



Bureau of Soils and Water Management
PHILIPPINE BIDDING DOCUMENTS
(As Harmonized with Development Partners)

**Supply and Delivery of various Office
Supplies for CY 2024**

IB NO: BSWM 2024-03-031

Date issued
March 2024

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**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 “*name of the Procuring Entity*” and “*address for bid submission*,” 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.

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Glossary of Acronyms, Terms, and Abbreviations

ABC –Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – BangkoSentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to:

(i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and

Freight. **CIP** – Carriage and Insurance

Paid. **CPI** – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB –Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet



Republic of the Philippines
Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
SRDC Building Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1101
customers.center@bswm.da.gov.ph
Tel. no. (632) 8273-2474 local 3202

INVITATION TO BID

Supply and Delivery of various Office Supplies for CY 2024- IB NO: BSWM 2024-03-031

1. The Bureau of Soils and Water Management (BSWM), through the **General Appropriation Act for CY 2024** intends to apply the sum of **Four Million Three Hundred Forty-Seven Thousand Four Hundred Forty-Six Pesos (4,347,446.00)** being the ABC to payments under the contract for **Supply and Delivery of various Office Supplies for CY 2024- IB NO: BSWM 2024-03-031**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The BSWM now invites bids for the above Procurement Project. **Delivery of Goods is required within 30 calendar days upon receipt of Notice to Proceed.** Bidders should have completed, **within five (5) 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 5183.

4. Prospective Bidders may obtain further information from BSWM – Bids and Awards Committee (BAC) Secretariat's Office and inspect the Bidding Documents at the given address during **MONDAY TO FRIDAY, 8:00AM TO 5:00 PM EXCEPT ON DECLARED HOLIDAYS OR WORK SUSPENSION.**
5. A complete set of Bidding Documents may be acquired by interested Bidders until **March 27, 2024, 3:00PM** from the given address and website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP 5,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to BAC Secretariat on or before the deadline of Submission and Opening of Bids.
6. The BSWM will hold a **Pre-Bid Conference** on **March 14, 2024, 9:30AM at BSWM Convention Hall** and shall be open to prospective bidders. Pre-Bid Conference will be available "live" thru **BSWM Procurement Service Facebook Page (FB) Page (<https://www.facebook.com/bswmpms>)**. Furthermore, all interested bidders can participate through videoconferencing. Please coordinate with BAC Secretariat at least a day before the meeting at bac@bswm.da.gov.ph.
7. **Bids must be duly received** by the BAC Secretariat through manual submission at the office address indicated below on or before **March 28, 2024, 9:00AM**. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 16.

8. **Bid opening shall be on March 28, 2024, 9:30AM** at the **BSWM Convention Hall**, 2nd Floor, SRDC Bldg., Visayas Ave. Cor. Elliptical Road, Diliman, Quezon City and through videoconferencing/webcasting via ZOOM and streamed live through BSWM Procurement Service FB Page. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

During the opening of bids, bidder's representative must present his/her company identification card and authorization letter from the head of the company.

10. BSWM adheres to the Republic Act 10173 Data Privacy Act.
11. The BSWM 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.
12. For further information, please refer to:
FRANCE JOSEPHINE C. BAUTISTA
BIDS AND AWARDS COMMITTEE SECRETARIAT'S OFFICE
2ND FLOOR, SRDC BLDG.,
VISAYAS AVE. COR. ELLIPTICAL ROAD, DILIMAN, QUEZON CITY
TELEFAX NUMBER: +63-2-8273-2474 loc 3218
EMAIL ADDRESS: bac@bswm.da.gov.ph or bswm.bacsec@gmail.com WEBSITE: www.bswm.gov.ph
FB Page: <https://www.facebook.com/bswmpms>

You may visit the following websites:

For downloading of Bidding Documents:

PhilGEPS- <https://notices.philgeps.gov.ph/>, BSWM Website- www.bswm.gov.ph or BSWM
Procurement Service Facebook Page- <https://www.facebook.com/bswmpms> .

(Sgd)DENISE A. SOLANO
BSWM BAC Chairperson

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, *Bureau of Soils and Water Management* wishes to receive Bids for the **Supply and Delivery of various Office Supplies for CY 2024- IB NO: BSWM 2024-03-031**.

The Procurement Project (referred to herein as “Project”) is composed of 1 Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2024 in the amount of: Four Million Three Hundred Forty-Seven Thousand Four Hundred Forty-Six Pesos (4,347,446.00)

2.2. The source of funding is:

~~If an early procurement activity, select one and delete others:}~~

- a. ~~NGA, the National Expenditure Program.~~
- b. ~~GOCC and GFIs, the proposed Corporate Operating Budget.~~
- c. ~~LGUs, the proposed Local Expenditure Program.~~

~~If not an early procurement activity, select one and delete others:}~~

- a. **NGA, the General Appropriations Act or Special Appropriations.**
- b. ~~GOCC and GFIs, the Corporate Operating Budget.~~
- c. ~~LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.~~

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. *[Select one, delete other/s]*
 - a. ~~Foreign ownership exceeding those allowed under the rules may participate pursuant to:~~
 - i. ~~When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;~~
 - ii. ~~Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;~~
 - iii. ~~When the Goods sought to be procured are not available from local suppliers; or~~
 - iv. ~~When there is a need to prevent situations that defeat competition or restrain trade.~~
 - b. 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 fifty percent (50%) of the ABC.~~
 - b. **For the procurement of Expendable Supplies: 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.**
 - c. ~~For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:~~
 - i. ~~Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least **fifty percent (50%)** of the ABC per for this Project; and~~

- ii. ~~The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.~~

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:

[Select one, delete other/s]

a. ~~Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.~~

b. **Subcontracting is not allowed.**

7.2. ~~[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:] The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.~~

7.3. ~~[If subcontracting is allowed during the contract implementation stage, state:]~~ The Supplier may

- identify its subcontractor during the contract implementation stage. Subcontractors identified
- during the bidding may be changed during the implementation of this Contract. Subcontractors
- must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA
- No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. ~~Subcontracting of any portion of the Project does not relieve the Supplier of any liability or~~

- obligation under the Contract. The Supplier will be responsible for the acts, defaults, and
- negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address stated on **Section I** and/or through videoconferencing/webcasting via Zoom as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five 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.
- 11.5.
 - *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids
 - as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial
 - proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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 the **BDS**.
- ~~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 the **BDS**.
- 12.2. ~~[Include if Framework Agreement will be used:] For Framework Agreement, the following should also apply in addition to Clause 12.1:~~
 - a. ~~For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during~~
 - the Bidder's performance of the contract and not subject to variation or escalation on any
 - account. Price schedules required under Clause 12.1 shall be submitted with the ~~bidding documents.~~
 - b. ~~For a multi-year Framework Agreement, the prices quoted by the Bidder during~~ submission
 - of eligibility documents shall be the ceiling and the price quoted during mini- competition
 - must not exceed the initial price offer. The price quoted during call for mini- competition
 - shall be fixed during the Bidder's performance of that Call-off and not subject to variation
 - or escalation on any account. Price schedules required under Clause 12.1 shall ~~be submitted with the bidding documents.~~

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.
 - b. ~~[indicate currency if procurement involves a foreign denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].~~

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 until *120 days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. ~~▪[Include if Framework Agreement will be used:] In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.~~

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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**.
- 16.2. ~~*[Include if Framework Agreement will be used:] For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.*~~

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.
- 18.2. ~~{Include if Framework Agreement will be used:}~~ For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's 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.

~~{Include the following options if Framework Agreement will be used:}~~

- a. ~~In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;~~
- b. ~~For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.~~
- 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 14 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:
- One Project having several items, which 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. ~~{Include if Framework Agreement will be used:}~~ For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. **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, ~~{Include if Framework Agreement will be used:}~~ or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,} 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. ~~{Include if Framework Agreement will be used:}~~ For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}**

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. ~~At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.~~
- 21.3. ~~Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.~~
- 21.4. ~~The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.~~
- 21.5. ~~The following documents shall form part of the Framework Agreement:~~
- ~~a. Framework Agreement Form;~~
 - ~~b. Bidding Documents;~~
 - ~~c. Call-offs;~~

- ~~d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;~~
- ~~e. Performance Security or Performance Securing Declaration, as the case may be;~~
- ~~f. Notice to Execute Framework Agreement; and~~
- ~~g. Other contract documents that may be required by existing laws and/or specified 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:

Information that specifies and complements provisions of the ITB must be incorporated.

Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <i>a. Contract on provision for various office supplies</i> <i>b. completed within <u>five years</u> prior to the deadline for the submission and receipt of bids.</i>
7.1	<i>SUB CONTRACTING- NOT APPLICABLE</i>
12	The price of the Goods shall be quoted DDP [<i>state place of destination</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.
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"> <i>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</i> <i>b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</i> <p><i>NOTE: Bidders SHALL use ATTACHED BSWM template of Bid Securing Declaration.</i></p> <p><i>Other forms of Bid Securing Declaration will NOT BE ACCEPTED and SHALL BE RATED "FAILED".</i></p>
19.4.	<p><i>The Project shall be awarded as follows:</i></p> <p><i>One Project having several items, which shall be awarded as one contract..</i></p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

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 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 IV (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

- 5.1 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.
- 5.2 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:

Information that complements provisions of the GCC must be incorporated.

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>[indicate place of destination]</i>. 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 <i>End-User Representative, Authorized Property Management Unit Personnel and Inspection Committee Member.</i></p> <p><u>Supplier shall coordinate with the End-user and Property Management Unit for final schedule of delivery.</u></p> <p><u>To schedule the delivery, please click this link or scan the QR code:</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="572 1377 904 1431" data-label="Text"> <p>https://sites.google.com/view/pmu-scheduleofdelivery/home</p> </div> <div data-bbox="1018 1339 1212 1534" data-label="Image"> </div> </div> <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> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;

	<ul style="list-style-type: none"> b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
	<ul style="list-style-type: none"> d. 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; and
	<ul style="list-style-type: none"> e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <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><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

	<p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <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 <i>One Year</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>not more than Seven Calendar Days</i> of placing the order.</p>
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	<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</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p>
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	<p>Any special handling instructions</p> <p>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 Supplier's 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>
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	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	N/A
4	The inspections and tests that will be conducted are: <i>Inspection per conformity and compliance to technical specifications/ terms of reference.</i>

Section VI. Schedule of Requirements

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

Item Number	Description	Delivered, Weeks/Months
1	Supply and Delivery of various Office Supplies for CY 2024	Delivery of Goods is STRICTLY within 30 calendar days upon receipt of NTP.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>		

Item No.	Item Description	Quantity	Statement of Compliance
1	TRAINING KITS inclusive of the following: * 1 pc - plastic envelope with holder and zipper (long) * 1 pc - Seminar ID badge with lace (11 cm x 9.5cm) * 1 pc - Ballpen (black, 0.5mm, retractable) * 1 pc - Alcohol (ethyl, 70% solution) 60ml * 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)	3120	
	Fund Source:		
	WRMD - INS VARIOUS - 705		
	WRMD - ESETS RICE - 2415		
2	TRAINING KITS inclusive of the following: * 1 pc - Seminar ID badge with lace (11 cm x 9.5cm) * 1 pc - Ballpen (black, 0.5mm, retractable) * 1 pc - Alcohol (ethyl, 70% solution) 60ml * 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)	1430	
	Fund Source: WRMD - ESETS RICE		
3	RETRACTABLE GEL INK BALLPOINT PEN *Ballpoint Pen 0.5mm *Patented U-spring technology *12pcs/box		
	*Color : Black	90	
	Fund Source:		
	SCMD - MANILA BAY - 10		
	RECORDS - REGULAR - 6		
	PERSONNEL - REGULAR - 4		
	PMS - REGULAR - 70		
	*Color : Blue	1	
	Fund Source: RECORDS - REGULAR		
4	BALLPEN *Ballpoint Pen 0.5mm *Color: Black *25 pcs/box	200	
	Fund Source: CPIT - PAEF RICE		

5	CLIP *Backfold *Black *All metal *Clamping *12 pcs per box		
	*19mm	50	
	*25mm	50	
	*32mm	50	
	Fund Source: LSD - NSHP		
6	A3 SIZE BOND PAPER *High Speed Premium Copy Paper, 500 sheets per ream, 70 gsm	2	
	Fund Source: HILLPEZ - NSHP		
	*Multi-purpose, 500 sheets per ream, 80 gsm	10	
	Fund Source: PERSONNEL - REGULAR		
7	A4 SIZE BOND PAPER *Multi-purpose, 500 sheets per ream, 70 gsm	33	
	Fund Source:		
	HIGHPEZ - REGULAR - 13		
	PERSONNEL - REGULAR - 20		
	*Multi-copy, 500 sheets per ream, 80 gsm	1593	
	Fund Source:		
	PMS - REGULAR - 77		
	HILLPEZ - NSHP - 133		
	GSITD - NSHP - 52		
	CPIT - STO-FPMA-HVCDP - 88		
	CPIT - STO-FPMA-OAP - 222		
	CPIT - PAEF RICE - 888		
	CPIT - PAEF CORN - 133		
	*Multi-copy, 500 sheets per ream, 90 gsm	40	
	Fund Source: SSD - REGULAR		
8	LEGAL SIZE BOND PAPER *Multi-purpose, 500 sheets per ream, 70 gsm	26	
	Fund Source:		
	HIGHPEZ - REGULAR - 6		
	PERSONNEL - REGULAR - 20		
	*Multi-copy, 500 sheets per ream, 80 gsm	1445	
	Fund Source:		
	PMS - REGULAR - 78		
	GSITD - NSHP - 24		
	CPIT - STO-FPMA-HVCDP - 89		
	CPIT - STO-FPMA-OAP - 224		
	CPIT - PAEF RICE - 896		
	CPIT - PAEF CORN - 134		
	*Multi-copy, 500 sheets per ream, 90 gsm	35	
	Fund Source: SSD - REGULAR		
9	A4 SIZE CERTIFICATE HOLDER *8.27in x 11.69in *Super clear transparency *With flap to prevent certificates from falling off *With 2 hangers for portrait and landscape orientations	7400	
	Fund Source:		
	CPIT - STO-FPMA-HVCDP - 200		
	CPIT - STO-FPMA-OAP - 500		
	CPIT - ESETS OAP - 500		
	CPIT - PAEF RICE - 6000		
	CPIT - PAEF CORN - 200		
	*Blue	690	
	Fund Source:		
	LSD - PD 1435 - 670		
	SCMD - REGULAR - 20		

	* Navy Blue	10	
	Fund Source: SCMD - MANILA BAY		
	*Assorted colors		
	Fund Source:	4030	
	WRMD - ESETS RICE - 3385		
	WRMD - INS VARIOUS - 575		
	PERSONNEL - REGULAR - 70		
10	A4 SIZE CERTIFICATE FRAME , Dark Green	10	
	Fund Source: SCMD - MANILA BAY		
11	CLIPBOARD *Dimension: 9in x 1in x 13.5in *Material: Plastic *Color: Black, Blue	200	
	Fund Source: CPIT - PAEF RICE		
12	COLORED PAPER *A4 Size *Assorted colors *10sheets/pack	10	
	Fund Source: SCMD - REGULAR		
13	COMPUTER CONTINUOUS FORMS *1 ply *13" x 9-1/2" *plain *GSP bond *70 gsm	4	
	Fund Source: PERSONNEL - REGULAR		
14	CORRUGATED BOX *60x36x32cm *Single Wall *2-3mm thickness	460	
	Fund Source:		
	CPIT - STO-FPMA-OAP - 200		
	CPIT - ESETS OAP - 200		
	CPIT - STO-FPMA-HVCDP - 30		
	CPIT - PAEF CORN - 30		
15	CUTTING MAT , 18"x24"	2	
	Fund Source: LIBRARY - REGULAR		
16	DISH RACK PURE STAINLESS CABINET STYLE *Size: Length = 18" Width = 12" Height = 34" *Color: Pure stainless *3 layers	1	
	Fund Source: DO - REGULAR		
17	DOUBLE LOOP RING WIRE BINDING SPOOL *Binding Capacity: 9.5mm *Wire Thickness: 0.90mm (at least) *Diameter: 7/16" *Length: 32,000 Loops	1	
	Fund Source: PMS - REGULAR		
18	A4 SIZE EXPANDING PLASTIC ENVELOPE *Clear	20	
	Fund Source: HILLPEZ - NSHP		
19	LEGAL EXPANDING PLASTIC ENVELOPE *With handle and durable pushlock		
	*Clear	130	
	Fund Source:		

