

100-23-06-1271

**INVITATION TO BID FOR OFFICE
SUPPLIES**

**LOCAL GOVERNMENT UNIT
CITY GOVERNMENT OF LEGAZPI**

November 7, 2023

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 – Bangko Sentral 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
CITY GOVERNMENT OF LEGAZPI
BIDS AND AWARDS COMMITTEE
Legazpi City
secgso@gmail.com

INVITATION TO BID FOR OFFICE SUPPLIES

1. The **CITY GOVERNMENT OF LEGAZPI**, through the **GENERAL FUND CY2023** intends to apply the sum of **Three Million Seventy-Four Thousand Nine Hundred Seventeen Pesos Only (P3,074,917.00)** being the ABC to payments under the contract for **OFFICE SUPPLIES** for 3rd & 4th quarter stocks CY2023. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CITY GOVERNMENT OF LEGAZPI** now invites bids for the above Procurement Project. **Goods** is to be delivered within fifteen (15) calendar days upon receipt of Notice to Proceed. Bidder should have completed, **within ten (10) 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.
 - a. *[Select this paragraph if conditions (a), (c), and (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]* Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **CITY GOVERNMENT OF LEGAZPI** and inspect the Bidding Documents at the address given below during **08:00AM-05:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 17, 2023 to November 7, 2023** from the given address *and upon payment of the applicable fee for the Bidding Documents, in the amount of Five Thousand Pesos Only (P5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.

6. The **CITY GOVERNMENT OF LEGAZPI** will hold a Pre-Bid Conference at **2:30 in the afternoon on October 25, 2023 at the Internal Audit Office, City Hall Compound, Legazpi City.**
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **12:00 noon November 7, 2023.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **2:00 o'clock in the afternoon, November 7, 2023 at Internal Audit Office, Conference Room, City Hall Compound, Legazpi City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *[Insert such other necessary information deemed relevant by the Procuring Entity such as the use of a back-up data or cloud storage for large files uploaded for online bid submissions]*
11. The **CITY GOVERNMENT OF LEGAZPI** 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:

Ms. KRISTINE MENESES- TORRES
Head, Bids and Awards Committee Secretariat
General Services Office, City Hall Compound, Legazpi City
secgso@gmail.com
13. You may visit the following websites: <https://www.philgeps.gov.ph>
<https://legazpi.gov.ph>

Signed
Atty. MARIETTA BELGICA- CLEDERA
Bids and Awards Committee Chairman

October 17, 2023

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 **CITY GOVERNMENT OF LEGAZPI** wishes to receive Bids for the *OFFICE SUPPLIES*, with identification number 100-23-06-1271.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as (“*OFFICE SUPPLIES*”)) is composed of **ITEMS No.: 1-279** 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 *CY2023* in the amount of **THREE MILLION SEVENTYFOUR THOUSAND NINE HUNDRED SEVENTEEN PESOS ONLY (P3,074,917.00)**

2.2. The source of funding is:

a. **LGUs, the proposed Local Expenditure Program.**

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:

[Select one, delete the other/s]

- 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: *[Select either failure or monopoly of bidding based on market research conducted]*

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC 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:

- a. 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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} 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 *[state relevant period as provided in paragraph 2 of the IB]* 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 e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

- 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:

[Select one, delete the other/s]

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 *[indicate date]*. 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 original copy and two photocopies** of the first and second components of its Bid.

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.

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 or through online submission 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.

- 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 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 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items, which shall be awarded as separate contracts per item.

- 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:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. OFFICE SUPPLIES</p> <p style="margin-left: 40px;">b. completed within 10 years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</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> <p style="margin-left: 40px;">a. The amount of not less than P61,498.34 bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than P153,745.85 if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<ul style="list-style-type: none"> • Official Receipt (photocopy) for the purchase of tender documents
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**.

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

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “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>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <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; 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; 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

- 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. *[Specify additional incidental service requirements, as needed.]*

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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- 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:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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 Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

