broad, blue		77	pc
224	Marking pen, broad, red		42	pc
225	Marking pen, fine, black		295	pc
226	Marking pen, fine, blue		46	pc
227	Marking pen, fine, green		15	pc
228	Marking pen, fine, red		43	pc

229	Marking pen ink refill		4	bottle
230	Marking pen ink refill, blue		2	bottle
231	Masking tape 1/2"		35	roll
232	Masking tape 1"		239	roll
233	Masking tape 2"		154	roll
234	Masking tape 3"		53	roll
235	Measuring Tape, 50 meters		6	pc
236	Measuring Tape, 7.5 meters		4	pc
237	Mega Box		56	pc
238	Megabox Plastic 30L w/ wheels		1	pc
239	Megabox Plastic 37L w/ wheels		1	pc
240	Megabox Plastic 50L w/ wheels		81	pc
241	Megabox Plastic 58L w/ wheels		39	pc
242	Megabox Plastic 155L w/ wheels		4	pc
243	Memory Card/SD Card, 64 gb		12	pc
244	Metal Desk Tray, 2 layer		1	pc
245	Metal Desk Tray, 3 layers		10	pc
246	Metal Desk Tray, Mesh, 4 tier		4	pc
247	Meter Stick		5	pc
248	Mouse pad		64	pc
249	Mouse, optical, USB port, with cord		30	pc
250	Mouse, wireless		48	pc
251	Notebook, 50 leaves		605	pc
252	Numbering Stamp, rubber 8 digits		3	pc
253	Numbering Stamp, rubber 12 digits		1	pc
254	Office Stationary, long		10	ream
255	Office Stationary, short		10	ream
256	Ottoman box		5	pc
257	Organizer Notebook, A5		43	pc
258	Packing tape 3"		108	roll
259	Packing tape, 2"		77	roll
260	Padding glue		5	bottle
261	Paint Brush, Small		20	pc
262	Paper clamp, large, 12's		69	box
263	Paper clamp, med, 12's		102	box
264	Paper clamp, small, 12's		76	box
265	Paper clip, vinyl, coated, big, colored, 100's		423	box
266	Paper clip, vinyl, coated, medium, colored, 100's		236	box
267	Paper Copy, medium, subs 20		1825	ream
268	Paper Copy, long, subs 20		2362	ream
269	Paper, Copy A3		16	ream

270	Paper Copy, A4, subs 20		1128	ream
271	Paper Cutter 12 x 15		4	pc
272	Paper fastener , 15" long, 50's		115	box
273	Paper fastener , metal, 50's		35	box
274	Paper fastener, non-corrosive(plastic), 50's		307	box
275	Paper puncher, heavy duty		36	pc
276	Paper puncher, one hole		2	pc
277	Paper, bond long subs 20		114	ream
278	Paper, Bond, medium, subs 20		100	ream
279	Paper, Copy, long subs 24		620	ream
280	Paper, copy, medium, subs 24		775	ream
281	Paper, Mimeo, long susbs 20, white wowe		165	ream
282	Paper, Mimeo, medium susbs 20, white wowe		135	ream
283	Paste, Water Well		16	bottle
284	Pastel color, 12s		20	box
285	Pay Envelope, 500's		7	box
286	Pencil #2, 12's		255	box
287	Pencil Case		100	pc
288	Pencil, mechanical, 0.5mm with lead		10	pc
289	Pencil Sharpener , ordinary, small		40	pc
290	Pencil Sharpener, Manual, Heavy duty, big		5	pc
291	Photo paper, 10's		278	pack
292	Photo paper , satin double sided, 10's		175	pack
293	Pincher (metal)		23	pc
294	Plastic Envelope, A3		5	pc
295	Plastic Envelope, A5		300	pc
296	Plastic Envelope, Blue, long w/o handle		10	pc
297	Plastic Tray, 3 layers		4	pc
298	Plotter Paper, 20x50		7	roll
299	Plotter Paper, 24x50		5	roll
300	Portable External drive, HDD, 1TB		38	pc
301	Portable External drive, HDD, 2TB shockproof		25	pc
302	Portable External drive, HDD, 8TB		1	pc
303	Puncher 3 holes		2	pc
304	PVC Ring Bind Cover, short		3	ream
305	PVC Ring Bind Cover, long		6	ream
306	Record book 150 pp		389	pc
307	Record book 200 pp		19	pc
308	Record book A4 200 pp		30	pc
309	Record book 300 pp		185	pc
310	Record book 500 pp		104	pc