	SCMD - STO-ROADMAP - 50		
	SCMD - MANILA BAY - 50		
	HILLPEZ - NSHP - 30		
	*Assorted colors	20	
	Fund Source: RECORDS - REGULAR		
	*Without handle and durable pushlock	30	
	*Clear		
	Fund Source: RECORDS - REGULAR		
20	LONG ENVELOPE EXPANDING KRAFT *Expanded Envelope with garterize *Color: Kraft / Brown *100 pcs/box	81	
	Fund Source:		
	CPIT - STO-FPMA-HVCDP - 1		
	CPIT - STO-FPMA-OAP - 50		
	CPIT - ESETS OAP - 20		
	CPIT - PAEF CORN - 2		
	LSD - PD 1435 - 8		
21	EXTENSION CORD *3-Gang, with 3 USB Outlet	1	
	Fund Source: RECORDS - REGULAR		
	*6-Gang, with switch per gang, heavy duty, 10 meters	10	
	Fund Source:		
	PMS - REGULAR - 5		
	RECORDS - REGULAR - 2		
	PERSONNEL - REGULAR - 3		
22	METAL PAPER FASTENER *Metal, non corroding *Thickness: Base with prongs and Compressor: 0.30mm (min.) *Able to hold 25 mm thick of Multipurpose Paper *70mm between prongs *50 sets/box	115	
	Fund Source:		
	LSD - PD 1435 - 5		
	LSD - NSHP - 20		
	CPIT - ESETS OAP - 15		
	CPIT - PAEF RICE - 75		
23	FILE STORAGE BOX *Atleast 11 x 15 5/8 x 11 inch *Material: Thick Chip Board *with Lid *with plastic pocket for label		
	*Black	118	
	Fund Source:		
	PMS - REGULAR - 10		
	GSITD - NSHP - 25		
	INFO- REGULAR - 5		
	CPIT - STO-FPMA-OAP - 23		
	CPIT - ESETS OAP - 25		
	CPIT - PAEF RICE - 30		
	*Blue	6	
	Fund Source: SCMD - ROADMAP		
24	LEGAL HARD COVER ARCHFILE FOLDER Specification: *Product details of Lever Arch File Folder 2 and 3" With Ring Binder And Metal Long Size *Material: Hard Cardboard *Size: width 28cm Lenght 35cm Height 5cm *Suitable for: Legal Size / 2 inches	10	

	*Store paperwork, documents or school work in this lever arch folder. *This folder operates by a lever arch mechanism with paper clamp for extra capacity *Easy removal of papers		
	Fund Source:		
	BGA - REGULAR - 5		
	INFO - REGULAR - 5		
25	DATA FOLDER WITH TAGLIA LOCK *Size: 3x9x15.5 inches (at least) *Color: black or blue *Legal	25	
	Fund Source: GSITD - NSHP		
26	LEGAL DATA FILE FOLDER *Blue *Portrait or vertical	20	
	Fund Source: PERSONNEL - REGULAR		
27	LEVER ARCHFILE HORIZONTAL *Dimension: (3x9.5x16in)	200	
	Fund Source: CPIT - STO-FPMA-HVCDP		
28	A4 FOLDER *White *8.3x11.7 *100pcs/pack	2	
	Fund Source: LSD - NSHP		
29	LEGAL FOLDER *White *8.5x13 *100pcs/pack	8	
	Fund Source:		
	PERSONNEL - REGULAR - 6		
	LSD - NSHP - 2		
30	FILE TAB DIVIDER *5 colored file divider *Assorted colors per pack		
	*Legal Size	275	
	Fund Source:		
	PMS - REGULAR - 250		
	GSITD - REGULAR - 25		
	*A4 Size	55	
	Fund Source:		
	PERSONNEL - REGULAR - 30		
	GSITD - REGULAR - 25		
31	FOLDER L TYPE *Plastic Clear Transparent Folder *12pcs per pack		
	*Legal Size	253	
	Fund Source:		
	CPIT - STO-FPMA-OAP - 178		
	CPIT - ESETS OAP - 35		
	PMS - REGULAR - 40		
	*A4 Size	40	
	Fund Source: PMS - REGULAR		
32	GLUE , all-purpose, 200gms, with applicator, non-toxic	2	
	Fund Source: LSD - PD 1435		
33	GLUE STICK , 22grams	10	

	Fund Source: LIBRARY - REGULAR		
34	ID HOLDER *with Lace *horizontal *10pcs/pack *transparent with zip lock *Size: A7 (105x74mm)	777	
	Fund Source:		
	LSD - PD 1435 - 320		
	SCMD - REGULAR - 100		
	PMS - REGULAR - 357		
35	ID LACE for Office *12pcs/bundle		
	*Black	10	
	*Blue	10	
	Fund Source: HILLPEZ - NSHP		
36	ID CASE *B4 Size *Vertical *Plastic *20pcs/pack *Clear *Tear resistance and flexible	20	
	Fund Source: PERSONNEL - REGULAR		
37	ID CARD CASE HOLDER *With lace *50 pcs/box	100	
	Fund Source: CPIT - PAEF RICE		
38	ID HOLDER *Plastic *Transparent *With zip lock *Horizontal *HL-108HV 85 x 100 mm *100 pcs/pack	3	
	Fund Source: HILLPEZ - NSHP		
39	LONG LAMINATING FILM , 250 mic, 22 2mmx335 mm, 100sheets/box	2	
40	A4 LAMINATING FILM , 250 mic, 216 mm x 303 mm, 100 sheets/box	3	
41	LAMINATING FILM/POUCHES PRE CUT SIZE *250 Micron thickness (Ideal for ID) *100 pcs/box (80 mm x 110 mm)	30	
42	LAMINATING FILM/POUCHES , 250 mic, 70 mmx100 mm, for ID, 100pcs/box	10	
	Fund Source: HILLPEZ - NSHP		
43	LEGAL MAGAZINE BOX HORIZONTAL *With closed ends *Outside Dimension: *Width: 125mm (min) *Height: 230mm (min) *Length: 400mm (min) *Material: *Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Coated paper for inside cover	30	
	Fund Source: CPIT - ESETS OAP		

44	FILE FRAME/ FILE BAR/ MAGAZINE RACK *Wire Mesh *3 -Tier *At least 31.3 cm x 29.3 cm x 24 cm	6	
	Fund Source: HILLPEZ - NSHP		
45	MANILA PAPER *Yellow *48 pcs/roll *36"x48" inches	5	
	Fund Source: WRMD-ESETS RICE		
46	PERMANENT MARKER *Tip: Felt, bullet type *Point: Medium *Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure tat will easy cap and uncap *12 pcs/box		
	*Ink Color: Green	20	
	Fund Source: CPIT - ESETS OAP		
	*Ink Color: Black	12	
	*Ink Color: Blue	8	
	*Ink Color: Red	4	
	Fund Source: LSD - NSHP		
47	MOROCCO PAPER BINDING COVER *Long/Legal *230gsm *Color: White *100sheets per pack	50	
	Fund Source: PMS-REGULAR		
48	POST IT NOTE (3x3in) *Color: Pastel Colors (100 sheets/pad) *Sticky Note Pad 3inches x 3inches		
	*76mm x 76mm	280	
	Fund Source:		
	CPIT - ESETS OAP - 133		
	CPIT - STO-FPMA-HVCDP - 40		
	CPIT - PAEF CORN - 67		
	LSD - NSHP - 40		
	*76mm x 100mm	50	
	Fund Source: LSD - NSHP		
49	POST IT PAGE MARKERS *Attr: Page Marker *Color: Pastel Colors *Size:1/2X2" *Packaging Size: 500 markers per pack	150	
	Fund Source:		
	CPIT - ESETS OAP - 100		
	CPIT - PAEF CORN - 50		
50	PAGE MARKER *5 colors, 100 flags, 11x43mm	10	
	Fund Source: SCMD - REGULAR		
	*Sign Here Flag 25, 4mm x 43.2.mm	10	
	Fund Source: BGA - REGULAR		
	*Sign Here, Yellow, 50x2 sheets	10	
	Fund Source: SCMD - REGULAR		
51	COLUMNAR NOTEBOOK, 4 columns	150	
	Fund Source: LSD-NSHP		

52	CUSTOMIZED NOTEBOOK *Soft bind notebook *No. of leaves: 40 leaves minimum *Notebook Cover: Cardboard (Glossy; color white with design and BSWM logo) *Notebook paper quality: 70 gsm *Dimension: 148mm x 200mm *coordinate with end user for more details	4550	
	Fund Source:		
	WRMD - INS VARIOUS - 705		
	WRMD - ESETS RICE - 3845		
53	NOTEBOOK *10 pcs/ream *Type: Spiral *Leaves: at least 80 leaves	400	
	Fund Source: CPIT - PAEF RICE		
54	PAPER CLIP *Nickel Paper Clip (Regular) *Material: Steel *Color: Silver *Size: Length 29mm	30	
	Fund Source: CPIT - ESETS OAP		
55	PAPER CLIP , Vinyl/plastic coated		
	*50mm (Jumbo)	10	
	Fund Source:		
	LSD - PD 1435 - 5		
	LSD - NSHP - 5		
	*33mm	20	
	Fund Source:		
	LSD - PD 1435 - 10		
	LSD - NSHP - 10		
56	PAPER CUTTER , A3 Size, Heavy Duty Metal	1	
	Fund Source: LIBRARY-REGULAR		
57	PARCHMENT PAPER *Size: A4 (8.27in x 11.69in) *100pcs per pack	121	
	Fund Source:		
	CPIT-ESETS OAP - 50		
	CPIT-STO-FPMA-HVCDP - 2		
	CPIT-PAEF CORN - 3		
	CPIT-PAEF RICE - 60		
	SCMD - MANILA BAY - 2		
	LSD - PD 1435 - 4		
58	ULTRA FINE NEEDLE POINT PEN , 0.38mm		
	*Black	50	
	*Blue	50	
	Fund Source: LSD-NSHP		
59	PHOTOPAPER		
	*Matte/ Satin *240gsm *10 sheets/pack	2	
	Fund Source: SCMD - REGULAR		
	*Matte *200gsm *20 sheets/pack	10	
	Fund Source: SCMD - MANILA BAY		

60	SOLID HEADED STEEL PIN, *26mm *20 pad/box *60 pcs pin/pad *Rust Resistant	10	
	Fund Source: WRMD-ESETS RICE		
61	PLASTIC COVER, 0.40mm, 3yards/rolled	5	
	Fund Source: LIBRARY-REGULAR		
62	PLASTIC DRINKING STRAW *100 gsm *10 inches *100 pcs/pack *Color: Red	25	
	Fund Source: WRMD - ESETS RICE		
63	PLOTTER PAPER *Width: 36 inches *Length: at least 45 meters *Quality: at least 80 gsm	35	
	Fund Source: GSITD - NSHP		
64	HEAVY DUTY PUNCHER (2 Hole) *Punching Capacity: 30 sheets of 70gsm Multipurpose Paper *Diameter of Hole: 7mm (approx) *Distance between two holes: 70mm (±0.5mm) center-to-center *Punching Depth: 12mm (±1mm)	35	
	Fund Source:		
	CPIT - ESETS OAP - 15		
	CPIT - PAEF RICE - 20		
65	REVOLVING PUNCH PLIER *Hole sizes: 2.5 mm, 3 mm, 3.5 mm, 4 mm, 4.5 mm, and 5 mm	5	
	Fund Source: HILLPEZ - NSHP		
66	PUSH PINS *100pcs/pack *Size: 23mm *Material: Steel Pin *Color: Assorted	20	
	Fund Source: CPIT - PAEF RICE		
67	PRINTABLE PVC PRE-CUT CARDS *For Direct ID Printing *250pcs/box *0.76mm	3	
	Fund Source: PERSONNEL-REGULAR		
68	RECORD BOOK *Size: 214mm x 278mm min *250 pages	25	
	Fund Source: LSD-NSHP - 25		
69	OFFICE SCISSORS *Heavy duty *Symmetrical blade *Overall Length: 160mm (min) *Length of the cutting blade: 1.70mm (min) *Thickness of the cutting blade: 1.70mm (min) *Length of Metal Handle (measure from the center of the binding rivet screw to the tip of the metal handle: 35mm (min)	67	
	Fund Source:		
	CPIT - ESETS OAP - 21		
	CPIT - PAEF CORN - 21		
	LSD - NSHP - 25		

70	SIGN PEN *Type: Liquid or gel *Tip: 0.5mm, needle type *With non slip rubber grip *With metal clip *One (1) piece barrel (non-refillable) *Writing Length: One (1) km (min) *12pcs per box		
	*Ink color: Black	318	
	Fund Source:		
	LSD - PD 1435 - 80		
	LSD - NSHP - 17		
	CPIT - STO-FPMA-HVCDP - 6		
	CPIT - ESETS OAP - 50		
	CPIT - PAEF RICE - 150		
	CPIT - PAEF CORN - 15		
	*Ink color: Blue	92	
	Fund Source:		
	LSD - PD 1435 - 80		
	LSD - NSHP - 12		
	*Ink color: Red	10	
	Fund Source: LSD - PD 1435		
	*Ink color: Green	20	
	Fund Source: CPIT - ESETS OAP		
71	A4 SIZE CERTIFICATE PAPER LAID SPECIALTY PAPER *200gsm thick board *100 sheets per ream *pale cream	20	
	Fund Source: PMS - REGULAR		
72	A4 SIZE SPECIALTY PAPER *Cream *100pcs/pack *180gsm	29	
	Fund Source:		
	WRMD - INS VARIOUS - 5		
	WRMD - ESETS RICE - 24		
	*White *160gsm *10sheets/pack	10	
	Fund Source: SCMD - REGULAR		
	*Board *White/cream *90gsm *500pcs/ream	1	
	Fund Source: PERSONNEL - REGULAR		
73	CUSTOMIZED RUBBER STAMP *Basic text *3inches *4 Lines *Wood Handle *Coordinate with end-user for more details	3	
	Fund Source: LIBRARY - REGULAR		
74	SELF-INKING STAMP *Personalized w/ Name and Designation of the following persons - S-825 (25 x 70 mm) for Signing and Receiving of Documents *Name - Font size 12 *Designation - Font size 10 *Font style: Cambria 1. Joven P. Espineli - (Agricultural Center Chief IV) - 2 pc 2. Leolito D. Siase - (Supervising Science Research Specialist) - 2 pc	8	

	3. Roosbelt P. Creencia - (Senior Science Research Specialist) - 2 pc 4. Melody M. Orogo - (Senior Agriculturist) - 2 pc *Coordinate with end-user for more details		
	*With Received and NSWRRDC HILLPEZ - S-825 (25 x 70 mm) for Receiving of Documents *Font style: Cambria 1. Received - Font size 14 2. NSWRRDC HILLPEZ - Font size 12 *Coordinate with end-user for more details	2	
	Fund Source: HILLPEZ - NSHP		
	*S-842 *1 line *Coordinate with end-user for content	2	
	*S-842 *2 lines *Coordinate with end-user for content	3	
	Fund Source: PERSONNEL - REGULAR		
	*4813	6	
	*4911	4	
	*4929	2	
	Fund Source: RECORDS - REGULAR		
75	STAMP PAD		
	*for S-842	10	
	*for S-843	5	
	Fund Source: PERSONNEL - REGULAR		
76	STAMP PAD INK, 20 ml, Black	10	
	Fund Source: CPIT-STO-FPMA-HVCDP		
77	STAPLE REMOVER, Metal	6	
	Fund Source: RECORDS-REGULAR		
78	A4 SIZE STICKER PAPER		
	*Matte *White *10 sheets/pack	20	
	Fund Source:		
	SCMD - REGULAR - 10		
	LIBRARY - REGULAR - 10		
	*Satin *White *80gsm *10 sheets/pack	74	
	Fund Source:		
	LSD - PD 1435 - 71		
	SCMD - MANILA BAY - 3		
79	DOUBLE SIDED TAPE	60	
	*White *24mmx10m *3m		
	Fund Source:		
	BGA - REGULAR - 10		
	LSD - NSHP - 50		
80	DUCT TAPE, 2in x 10m	5	
	Fund Source: BGA - REGULAR		
81	PACKAGING TAPE (Packing Tape)	100	
	*48mm / 2 Inches width *Size: 2x50meters		
	Fund Source: BGA - REGULAR		

82	MASKING TAPE *At least 15 meters, 3/4 inches	20	
	*At least 15 meters, 1½ inches	20	
	Fund Source: HILLPEZ - NSHP		
	*24mm Length: 50 meters minimum	60	
	Fund Source:		
	LSD - NSHP - 50		
	LSD - PD 1435 - 10		
	*48mm Length: 50 meters minimum	10	
	Fund Source: LSD - PD 1435		
83	TAPE *Transparent *24mm *Length: 50 meters minimum	260	
	Fund Source:		
	LSD - PD 1435 - 20		
	LSD - NSHP - 100		
	PMS - REGULAR - 140		
	*Transparent *48mm *Length: 50 meters minimum	120	
	Fund Source:		
	LSD - PD 1435 - 20		
	LSD - NSHP - 100		
84	HANDHELD PACKAGING TAPE DISPENSER, 48mm	1	
	Fund Source: LIBRARY - REGULAR		
85	THERMAL PAPER *Shape: Continuous *Roll width including waste: 61 *Label width: 55mm *Length: 25meters *Paper Type: Sticker *Barcode Printer (Brother TD2130N)	200	
	Fund Source: LSD - NSHP		
86	METAL TRAY DESK ORGANIZER *Heavy duty *Three layer *Color Black *Size 30x25x38cm	5	
	Fund Source: DO - REGULAR		
87	CLEVER SPACES STAIR CLIMBER FOLDABLE TROLLEY CART WITH LID Specifications: *Color: Black *Vol. capacity: 65L *Carrying weight capacity: 77lbs (35kg) *Folded dimension: 19.68 in x 2.75 in x 14.17 in *Open cart dimension: 14.17 in x 19.68 in x 15.75 in	5	
	Fund Source:		
	INFO - REGULAR - 2		
	DO - REGULAR - 3		
88	A4 SIZE VELLUM BOARD PAPER *200 gsm *30pcs/pack *White	10	
	Fund Source: LIBRARY - REGULAR		
	*220gsm *10sheets/pack *Inkjet friendly		