311	Record Book Mini (150pages)		94	pc
312	Record Book Mini (500pages)		407	pc
313	Ribbon, green 2"		12	roll
314	Ribbon, blue 2"		12	roll
315	Ring binder 3"		85	pc
316	Ring binder 1 ½		14	pc
317	Ring binder 1 ¾		8	pc
318	Ring binder 2"		61	pc
319	Ring binder 3/4"		11	pc
320	Ring binder 5/8"		11	pc
321	Ring binder 1 1/4"		13	pc
322	Ring binder 1 1/8"		6	pc
323	Rubber band, big, flat, BIG BOX		72	box
324	Rubber band, small, BIG BOX		44	box
325	Scissor, big, HEAVY DUTY		204	pair
326	Scissor, small		38	pair
327	Scotch tape dispenser 1"		36	pair
328	Scotch Tape Adhesive Invisible 3/4"		68	roll
329	Self Ink Stamp "RECEIVED"		18	pc
330	Self Ink Stamp "CERTIFIED TRUE COPY"		25	pc
331	Self Ink Stamp "CERTIFIED CORRECT"		8	pc
332	Self Ink Stamp "CITY GOVERNMENT OF BATAC"		1	pc
333	Self Ink Stamp "RELEASED"		5	pc
334	Self Ink Stamp "Brgy. 1-S Valdez, city of Batac, Ilocos Norte"		1	pc
335	Self Ink Stamp "DELIVERED"		2	pc
336	Self Ink Stamp, Mini Dater s300 Shiny		2	pc
337	Sign pen needle type, 0.40 (12`s), black		96	box
338	Sign pen needle type, 0.40 (12`s), blue		35	box
339	Sign pen gel ink, 1.0 (black)		390	pc
340	Sign pen gel ink, 1.0 (blue)		161	pc
341	Sign pen gel ink, 1.0 (red), 12's		2	box
342	Sign pen gel ink, 1.0 (black), 12's		12	box
343	Sign pen gel ink, 1.0 (blue), 12's		12	box
344	Sign pen V7 RT (blue), 12's		1	box
345	Sign pen V7 RT, Refill (blue)		20	pc
346	Sign pen V7 RT, Refill (green)		20	pc
347	Sign pen V ball type, .50, Black		164	pc
348	Sign pen V ball type, .50, 12`s, Black		77	box
349	Sign pen V ball type, .50, blue		3	pc
350	Sign pen V ball type, .50, 12`s, BLUE		27	box
351	Sign pen Vball type, .07, black		102	pc

352	Sign pen Vball type, .07, blue		10	pc
353	Sketchpad		20	pad
354	Specialty Board 220 GSM, long,white		124	pack
355	Specialty Board 220 GSM, long, cream		12	pack
356	Specialty Board 220 GSM, long, light green		17	pack
357	Specialty Board 220 GSM, long, light blue		95	pack
358	Specialty Board 220 GSM, medium, green		110	pack
359	Specialty Board 220 GSM, medium, cream		230	pack
360	Specialty Board 220 GSM, medium, white		282	pack
361	Specialty Board, 185 gsm, long, white		180	pack
362	Specialty Board, 185 gsm, long, ivory		10	pack
363	Specialty Board, 185 gsm, long, cream		50	pack
364	Specialty Board, 185 gsm, medium, white		172	pack
365	Specialty Board, 185 gsm, medium, cream		40	pack
366	Specialty Board 185 GSM, medium, yellow		6	pack
367	Specialty paper, 180 gsm, long, ivory		10	pack
368	Specialty paper, 180 gsm, A4, white		40	pack
269	Specialty paper, 180 gsm, medium, white		90	pack
370	Specialty paper, 180 gsm, medium, cream		22	pack
371	Stamp pad ink, purple,946 ml		19	pc
372	Stamp pad ink small, black		9	bottle
373	Stamp pad ink small, red		7	bottle
374	Stamp pad with ink (small)		35	pc
375	Stamp pad, big w/ ink		27	pc
376	Staple remover stainless steel, plier type		23	pc
377	Staple wire #35		499	box
378	Staple wire 23/13		1	box
379	Staple wire 23/17		18	box
380	Staple wire 23/24		4	box
381	Staple wire 23/6		6	box
382	Staple wire 23/8		6	box
383	Staple wire 23/15		1	box
384	Staple wire 23/20		1	box
385	Stapler Big HD 50/50 R w/ Base high quality		40	pc
386	Stapler long reach		6	pc
387	Stapler binding heavy duty		2	pc
388	Stapler w/ staple remover, #35, HD 50R		138	pc
389	Steno Notebook		180	pc
390	Sticker paper (high quality)		376	pack
391	Sticky note pad post it 1" X 3"		148	pack
392	Sticky note pad post it 1/2" X 1.5"		5	pack

393	Sticky note pad post it 1/2 X 3"		51	pack
394	Sticky note pad post it 2" X 1.5"		74	pack
395	Sticky note pad post it 3" X 3"		5	pack
396	Sticky note pad post it 3" X 2"		5	pack
397	Sticky note pad/post it, 4" X 3"		141	pack
398	Sticky note pad/post it, 5" X 3"		126	pack
399	Sticky Notepad with lines		197	pc
400	Straight edge 18", plastic		2	pc
401	SSD (500GB , 2.5-IN SATA)		2	pc
402	Tape Measure, soft		1	pc
403	Thermal Paper 30mm long x 80mm carbonless		5	roll
404	Thumb drive/ OTG, 32GB (android)		23	pc
405	Thumb drive/ OTG, 32GB (iphone)		5	pc
406	Thumb drive/ OTG, 32GB (Type C)		5	pc
407	Thumb drive/ OTG, 64GB (android)		3	pc
408	Thumb drive/ OTG, 64GB, Type C		62	pc
409	Thumb drive/ OTG, 64GB, (iphone)		16	pc
410	Thumb/USB drive 16GB		97	pc
411	Thumb/USB drive, 32GB		70	pc
412	Thumb/USB drive, 64GB		84	pc
413	Thumb/USB drive, 128GB		6	pc
414	Thumb tacks		25	box
415	Transparent tape 1/2"		61	roll
416	Transparent tape 1"		617	roll
417	Transparent tape 2"		126	roll
418	Transparent tape 3"		10	roll
419	Triangular/Architect Scale Ruler		4	set
420	Twin marker		6	pc
421	Typewriter ribbon, black		7	spool
422	USB Wifi Adapter dual band		1	pc
423	UPS, 650VA		22	unit
424	UPS, 1500VA		7	unit
425	View Binder, long 4"		10	pc
426	View Binder,medium 4"		5	pc
427	Wall Clock		18	unit
428	Webcam for desktop		16	unit
429	Wifi dongle/USB wifi adapter		33	pc
430	White Board 24x 36		13	pc
431	White Board 72x 48		1	pc
432	White Board 5ftx 8ft w/ stand		1	pc
433	White board eraser		38	pc

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	Statement of Compliance
1	Ballpen ,12`s, black, 0.5		645	box	
2	Ballpen ,12`s,blue, 0.5		182	box	
3	Ballpen ,12`s,red, 0.5		46	box	
4	Ballpen Ballpoint, fine BLACK		204	pc	
5	Ballpen Ballpoint, fine BLACK, retractable		451	pc	
6	Ballpen Ballpoint, fine blue		93	pc	
7	Ballpen Ballpoint, fine blue, retractable		134	pc	
8	Ballpen Ballpoint, fine red, retractable		21	pc	
9	Battery AA Dry Cell, 2 per pack		487	pack	
10	Battery AA Dry Cell, 4 per pack, rechargeable		65	pack	
11	Battery Charger for 4pcs, AA/AAA		9	pc	
12	BATTERY AAA, Dry Cell ,2 per pack		363	pack	
13	Battery size D 2/pack		64	pack	
14	Binder clip 1 1/4, 1 doz		103	box	
15	Binder clip, 1 5/8", 1 doz		92	box	
16	Binder clip, 1", 1 doz		180	box	
17	Binder clip, 2", 1 doz		241	box	
18	Binder clip, 3/4", 1 doz		125	box	
19	Binder clip, bulldog, 1 doz		10	box	
20	Book Cover,Hard Bound Long		24	pc	
21	Book Cover,Hard Bound medium		100	pc	
22	Book ends		11	pair	
23	Brown envelop, long, Kraft		1008	pc	
24	Brown envelop, long, kraft 500`s		19	box	
25	Brown envelop, medium, kraft 500`s		8	box	
26	Brown envelop, medium, kraft		375	pc	
27	Brown envelope, kraft, 7x9 250gsm		2	box	
28	Calcluator (scientific)		11	pc	
29	Calculator, 12 digits		36	pc	
30	Calculator, 14 digits		29	pc	
31	Laid Paper, legal size, cornfield,white		5	box	
32	Laid Paper, legal size, cornfield,cream		8	box	
33	Laid Paper, legal size, cornfield,light blue		2	box	
34	Laid Paper, legal size, cornfield, soft green		2	box	
35	Laid Paper, medium, cornfield, white		23	box	
36	Laid Paper, medium, cornfield, cream		8	box	
37	Laid Paper, medium, cornfield,light blue		2	box	