	*White	10	
	Fund Source: HILLPEZ - NSHP		
	*Pale cream	100	
	Fund Source: SCMD - MANILA BAY		
89	YMCKO Ribbon for Hiti CS-200e , 400 image rolls	2	
	Fund Source: PERSONNEL - REGULAR		
	Compliance with Section VI. Schedule of Requirement		

Item No.	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	TRAINING KITS inclusive of the following: * 1 pc - plastic envelope with holder and zipper (long) * 1 pc - Seminar ID badge with lace (11 cm x 9.5cm) * 1 pc - Ballpen (black, 0.5mm, retractable) * 1 pc - Alcohol (ethyl, 70% solution) 60ml * 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)	3120	set	200.00	624,000.00
	Fund Source:				
	WRMD - INS VARIOUS - 705				
	WRMD - ESETS RICE - 2415				
2	TRAINING KITS inclusive of the following: * 1 pc - Seminar ID badge with lace (11 cm x 9.5cm) * 1 pc - Ballpen (black, 0.5mm, retractable) * 1 pc - Alcohol (ethyl, 70% solution) 60ml * 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)	1430	set	95.00	135,850.00
	Fund Source: WRMD - ESETS RICE				
3	RETRACTABLE GEL INK BALLPOINT PEN *Ballpoint Pen 0.5mm *Patented U-spring technology *12pcs/box		box		
	*Color : Black	90		300.00	27,000.00
	Fund Source:				
	SCMD - MANILA BAY - 10				
	RECORDS - REGULAR - 6				
	PERSONNEL - REGULAR - 4				
	PMS - REGULAR - 70				
	*Color : Blue	1		300.00	300.00
	Fund Source: RECORDS - REGULAR				
4	BALLPEN *Ballpoint Pen 0.5mm *Color: Black *25 pcs/box	200	box	180.00	36,000.00
	Fund Source: CPIT - PAEF RICE				
5	CLIP *Backfold *Black *All metal *Clamping *12 pcs per box		box		
	*19mm	50		20.00	1,000.00
	*25mm	50		25.00	1,250.00
	*32mm	50		35.00	1,750.00
	Fund Source: LSD - NSHP				

6	A3 SIZE BOND PAPER *High Speed Premium Copy Paper, 500 sheets per ream, 70 gsm	2	ream	550.00	1,100.00
	Fund Source: HILLPEZ - NSHP				
	*Multi-purpose, 500 sheets per ream, 80 gsm	10		600.00	6,000.00
	Fund Source: PERSONNEL - REGULAR				
7	A4 SIZE BOND PAPER *Multi-purpose, 500 sheets per ream, 70 gsm	33	ream	240.00	7,920.00
	Fund Source:				
	HIGHPEZ - REGULAR - 13				
	PERSONNEL - REGULAR - 20				
	*Multi-copy, 500 sheets per ream, 80 gsm	1593		270.00	430,110.00
	Fund Source:				
	PMS - REGULAR - 77				
	HILLPEZ - NSHP - 133				
	GSITD - NSHP - 52				
	CPIT - STO-FPMA-HVCDP - 88				
	CPIT - STO-FPMA-OAP - 222				
	CPIT - PAEF RICE - 888				
	CPIT - PAEF CORN - 133				
	*Multi-copy, 500 sheets per ream, 90 gsm	40		300.00	12,000.00
	Fund Source: SSD - REGULAR				
8	LEGAL SIZE BOND PAPER *Multi-purpose, 500 sheets per ream, 70 gsm	26	ream	260.00	6,760.00
	Fund Source:				
	HIGHPEZ - REGULAR - 6				
	PERSONNEL - REGULAR - 20				
	*Multi-copy, 500 sheets per ream, 80 gsm	1445		290.00	419,050.00
	Fund Source:				
	PMS - REGULAR - 78				
	GSITD - NSHP - 24				
	CPIT - STO-FPMA-HVCDP - 89				
	CPIT - STO-FPMA-OAP - 224				
	CPIT - PAEF RICE - 896				
	CPIT - PAEF CORN - 134				
	*Multi-copy, 500 sheets per ream, 90 gsm	35		320.00	11,200.00
	Fund Source: SSD - REGULAR				
9	A4 SIZE CERTIFICATE HOLDER *8.27in x 11.69in *Super clear transparency *With flap to prevent certificates from falling off *With 2 hangers for portrait and landscape orientations	7400	pc	45.00	333,000.00
	Fund Source:				
	CPIT - STO-FPMA-HVCDP - 200				
	CPIT - STO-FPMA-OAP - 500				
	CPIT - ESETS OAP - 500				
	CPIT - PAEF RICE - 6000				
	CPIT - PAEF CORN - 200				
	*Blue	690		45.00	31,050.00
	Fund Source:				
	LSD - PD 1435 - 670				
	SCMD - REGULAR - 20				
	*Navy Blue	10		45.00	450.00
	Fund Source: SCMD - MANILA BAY				

	*Assorted colors				
	Fund Source:	4030		45.00	181,350.00
	WRMD - ESETS RICE - 3385				
	WRMD - INS VARIOUS - 575				
	PERSONNEL - REGULAR - 70				
10	A4 SIZE CERTIFICATE FRAME, Dark Green	10	pc	150.00	1,500.00
	Fund Source: SCMD - MANILA BAY				
11	CLIPBOARD *Dimension: 9in x 1in x 13.5in *Material: Plastic *Color: Black, Blue	200	pc	90.00	18,000.00
	Fund Source: CPIT - PAEF RICE				
12	COLORED PAPER *A4 Size *Assorted colors *10sheets/pack	10	pack	150.00	1,500.00
	Fund Source: SCMD - REGULAR				
13	COMPUTER CONTINUOUS FORMS *1 ply *13" x 9-1/2" *plain *GSP bond *70 gsm	4	box	3,000.00	12,000.00
	Fund Source: PERSONNEL - REGULAR				
14	CORRUGATED BOX *60x36x32cm *Single Wall *2-3mm thickness	460	pc	80.00	36,800.00
	Fund Source:				
	CPIT - STO-FPMA-OAP - 200				
	CPIT - ESETS OAP - 200				
	CPIT - STO-FPMA-HVCDP - 30				
	CPIT - PAEF CORN - 30				
15	CUTTING MAT, 18"x24"	2	pc	600.00	1,200.00
	Fund Source: LIBRARY - REGULAR				
16	DISH RACK PURE STAINLESS CABINET STYLE *Size: Length = 18" Width = 12" Height = 34" *Color: Pure stainless *3 layers	1	pc	7,000.00	7,000.00
	Fund Source: DO - REGULAR				
17	DOUBLE LOOP RING WIRE BINDING SPOOL *Binding Capacity: 9.5mm *Wire Thickness: 0.90mm (at least) *Diameter: 7/16" *Length: 32,000 Loops	1	roll	10,500.00	10,500.00
	Fund Source: PMS - REGULAR				
18	A4 SIZE EXPANDING PLASTIC ENVELOPE *Clear	20	pc	100.00	2,000.00
	Fund Source: HILLPEZ - NSHP				

19	LEGAL EXPANDING PLASTIC ENVELOPE *With handle and durable pushlock		pc		
	*Clear	130		130.00	16,900.00
	Fund Source:				
	SCMD - STO-ROADMAP - 50				
	SCMD - MANILA BAY - 50				
	HILLPEZ - NSHP - 30				
	*Assorted colors	20		130.00	2,600.00
	Fund Source: RECORDS - REGULAR				
	*Without handle and durable pushlock	30		100.00	3,000.00
	*Clear				
	Fund Source: RECORDS - REGULAR				
20	LONG ENVELOPE EXPANDING KRAFT *Expanded Envelope with garterize *Color: Kraft / Brown *100 pcs/box	81	box	1,800.00	145,800.00
	Fund Source:				
	CPIT - STO-FPMA-HVCDP - 1				
	CPIT - STO-FPMA-OAP - 50				
	CPIT - ESETS OAP - 20				
	CPIT - PAEF CORN - 2				
	LSD - PD 1435 - 8				
21	EXTENSION CORD		pc		
	*3-Gang, with 3 USB Outlet	1		1,000.00	1,000.00
	Fund Source: RECORDS - REGULAR				
	*6-Gang, with switch per gang, heavy duty, 10 meters	10		1,025.00	10,250.00
	Fund Source:				
	PMS - REGULAR - 5				
	RECORDS - REGULAR - 2				
	PERSONNEL - REGULAR - 3				
22	METAL PAPER FASTENER *Metal, non corroding *Thickness: Base with prongs and Compressor: 0.30mm (min.) *Able to hold 25 mm thick of Multipurpose Paper *70mm between prongs *50 sets/box	115	box	100.00	11,500.00
	Fund Source:				
	LSD - PD 1435 - 5				
	LSD - NSHP - 20				
	CPIT - ESETS OAP - 15				
	CPIT - PAEF RICE - 75				
23	FILE STORAGE BOX *Atleast 11 x 15 5/8 x 11 inch *Material: Thick Chip Board *with Lid *with plastic pocket for label		pc		
	*Black	118		500.00	59,000.00
	Fund Source:				
	PMS - REGULAR - 10				
	GSITD - NSHP - 25				
	INFO- REGULAR - 5				
	CPIT - STO-FPMA-OAP - 23				
	CPIT - ESETS OAP - 25				
	CPIT - PAEF RICE - 30				
	*Blue	6		500.00	3,000.00
	Fund Source: SCMD - ROADMAP				