38	Carbon film, long, black		11	box
39	Carbon film, long, blue		7	box
40	Cartolina, thick, 180gsm		32	pc
41	Cartolina, assorted color		15	pc
42	Cashbox		2	pc
43	CD-RW with case		52	pc
44	Cellophane wrapper (various colors, 10 pack)		1	set
45	Celluliod, gauge 8		1	roll
46	Celluliod, gauge 12		2	roll
47	Certificate Frames 8.5x11		176	pc
48	Certificate Frames 8.5x13		53	pc
49	Certificate Holder medium		610	pc
50	Certificate Holder Frame, A4		10	pc
51	Certificate Holder, hard bound, 8.5x13, single, with city seal at the back, blue		100	pc
52	Certificate Holder, hard bound, 8.5x13, single, with city seal at the back, red		75	pc
53	Certificate Holder, hard bound, 8.5x13, double, with city seal at the back, blue		75	pc
54	Certificate Holder, hard bound, 8.5x13, double, with city seal at the back, red		87	pc
55	Clearbook, legal size		124	pc
56	Clear Transparent Acrylic Desk Stand Name Plate L-12" W-4" Thickness 1.5mm		30	pc
57	Clip Board with cover, double clip, long		4	pc
58	Clip Board - Hard Board, Legal size		68	pc
59	Clipboard, plastic, legal		9	pc
60	Cloth tape		15	roll
61	Colored note pad 3x3, non-stick		14	pad
62	Colored Paper, short		68	pack
63	Coloring book		6	pc
64	computer Ink, EPSON T6441,black		183	bottle
65	Computer Ink EPSON T6442, cyan		100	bottle
66	Computer Ink EPSON T6443, magenta		100	bottle
67	Computer ink EPSON T6444, yellow		100	bottle
68	Computer Ink for Brother BTD60BL Black		36	bottle
69	Computer Ink for Brother BT5000Y		30	bottle
70	Computer Ink for Brother BT5000M		30	bottle
71	Computer Ink for Brother BT5000C		30	bottle
72	Computer Ink, Canon GI-790 black		58	bottle
73	Computer Ink, Canon GI-790 cyan		32	bottle
74	Computer Ink, Canon GI-790 magenta		32	bottle

75	Computer Ink, Canon GI-790 yellow		32	bottle
76	Computer ink, EPSON 003, black		718	bottle
77	Computer ink, EPSON 003, cyan		449	bottle
78	Computer ink, EPSON 003, magenta		449	bottle
79	Computer ink, EPSON 003, yellow		453	bottle
80	Computer ink, EPSON L20, black		12	bottle
81	Computer ink, EPSON L20, cyan		7	bottle
82	Computer ink, EPSON L20, magenta		7	bottle
83	Computer ink, EPSON L20, yellow		7	bottle
84	Computer ink, EPSON 001, black		6	bottle
85	Computer ink, EPSON 001, cyan		4	bottle
86	Computer ink, EPSON 001, magenta		4	bottle
87	Computer ink, EPSON 001, yellow		4	bottle
88	Computer ink, EPSON T05A1, black		6	bottle
89	Computer ink, EPSON T05A2, cyan		6	bottle
90	Computer ink, EPSON T05A3, magenta		6	bottle
91	Computer ink, EPSON T05A4, yellow		6	bottle
92	computer Ink, EPSON T6731,black		10	bottle
93	computer Ink, EPSON T6732, cyan		7	bottle
94	computer Ink, EPSON T6733, magenta		7	bottle
95	computer Ink, EPSON T6734, yellow		7	bottle
96	computer Ink, EPSON T6735, light cyan		7	bottle
97	computer Ink, EPSON T6736, light magenta		7	bottle
98	Computer Ink, HP GT53, black		442	pc
99	Computer Ink, HP GT52, magenta		222	pc
100	Computer Ink, HP GT52, yellow		210	pc
101	Computer Ink, HP GT52, cyan		210	pc
102	Computer Ribbon LX 310		112	pc
103	Computer Ribbon LQ2180		32	pc
104	Computer speaker		9	set
105	Continuous Form, 2 ply		1	box
106	Corner Rounder Trimmer Puncher, R4mm-R7mm-R10mm for photocards 3-in-1		1	pc
107	Cork Board, 20X30		1	pc
108	Cork Board, 24X36		7	pc
109	Cork pin/push pin, 50's		24	box
110	Correction pen		17	pc
111	Correction Tape, big		913	pc
112	Crayons, 16s		15	box
113	Crayons, Big, 8's		128	box

114	Cutter Blade, big,18 mm		25	tube
115	Cutter Knife, heavy duty, 18 mm		137	pc
116	Data File box with cover, double, hard board		82	pc
117	Document Box Organizer, Long Size, Plastic		3	pc
118	Date & Time Stamp , Self Inking		27	pc
119	Date & Time Stamp, rubber		13	pc
120	Desk file organizer		4	pc
121	Digital Voice Recorder, 4gb, built-in USB connector		1	pc
122	Double sided tape w/ foam 1"		99	roll
123	Double sided tape w/out foam 1"		191	roll
124	Double sided tape w/out foam 1/2"		21	roll
125	Double sided tape 1 1/2"		4	roll
126	Duct Tape 2"		117	roll
127	Duct Tape 3" gray		30	roll
128	Duct Tape 3" red		5	roll
129	Dry Seal, "City Building Official"		1	pc
130	Eraser, big		31	pc
131	Eraser, small		22	pc
132	Expanded envelop, long, Kraft board, with rubber strap		563	pc
133	Expanded envelop, medium, Kraft board, with rubber strap		171	pc
134	Expanded envelop, long, plastic, with handle		486	pc
135	Expanded envelop, long, plastic, without handle		55	pc
136	Expanded Envelop, long, plastic, with rubber strap		227	pc
137	Expanded folder w/o tab long, green, US		375	pc
138	Expanded folder w/o tab long, yellow, US		50	pc
139	Expanded folder w/o tab long, red, US		54	pc
140	Expanded folder w/o tab long, orange, US		50	pc
141	Expanded folder w/o tab long, blue, US		20	pc
142	Expanded folder w/o tab long, yellow		299	pc
143	Expanded folder w/o tab long, green		949	pc
144	Expanded folder w/o tab long, light green		106	pc
145	Expanded folder w/o tab long, violet		126	pc
146	Expanded Folder w/o tab, long, pink		158	pc
147	Expanded Folder w/o tab, long,red		56	pc
148	Expanded Folder w/o tab, long,blue		183	pc
149	Expanded Folder w/o tab, long,orange		141	pc
150	Expanded Folder w/o tab, medium,green		35	pc
151	Expanded Folder w/ tab(plastic), long,green		91	pc
152	Expanded Folder with tab (plastic), long, blue		364	pc

153	Expanded Folder w/ tab(plastic), long,yellow		45	pc
154	Expanded Folder w/ tab(plastic), long,violet		25	pc
155	File Box (3division)		7	pc
156	File Box (single)		18	pc
157	File Folder Rack, steel x3		16	pc
158	File Folder, A4		115	pc
159	File Folder, Plastic Jacket A4, Clear		100	pc
160	File folder, Long,colored blue		10	pc
161	File Folder, long colored orange		5	pc
162	File Folder, long colored pink		50	pc
163	File Folder, long colored green		50	pc
164	File folder, long, white, 14 pts		98	ream
165	File folder, long, white, 14 pts (glossy)		312	pc
166	File folder, medium, white, 14 pts		27	ream
167	File folder, medium, white, 14 pts		176	pc
168	File holder, double, hard board		43	pc
169	File holder, 3 division, Hard board black		20	pc
170	File Storage Box, L15"xW7"xH9", hard paper		30	pc
171	File Storage Box, L15"xW7"xH9", steel		5	pc
172	Flag, Philippines 4x8 ft		5	pc
173	Folder w/ slide, long morocco		130	pc
174	Folder w/ slide, long plastic		300	pc
175	Folder w/ slide, med. Morocco, blue		130	pc
176	Folder w/ slide, med. Plastic		291	pc
177	Foot ruler, metal		39	pc
178	Foot ruler, plastic		71	pc
179	Frixion Pen, black, 12's		4	box
180	Frixion Refill, black		20	pc
181	Frixion Pen blue, 12's		1	box
182	Frixion Refill, blue		20	pc
183	Glue Gun Big		34	pc
184	Glue Gun Small		15	pc
185	Glue Stick, big		314	pc
186	Glue Stick, small		60	pc
187	Glue Stick all purpose (22g)		19	bottle
188	Glue, big 130mg		87	bottle
189	Glue, small 40gm		16	bottle
190	Gun tacker wire, T30, arrow 8mm		136	box
191	Gun tacker, T30, arrow		26	pc
192	High Lighting pen, assorted colors		239	pc
193	High Lighting pen, yellow		107	pc