24	LEGAL HARD COVER ARCHFILE FOLDER Specification: *Product details of Lever Arch File Folder 2 and 3" With Ring Binder And Metal Long Size *Material: Hard Cardboard *Size: width 28cm Lenght 35cm Height 5cm *Suitable for: Legal Size / 2 inches *Store paperwork, documents or school work in this lever arch folder. *This folder operates by a lever arch mechanism with paper clamp for extra capacity *Easy removal of papers	10	pc	250.00	2,500.00
	Fund Source:				
	BGA - REGULAR - 5				
	INFO - REGULAR - 5				
25	DATA FOLDER WITH TAGLIA LOCK *Size: 3x9x15.5 inches (at least) *Color: black or blue *Legal	25	pc	300.00	7,500.00
	Fund Source: GSITD - NSHP				
26	LEGAL DATA FILE FOLDER *Blue *Portrait or vertical	20	pc	200.00	4,000.00
	Fund Source: PERSONNEL - REGULAR				
27	LEVER ARCHFILE HORIZONTAL *Dimension: (3x9.5x16in)	200	pc	150.00	30,000.00
	Fund Source: CPIT - STO-FPMA-HVCDP				
28	A4 FOLDER *White *8.3x11.7 *100pcs/pack	2	pack	600.00	1,200.00
	Fund Source: LSD - NSHP				
29	LEGAL FOLDER *White *8.5x13 *100pcs/pack	8	pack	670.00	5,360.00
	Fund Source:				
	PERSONNEL - REGULAR - 6				
	LSD - NSHP - 2				
30	FILE TAB DIVIDER *5 colored file divider *Assorted colors per pack		pack		
	*Legal Size	275		50.00	13,750.00
	Fund Source:				
	PMS - REGULAR - 250				
	GSITD - REGULAR - 25				
	*A4 Size	55		45.00	2,475.00
	Fund Source:				
	PERSONNEL - REGULAR - 30				
	GSITD - REGULAR - 25				
31	FOLDER L TYPE *Plastic Clear Transparent Folder *12pcs per pack		pack		
	*Legal Size	253		140.00	35,420.00

	Fund Source:				
	CPIT - STO-FPMA-OAP - 178				
	CPIT - ESETS OAP - 35				
	PMS - REGULAR - 40				
	*A4 Size	40		130.00	5,200.00
	Fund Source: PMS - REGULAR				
32	GLUE , all-purpose, 200gms, with applicator, non-toxic	2	jar	78.00	156.00
	Fund Source: LSD - PD 1435				
33	GLUE STICK , 22grams	10	pc	70.00	700.00
	Fund Source: LIBRARY - REGULAR				
34	ID HOLDER *with Lace *horizontal *10pcs/pack *transparent with zip lock *Size: A7 (105x74mm)	777	pack	35.00	27,195.00
	Fund Source:				
	LSD - PD 1435 - 320				
	SCMD - REGULAR - 100				
	PMS - REGULAR - 357				
35	ID LACE for Office *12pcs/bundle		bundle		
	*Black	10		65.00	650.00
	*Blue	10		65.00	650.00
	Fund Source: HILLPEZ - NSHP				
36	ID CASE *B4 Size *Vertical *Plastic *20pcs/pack *Clear *Tear resistance and flexible	20	pack	200.00	4,000.00
	Fund Source: PERSONNEL - REGULAR				
37	ID CARD CASE HOLDER *With lace *50 pcs/box	100	box	700.00	70,000.00
	Fund Source: CPIT - PAEF RICE				
38	ID HOLDER *Plastic *Transparent *With zip lock *Horizontal *HL-108HV 85 x 100 mm *100 pcs/pack	3	pack	300.00	900.00
	Fund Source: HILLPEZ - NSHP				
39	LONG LAMINATING FILM , 250 mic, 22 2mmx335 mm, 100sheets/box	2	box	1,500.00	3,000.00
40	A4 LAMINATING FILM , 250 mic, 216 mm x 303 mm, 100 sheets/box	3	box	1,200.00	3,600.00
41	LAMINATING FILM/POUCHES PRE CUT SIZE *250 Micron thickness (Ideal for ID) *100 pcs/box (80 mm x 110 mm)	30	box	300.00	9,000.00
42	LAMINATING FILM/POUCHES , 250 mic, 70 mmx100 mm, for ID, 100pcs/box	10	box	200.00	2,000.00
	Fund Source: HILLPEZ - NSHP				

43	LEGAL MAGAZINE BOX HORIZONTAL *With closed ends *Outside Dimension: *Width: 125mm (min) *Height: 230mm (min) *Length: 400mm (min) *Material: *Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Coated paper for inside cover	30	pc	120.00	3,600.00
	Fund Source: CPIT - ESETS OAP				
44	FILE FRAME/ FILE BAR/ MAGAZINE RACK *Wire Mesh *3 -Tier *At least 31.3 cm x 29.3 cm x 24 cm	6	pc	550.00	3,300.00
	Fund Source: HILLPEZ - NSHP				
45	MANILA PAPER *Yellow *48 pcs/roll *36"x48" inches	5	roll	350.00	1,750.00
	Fund Source: WRMD-ESETS RICE				
46	PERMANENT MARKER *Tip: Felt, bullet type *Point: Medium *Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure tat will easy cap and uncap *12 pcs/box		box		
	*Ink Color: Green	20		400.00	8,000.00
	Fund Source: CPIT - ESETS OAP				
	*Ink Color: Black	12		400.00	4,800.00
	*Ink Color: Blue	8		400.00	3,200.00
	*Ink Color: Red	4		400.00	1,600.00
	Fund Source: LSD - NSHP				
47	MOROCCO PAPER BINDING COVER *Long/Legal *230gsm *Color: White *100sheets per pack	50	pack	350.00	17,500.00
	Fund Source: PMS-REGULAR				
48	POST IT NOTE (3x3in) *Color: Pastel Colors (100 sheets/pad) *Sticky Note Pad 3inches x 3inches		pad		
	*76mm x 76mm	280		75.00	21,000.00
	Fund Source:				
	CPIT - ESETS OAP - 133				
	CPIT - STO-FPMA-HVCDP - 40				
	CPIT - PAEF CORN - 67				
	LSD - NSHP - 40				
	*76mm x 100mm	50		100.00	5,000.00
	Fund Source: LSD - NSHP				
49	POST IT PAGE MARKERS *Attr: Page Marker *Color: Pastel Colors *Size:1/2X2" *Packaging Size: 500 markers per pack	150	pack	350.00	52,500.00
	Fund Source:				

	CPIT - ESETS OAP - 100				
	CPIT - PAEF CORN - 50				
50	PAGE MARKER *5 colors, 100 flags, 11x43mm Fund Source: SCMD - REGULAR	10	pack	330.00	3,300.00
	*Sign Here Flag 25, 4mm x 43.2mm Fund Source: BGA - REGULAR	10		140.00	1,400.00
	*Sign Here, Yellow, 50x2 sheets Fund Source: SCMD - REGULAR	10		295.00	2,950.00
51	COLUMNAR NOTEBOOK, 4 columns Fund Source: LSD-NSHP	150	pc	80.00	12,000.00
52	CUSTOMIZED NOTEBOOK *Soft bind notebook *No. of leaves: 40 leaves minimum *Notebook Cover: Cardboard (Glossy; color white with design and BSWM logo) *Notebook paper quality: 70 gsm *Dimension: 148mm x 200mm *coordinate with end user for more details Fund Source: WRMD - INS VARIOUS - 705 WRMD - ESETS RICE - 3845	4550	pc	70.00	318,500.00
53	NOTEBOOK *10 pcs/ream *Type: Spiral *Leaves: at least 80 leaves Fund Source: CPIT - PAEF RICE	400	ream	270.00	108,000.00
54	PAPER CLIP *Nickel Paper Clip (Regular) *Material: Steel *Color: Silver *Size: Length 29mm Fund Source: CPIT - ESETS OAP	30	box	15.00	450.00
55	PAPER CLIP, Vinyl/plastic coated *50mm (Jumbo) Fund Source: LSD - PD 1435 - 5 LSD - NSHP - 5 *33mm Fund Source: LSD - PD 1435 - 10 LSD - NSHP - 10	10 20	box	30.00 15.00	300.00 300.00
56	PAPER CUTTER, A3 Size, Heavy Duty Metal Fund Source: LIBRARY-REGULAR	1	pc	950.00	950.00
57	PARCHMENT PAPER *Size: A4 (8.27in x 11.69in) *100pcs per pack Fund Source: CPIT-ESETS OAP - 50 CPIT-STO-FPMA-HVCDP - 2 CPIT-PAEF CORN - 3 CPIT-PAEF RICE - 60 SCMD - MANILA BAY - 2 LSD - PD 1435 - 4	121	box	470.00	56,870.00