194	High Lighting pen, orange		57	pc
195	High Lighting pen, green		87	pc
196	High Lighting pen, pink		26	pc
197	High Lighting pen, blue		5	pc
198	HDMI 5 meters		12	roll
199	HDMI 3 meters		11	roll
200	HP Smart Tank 515 Printhead, Black		3	pc
201	HP Smart Tank 515 Printhead, Tri-color		1	pc
202	Index Tab Sticking 90's (colored)		39	pack
203	Index Card Box, 4x6		6	pc
204	Index Card Box, 5x8		9	pc
205	Index Card, 5x8, 100's		15	pack
206	Index Card, 4x6, 100's		10	pack
207	Keyboard USB CORD		36	pc
208	Keyboard , wireless		13	pc
209	Laminating Film 9" x 100m x 250um		14	roll
210	Laser Pointer, Pen Type		3	pc
211	Linen Paper, long, white, 10's		46	pack
212	Linen paper, medium, white, 10's		40	pack
213	Linen Paper, long, ivory, 10's		70	pack
214	Linen paper, medium, ivory, 10's		200	pack
215	Lettering brush		1	set
216	Lever Arch File, w/ ring binder, long		10	pc
217	Long tape, 100 meters		2	pc
218	Magic Tape 1"		8	roll
219	Mailing envelop, white wove, long, 100's		49	box
220	Mailing envelop, white wove, short, 100's		6	box
221	Manila Paper, brown		180	pc
222	Marking pen, broad, black		429	pc
223	Marking pen, broad, blue		77	pc
224	Marking pen, broad, red		42	pc
225	Marking pen, fine, black		295	pc
226	Marking pen, fine, blue		46	pc
227	Marking pen, fine, green		15	pc
228	Marking pen, fine, red		43	pc
229	Marking pen ink refill		4	bottle
230	Marking pen ink refill, blue		2	bottle
231	Masking tape 1/2"		35	roll
232	Masking tape 1"		239	roll
233	Masking tape 2"		154	roll
234	Masking tape 3"		53	roll

235	Measuring Tape, 50 meters		6	pc
236	Measuring Tape, 7.5 meters		4	pc
237	Mega Box		56	pc
238	Megabox Plastic 30L w/ wheels		1	pc
239	Megabox Plastic 37L w/ wheels		1	pc
240	Megabox Plastic 50L w/ wheels		81	pc
241	Megabox Plastic 58L w/ wheels		39	pc
242	Megabox Plastic 155L w/ wheels		4	pc
243	Memory Card/SD Card, 64 gb		12	pc
244	Metal Desk Tray, 2 layer		1	pc
245	Metal Desk Tray, 3 layers		10	pc
246	Metal Desk Tray, Mesh, 4 tier		4	pc
247	Meter Stick		5	pc
248	Mouse pad		64	pc
249	Mouse, optical, USB port, with cord		30	pc
250	Mouse, wireless		48	pc
251	Notebook, 50 leaves		605	pc
252	Numbering Stamp, rubber 8 digits		3	pc
253	Numbering Stamp, rubber 12 digits		1	pc
254	Office Stationary, long		10	ream
255	Office Stationary, short		10	ream
256	Ottoman box		5	pc
257	Organizer Notebook, A5		43	pc
258	Packing tape 3"		108	roll
259	Packing tape, 2"		77	roll
260	Padding glue		5	bottle
261	Paint Brush, Small		20	pc
262	Paper clamp, large, 12's		69	box
263	Paper clamp, med, 12's		102	box
264	Paper clamp, small, 12's		76	box
265	Paper clip, vinyl, coated, big, colored, 100's		423	box
266	Paper clip, vinyl, coated, medium, colored, 100's		236	box
267	Paper Copy, medium, subs 20		1825	ream
268	Paper Copy, long, subs 20		2362	ream
269	Paper, Copy A3		16	ream
270	Paper Copy, A4, subs 20		1128	ream
271	Paper Cutter 12 x 15		4	pc
272	Paper fastener , 15" long, 50's		115	box
273	Paper fastener , metal, 50's		35	box
274	Paper fastener, non-corrosive(plastic), 50's		307	box
275	Paper puncher, heavy duty		36	pc

276	Paper puncher, one hole		2	pc
277	Paper, bond long subs 20		114	ream
278	Paper, Bond, medium, subs 20		100	ream
279	Paper, Copy, long subs 24		620	ream
280	Paper, copy, medium, subs 24		775	ream
281	Paper, Mimeo, long susbs 20, white wowe		165	ream
282	Paper, Mimeo, medium susbs 20, white wowe		135	ream
283	Paste, Water Well		16	bottle
284	Pastel color, 12s		20	box
285	Pay Envelope, 500's		7	box
286	Pencil #2, 12's		255	box
287	Pencil Case		100	pc
288	Pencil, mechanical, 0.5mm with lead		10	pc
289	Pencil Sharpener , ordinary, small		40	pc
290	Pencil Sharpener, Manual, Heavy duty, big		5	pc
291	Photo paper, 10's		278	pack
292	Photo paper , satin double sided, 10's		175	pack
293	Pincher (metal)		23	pc
294	Plastic Envelope, A3		5	pc
295	Plastic Envelope, A5		300	pc
296	Plastic Envelope, Blue, long w/o handle		10	pc
297	Plastic Tray, 3 layers		4	pc
298	Plotter Paper, 20x50		7	roll
299	Plotter Paper, 24x50		5	roll
300	Portable External drive, HDD, 1TB		38	pc
301	Portable External drive, HDD, 2TB shockproof		25	pc
302	Portable External drive, HDD, 8TB		1	pc
303	Puncher 3 holes		2	pc
304	PVC Ring Bind Cover, short		3	ream
305	PVC Ring Bind Cover, long		6	ream
306	Record book 150 pp		389	pc
307	Record book 200 pp		19	pc
308	Record book A4 200 pp		30	pc
309	Record book 300 pp		185	pc
310	Record book 500 pp		104	pc
311	Record Book Mini (150pages)		94	pc
312	Record Book Mini (500pages)		407	pc
313	Ribbon, green 2"		12	roll
314	Ribbon, blue 2"		12	roll
315	Ring binder 3"		85	pc
316	Ring binder 1 ½		14	pc

317	Ring binder 1 ¾		8	pc
318	Ring binder 2"		61	pc
319	Ring binder 3/4"		11	pc
320	Ring binder 5/8"		11	pc
321	Ring binder 1 1/4"		13	pc
322	Ring binder 1 1/8"		6	pc
323	Rubber band, big, flat, BIG BOX		72	box
324	Rubber band, small, BIG BOX		44	box
325	Scissor, big, HEAVY DUTY		204	pair
326	Scissor, small		38	pair
327	Scotch tape dispenser 1"		36	pair
328	Scotch Tape Adhesive Invisible 3/4"		68	roll
329	Self Ink Stamp "RECEIVED"		18	pc
330	Self Ink Stamp "CERTIFIED TRUE COPY"		25	pc
331	Self Ink Stamp "CERTIFIED CORRECT"		8	pc
332	Self Ink Stamp "CITY GOVERNMENT OF BATAC"		1	pc
333	Self Ink Stamp "RELEASED"		5	pc
334	Self Ink Stamp "Brgy. 1-S Valdez, city of Batac, Ilocos Norte"		1	pc
335	Self Ink Stamp "DELIVERED"		2	pc
336	Self Ink Stamp, Mini Dater s300 Shiny		2	pc
337	Sign pen needle type, 0.40 (12`s), black		96	box
338	Sign pen needle type, 0.40 (12`s), blue		35	box
339	Sign pen gel ink, 1.0 (black)		390	pc
340	Sign pen gel ink, 1.0 (blue)		161	pc
341	Sign pen gel ink, 1.0 (red), 12's		2	box
342	Sign pen gel ink, 1.0 (black), 12's		12	box
343	Sign pen gel ink, 1.0 (blue), 12's		12	box
344	Sign pen V7 RT (blue), 12's		1	box
345	Sign pen V7 RT, Refill (blue)		20	pc
346	Sign pen V7 RT, Refill (green)		20	pc
347	Sign pen V ball type, .50, Black		164	pc
348	Sign pen V ball type, .50, 12`s, Black		77	box
349	Sign pen V ball type, .50, blue		3	pc
350	Sign pen V ball type, .50, 12`s, BLUE		27	box
351	Sign pen Vball type, .07, black		102	pc
352	Sign pen Vball type, .07, blue		10	pc
353	Sketchpad		20	pad
354	Specialty Board 220 GSM, long,white		124	pack
355	Specialty Board 220 GSM, long, cream		12	pack
356	Specialty Board 220 GSM, long, light green		17	pack
357	Specialty Board 220 GSM, long, light blue		95	pack