58	ULTRA FINE NEEDLE POINT PEN, 0.38mm		pc		
	*Black	50		50.00	2,500.00
	*Blue	50		50.00	2,500.00
	Fund Source: LSD-NSHP				
59	PHOTOPAPER		pack		
	*Matte/ Satin *240gsm *10 sheets/pack	2		320.00	640.00
	Fund Source: SCMD - REGULAR				
	*Matte *200gsm *20 sheets/pack	10		180.00	1,800.00
	Fund Source: SCMD - MANILA BAY				
60	SOLID HEADED STEEL PIN, *26mm *20 pad/box *60 pcs pin/pad *Rust Resistant	10	box	200.00	2,000.00
	Fund Source: WRMD-ESETS RICE				
61	PLASTIC COVER, 0.40mm, 3yards/rolled	5	roll	480.00	2,400.00
	Fund Source: LIBRARY-REGULAR				
62	PLASTIC DRINKING STRAW *100 gsm *10 inches *100 pcs/pack *Color: Red	25	pack	40.00	1,000.00
	Fund Source: WRMD - ESETS RICE				
63	PLOTTER PAPER *Width: 36 inches *Length: at least 45 meters *Quality: at least 80 gsm	35	unit	4,500.00	157,500.00
	Fund Source: GSITD - NSHP				
64	HEAVY DUTY PUNCHER (2 Hole) *Punching Capacity: 30 sheets of 70gsm Multipurpose Paper *Diameter of Hole: 7mm (approx) *Distance between two holes: 70mm (±0.5mm) center-to-center *Punching Depth: 12mm (±1mm)	35	pc	230.00	8,050.00
	Fund Source:				
	CPIT - ESETS OAP - 15				
	CPIT - PAEF RICE - 20				
65	REVOLVING PUNCH PLIER *Hole sizes: 2.5 mm, 3 mm, 3.5 mm, 4 mm, 4.5 mm, and 5 mm	5	pc	200.00	1,000.00
	Fund Source: HILLPEZ - NSHP				
66	PUSH PINS *100pcs/pack *Size: 23mm *Material: Steel Pin *Color: Assorted	20	pack	100.00	2,000.00
	Fund Source: CPIT - PAEF RICE				
67	PRINTABLE PVC PRE-CUT CARDS *For Direct ID Printing *250pcs/box *0.76mm	3	box	1,800.00	5,400.00

	Fund Source: PERSONNEL-REGULAR				
68	RECORD BOOK *Size: 214mm x 278mm min *250 pages	25	pc	80.00	2,000.00
	Fund Source: LSD-NSHP - 25				
69	OFFICE SCISSORS *Heavy duty *Symmetrical blade *Overall Length: 160mm (min) *Length of the cutting blade: 1.70mm (min) *Thickness of the cutting blade: 1.70mm (min) *Length of Metal Handle (measure from the center of the binding rivet screw to the tip of the metal handle: 35mm (min)	67	pc	70.00	4,690.00
	Fund Source:				
	CPIT - ESETS OAP - 21				
	CPIT - PAEF CORN - 21				
	LSD - NSHP - 25				
70	SIGN PEN *Type: Liquid or gel *Tip: 0.5mm, needle type *With non slip rubber grip *With metal clip *One (1) piece barrel (non-refillable) *Writing Length: One (1) km (min) *12pcs per box		box		
	*Ink color: Black	318		300.00	95,400.00
	Fund Source:				
	LSD - PD 1435 - 80				
	LSD - NSHP - 17				
	CPIT - STO-FPMA-HVCDP - 6				
	CPIT - ESETS OAP - 50				
	CPIT - PAEF RICE - 150				
	CPIT - PAEF CORN - 15				
	*Ink color: Blue	92		300.00	27,600.00
	Fund Source:				
	LSD - PD 1435 - 80				
	LSD - NSHP - 12				
	*Ink color: Red	10		300.00	3,000.00
	Fund Source: LSD - PD 1435				
	*Ink color: Green	20		300.00	6,000.00
	Fund Source: CPIT - ESETS OAP				
71	A4 SIZE CERTIFICATE PAPER LAID SPECIALTY PAPER *200gsm thick board *100 sheets per ream *pale cream	20	ream	330.00	6,600.00
	Fund Source: PMS - REGULAR				
72	A4 SIZE SPECIALTY PAPER *Cream *100pcs/pack *180gsm	29	pack	400.00	11,600.00
	Fund Source:				
	WRMD - INS VARIOUS - 5				
	WRMD - ESETS RICE - 24				
	*White *160gsm *10sheets/pack	10		40.00	400.00

	Fund Source: SCMD - REGULAR				
	*Board *White/cream *90gsm *500pcs/ream	1		2,800.00	2,800.00
	Fund Source: PERSONNEL - REGULAR				
73	CUSTOMIZED RUBBER STAMP *Basic text *3inches *4 Lines *Wood Handle *Coordinate with end-user for more details	3	pc	400.00	1,200.00
	Fund Source: LIBRARY - REGULAR				
74	SELF-INKING STAMP *Personalized w/ Name and Designation of the following persons - S-825 (25 x 70 mm) for Signing and Receiving of Documents *Name - Font size 12 *Designation - Font size 10 *Font style: Cambria 1. Joven P. Espineli - (Agricultural Center Chief IV) - 2 pc 2. Leolito D. Siase - (Supervising Science Research Specialist) - 2 pc 3. Roosbelt P. Creencia - (Senior Science Research Specialist) - 2 pc 4. Melody M. Orogo - (Senior Agriculturist) - 2 pc *Coordinate with end-user for more details	8	pc	450.00	3,600.00
	*With Received and NSWRRDC HILLPEZ - S-825 (25 x 70 mm) for Receiving of Documents *Font style: Cambria 1. Received - Font size 14 2. NSWRRDC HILLPEZ - Font size 12 *Coordinate with end-user for more details	2		450.00	900.00
	Fund Source: HILLPEZ - NSHP				
	*S-842 *1 line *Coordinate with end-user for content	2		650.00	1,300.00
	*S-842 *2 lines *Coordinate with end-user for content	3		700.00	2,100.00
	Fund Source: PERSONNEL - REGULAR				
	*4813	6		600.00	3,600.00
	*4911	4		1,300.00	5,200.00
	*4929	2		2,000.00	4,000.00
	Fund Source: RECORDS - REGULAR				
75	STAMP PAD *for S-842 *for S-843	10 5	pc	300.00 300.00	3,000.00 1,500.00
	Fund Source: PERSONNEL - REGULAR				
76	STAMP PAD INK, 20 ml, Black Fund Source: CPIT-STO-FPMA-HVCDP	10	pc	100.00	1,000.00
77	STAPLE REMOVER, Metal Fund Source: RECORDS-REGULAR	6	pc	100.00	600.00

78	A4 SIZE STICKER PAPER		pack		
	*Matte *White *10 sheets/pack	20		60.00	1,200.00
	Fund Source:				
	SCMD - REGULAR - 10				
	LIBRARY - REGULAR - 10				
	*Satin *White *80gsm *10 sheets/pack	74		100.00	7,400.00
	Fund Source:				
	LSD - PD 1435 - 71				
	SCMD - MANILA BAY - 3				
79	DOUBLE SIDED TAPE	60	pc	130.00	7,800.00
	*White *24mmx10m *3m				
	Fund Source:				
	BGA - REGULAR - 10				
	LSD - NSHP - 50				
80	DUCT TAPE, 2in x 10m	5	pc	300.00	1,500.00
	Fund Source: BGA - REGULAR				
81	PACKAGING TAPE (Packing Tape)	100	pc	100.00	10,000.00
	*48mm / 2 Inches width *Size: 2x50meters				
	Fund Source: BGA - REGULAR				
82	MASKING TAPE	20	roll	30.00	600.00
	*At least 15 meters, 3/4 inches				
	*At least 15 meters, 1½ inches	20		45.00	900.00
	Fund Source: HILLPEZ - NSHP				
	*24mm Length: 50 meters minimun	60		70.00	4,200.00
	Fund Source:				
	LSD - NSHP - 50				
	LSD - PD 1435 - 10				
	*48mm Length: 50 meters minimun	10		135.00	1,350.00
	Fund Source: LSD - PD 1435				
83	TAPE	260	roll	15.00	3,900.00
	*Transparent *24mm *Length: 50 meters minimun				
	Fund Source:				
	LSD - PD 1435 - 20				
	LSD - NSHP - 100				
	PMS - REGULAR - 140				
	*Transparent *48mm *Length: 50 meters minimun	120		25.00	3,000.00
	Fund Source:				
	LSD - PD 1435 - 20				
	LSD - NSHP - 100				
84	HANDHELD PACKAGING TAPE DISPENSER, 48mm	1	pc	150.00	150.00
	Fund Source: LIBRARY - REGULAR				
85	THERMAL PAPER	200	set	2,100.00	420,000.00
	*Shape: Continuous *Roll width including waste: 61 *Label width: 55mm				

	*Length: 25meters *Paper Type: Sticker *Barcode Printer (Brother TD2130N)				
	Fund Source: LSD - NSHP				
86	METAL TRAY DESK ORGANIZER *Heavy duty *Three layer *Color Black *Size 30x25x38cm	5	pc	1,100.00	5,500.00
	Fund Source: DO - REGULAR				
87	CLEVER SPACES STAIR CLIMBER FOLDABLE TROLLEY CART WITH LID Specifications: *Color: Black *Vol. capacity: 65L *Carrying weight capacity: 77lbs (35kg) *Folded dimension: 19.68 in x 2.75 in x 14.17 in *Open cart dimension: 14.17 in x 19.68 in x 15.75 in	5	pc	2,300.00	11,500.00
	Fund Source:				
	<i>INFO - REGULAR - 2</i>				
	<i>DO - REGULAR - 3</i>				
88	A4 SIZE VELLUM BOARD PAPER *200 gsm *30pcs/pack *White	10	pack	175.00	1,750.00
	Fund Source: LIBRARY - REGULAR				
	*220gsm *10sheets/pack *Inkjet friendly				
	*White	10		60.00	600.00
	Fund Source: HILLPEZ - NSHP				
	*Pale cream	100		60.00	6,000.00
	Fund Source: SCMD - MANILA BAY				
89	YMCKO Ribbon for Hiti CS-200e, 400 image rolls	2	box	9,000.00	18,000.00
	Fund Source: PERSONNEL - REGULAR				
	TOTAL:				<u>4,347,446.00</u>

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:

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

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	
<i>Class “A” Documents</i>	
<u>Legal Documents</u>	
	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
	(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
	(c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
	(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
	(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
	(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
<u>Financial Documents</u>	
	(g) 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.
<i>Class “B” Documents</i>	

	<p>(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p> <p><u>or</u></p> <p>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.</p>
<p><i><u>Other documentary requirements under RA No. 9184 (as applicable)</u></i></p>	
	<p>(i) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.</p>
	<p>(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>

FINANCIAL COMPONENT ENVELOPE

	(a) Original of duly signed and accomplished Financial Bid Form; <u>and</u>
	(b) Original of duly signed and accomplished Price Schedule(s).



Annex A: Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of Bid Security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. **I/We shall furnish the required performance security within ten (10) calendar days in/ Case of receipt of Notice of Award (pursuant to GPPB Circular No. 04-2020 and GPPB Resolution No. 16-2020).**
3. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
4. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

[shall be submitted with the Bid if bidder is offering goods from Abroad]

Name of Bidder _____ Project ID No. _____ Page ____ of ____

[illegible]

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

SAMPLE FORMS

Statement of all Ongoing Government & Private Contracts Including Contracts Awarded but not yet Started

Business Name: _____

Business Address: _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Submitted by: _____

(Printed Name and Signature)

Designation: _____

Date: _____

Statement of Completed Similar Contracts

Business Name:

Business Address:

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	Value of Works
			Description	%		
Note: The following documents shall be presented for verification of the above statement during Post-Qualification:					Total	

1 Notice of Award OR Notice to Proceed issued by the End user OR its equivalent;

2 Copy of actual contract OR its equivalent; and

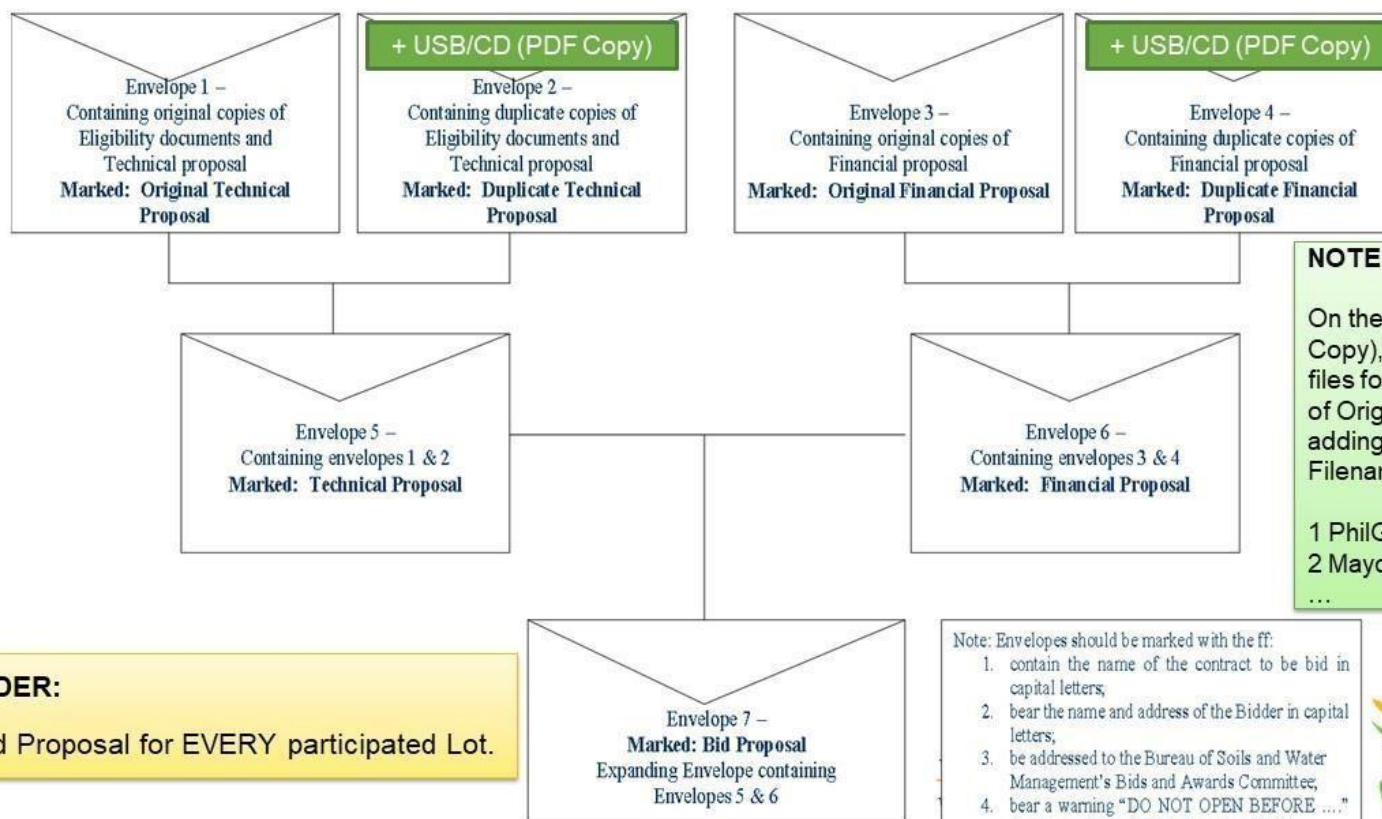
3 Certificate of Completion OR End-user's Acceptance OR Proof of payment

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

Sealing and Marking of Bid:



NOTE:

On the USB/CD (PDF Copy), Please arrange files following sequence of Original Copy by adding number on the Filename.

1 PhilGEPS
2 Mayors Permit
...

REMINDER:

One Bid Proposal for EVERY participated Lot.

Note: Envelopes should be marked with the ff:

1. contain the name of the contract to be bid in capital letters;
2. bear the name and address of the Bidder in capital letters;
3. be addressed to the Bureau of Soils and Water Management's Bids and Awards Committee;
4. bear a warning "DO NOT OPEN BEFORE" the date and time for the Opening of Bids.