358	Specialty Board 220 GSM, medium, green		110	pack
359	Specialty Board 220 GSM, medium, cream		230	pack
360	Specialty Board 220 GSM, medium, white		282	pack
361	Specialty Board, 185 gsm, long, white		180	pack
362	Specialty Board, 185 gsm, long, ivory		10	pack
363	Specialty Board, 185 gsm, long, cream		50	pack
364	Specialty Board, 185 gsm, medium, white		172	pack
365	Specialty Board, 185 gsm, medium, cream		40	pack
366	Specialty Board 185 GSM, medium, yellow		6	pack
367	Specialty paper, 180 gsm, long, ivory		10	pack
368	Specialty paper, 180 gsm, A4, white		40	pack
269	Specialty paper, 180 gsm, medium, white		90	pack
370	Specialty paper, 180 gsm, medium, cream		22	pack
371	Stamp pad ink, purple, 946 ml		19	pc
372	Stamp pad ink small, black		9	bottle
373	Stamp pad ink small, red		7	bottle
374	Stamp pad with ink (small)		35	pc
375	Stamp pad, big w/ ink		27	pc
376	Staple remover stainless steel, plier type		23	pc
377	Staple wire #35		499	box
378	Staple wire 23/13		1	box
379	Staple wire 23/17		18	box
380	Staple wire 23/24		4	box
381	Staple wire 23/6		6	box
382	Staple wire 23/8		6	box
383	Staple wire 23/15		1	box
384	Staple wire 23/20		1	box
385	Stapler Big HD 50/50 R w/ Base high quality		40	pc
386	Stapler long reach		6	pc
387	Stapler binding heavy duty		2	pc
388	Stapler w/ staple remover, #35, HD 50R		138	pc
389	Steno Notebook		180	pc
390	Sticker paper (high quality)		376	pack
391	Sticky note pad post it 1" X 3"		148	pack
392	Sticky note pad post it 1/2" X 1.5"		5	pack
393	Sticky note pad post it 1/2 X 3"		51	pack
394	Sticky note pad post it 2" X 1.5"		74	pack
395	Sticky note pad post it 3" X 3"		5	pack
396	Sticky note pad post it 3" X 2"		5	pack
397	Sticky note pad/post it, 4" X 3"		141	pack
398	Sticky note pad/post it, 5" X 3"		126	pack

399	Sticky Notepad with lines		197	pc
400	Straight edge 18", plastic		2	pc
401	SSD (500GB , 2.5-IN SATA)		2	pc
402	Tape Measure, soft		1	pc
403	Thermal Paper 30mm long x 80mm carbonless		5	roll
404	Thumb drive/ OTG, 32GB (android)		23	pc
405	Thumb drive/ OTG, 32GB (iphone)		5	pc
406	Thumb drive/ OTG, 32GB (Type C)		5	pc
407	Thumb drive/ OTG, 64GB (android)		3	pc
408	Thumb drive/ OTG, 64GB, Type C		62	pc
409	Thumb drive/ OTG, 64GB, (iphone)		16	pc
410	Thumb/USB drive 16GB		97	pc
411	Thumb/USB drive, 32GB		70	pc
412	Thumb/USB drive, 64GB		84	pc
413	Thumb/USB drive, 128GB		6	pc
414	Thumb tacks		25	box
415	Transparent tape 1/2"		61	roll
416	Transparent tape 1"		617	roll
417	Transparent tape 2"		126	roll
418	Transparent tape 3"		10	roll
419	Triangular/Architect Scale Ruler		4	set
420	Twin marker		6	pc
421	Typewriter ribbon, black		7	spool
422	USB Wifi Adapter dual band		1	pc
423	UPS, 650VA		22	unit
424	UPS, 1500VA		7	unit
425	View Binder, long 4"		10	pc
426	View Binder,medium 4"		5	pc
427	Wall Clock		18	unit
428	Webcam for desktop		16	unit
429	Wifi dongle/USB wifi adapter		33	pc
430	White Board 24x 36		13	pc
431	White Board 72x 48		1	pc
432	White Board 5ftx 8ft w/ stand		1	pc
433	White board eraser		38	pc
434	White board Magnetic buttons		2	pc
435	White board marker, black		502	pc
436	White board marker, blue		80	pc
437	White board marker, red		58	pc
438	White board marker, ink refill, black		7	pc
439	Wrapping Paper		115	pc

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid 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.