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 No.	Unit	Item Description	Qty.	Estimated Unit Cost	Estimated Cost	DELIVERY SCHEDULE
1	can	AIR FRESHENER, aerosol type	66	380.00	25,080.00	15 CD
2	gallon	Alcohol, Ethyl 70%, gallon	113	850.00	96,050.00	15 CD
3	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml	353	130.00	45,890.00	15 CD
4	bottle	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	87	130.00	11,310.00	15 CD
5	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	181	850.00	153,850.00	15 CD
6	box	BALLPEN (BLACK)	253	120.00	30,360.00	15 CD
7	piece	BALLPEN (BLACK)	963	10.00	9,630.00	15 CD
8	box	BALLPEN (BLUE)	100	120.00	12,000.00	15 CD
9	piece	BALLPEN (BLUE)	126	10.00	1,260.00	15 CD
10	box	BALLPEN (GREEN)	11	120.00	1,320.00	15 CD
11	piece	BALLPEN (GREEN)	52	10.00	520.00	15 CD
12	box	BALLPEN (RED)	15	120.00	1,800.00	15 CD
13	piece	BALLPEN (RED)	13	10.00	130.00	15 CD
14	piece	BALLPEN (FABER CASTEL: BLACK)	100	17.00	1,700.00	15 CD
15	piece	BALLPEN (FABER CASTEL: BLUE)	50	17.00	850.00	15 CD
16	pack	BATTERY, dry Cell, size AA (4's)	139	160.00	22,240.00	15 CD
17	piece	BATTERY, dry Cell, size AA	358	45.00	16,110.00	15 CD
18	pack	BATTERY, dry Cell, size AAA (4's)	236	190.00	44,840.00	15 CD
19	piece	BATTERY, dry Cell, size AAA	116	50.00	5,800.00	15 CD
20	pack	BATTERY, dry Cell, size D (2's)	11	130.00	1,430.00	15 CD
21	box	BINDER CLIP 1"	29	45.00	1,305.00	15 CD
22	box	BINDER CLIP 2"	36	100.00	3,600.00	15 CD
23	piece	BINDING Ream, 1" (Spiral Ring Binder)	5	55.00	275.00	15 CD
24	piece	BINDING Ream, 1/2 (Spiral Ring Binder)	5	35.00	175.00	15 CD
25	piece	BINDING Ream, 2" (Spiral Ring Binder)	5	75.00	375.00	15 CD
26	piece	BLADE, for general purpose cutter / utility knife	11	45.00	495.00	15 CD
27	pack	Board Paper	140	95.00	13,300.00	15 CD
28	piece	BROOM, soft, tambo	94	170.00	15,980.00	15 CD
29	piece	BROOM, stick, ting-ting	34	50.00	1,700.00	15 CD
30	bottle	Brother Ink BT-5000 (CYAN)	11	700.00	7,700.00	15 CD

31	bottle	Brother Ink BT-5000 (MAGENTA)	11	700.00	7,700.00	15 CD
32	bottle	Brother Ink BT-5000 (YELLOW)	11	700.00	7,700.00	15 CD
33	bottle/SET	Brother Ink BT-5000 set (C/M/Y)	1	2,800.00	2,800.00	15 CD
34	bottle	Brother Ink BT-D60 (Black)	25	700.00	17,500.00	15 CD
35	bottle	BROTHER INK LC535XL- C (CYAN)	6	950.00	5,700.00	15 CD
36	bottle	BROTHER INK LC535XL- M (MAGENTA)	3	950.00	2,850.00	15 CD
37	bottle	BROTHER INK LC535XL-Y (YELLOW)	3	950.00	2,850.00	15 CD
38	bottle	BROTHER INK LC539XL-BK (BLACK)	3	950.00	2,850.00	15 CD
39	cart	BROTHER Ink, LC3617BK, black	3	1,200.00	3,600.00	15 CD
40	cart	BROTHER Ink, LC3617C, cyan	3	1,200.00	3,600.00	15 CD
41	cart	BROTHER Ink, LC3617Y, yellow	2	1,200.00	2,400.00	15 CD
42	cart	BROTHER Ink, LC3617M, magenta	2	1,200.00	2,400.00	15 CD
43	piece	Brush	20	80.00	1,600.00	15 CD
44	unit	CALCULATOR, compact	18	750.00	13,500.00	15 CD
45	box	CARBON FILM, legal	8	980.00	7,840.00	15 CD
46	pack	Carbon Paper, Blue 100s	2	980.00	1,960.00	15 CD
47	drum	Chlorine	4	6,500.00	26,000.00	15 CD
48	bottle	CLEANER, toilet and urinal (domex or its equivalent)	42	280.00	11,760.00	15 CD
49	can	CLEANSER, scouring powder	30	90.00	2,700.00	15 CD
50	piece	CLEARBOOK, 20 Transparent pockets, A4	5	85.00	425.00	15 CD
51	piece	CLEARBOOK, 20 Transparent pockets, Legal	18	85.00	1,530.00	15 CD
52	box	CLIP, backfold, 19mm (1/2")	14	45.00	630.00	15 CD
53	box	CLIP, backfold, 25mm (1")	30	65.00	1,950.00	15 CD
54	box	CLIP, backfold, 32mm (1 1/4)	65	70.00	4,550.00	15 CD
55	box	CLIP, backfold, 50mm (2")	58	100.00	5,800.00	15 CD
56	box	Clip, Binder 3/4"	8	50.00	400.00	15 CD
57	box	CLIP, Binder Metal 1"	9	55.00	495.00	15 CD
58	piece	CLIP, Binder Metal 1"	12	5.00	60.00	15 CD
59	box	CLIP, Binder Metal 2"	52	100.00	5,200.00	15 CD
60	piece	CLIP, Binder Metal 2"	11	10.00	110.00	15 CD
61	piece	Columnar Book (24 Columns)	5	120.00	600.00	15 CD
62	bottle	CORRECTION FLUID	1	40.00	40.00	15 CD
63	piece	CORRECTION Pen	15	60.00	900.00	15 CD
64	piece	CORRECTION TAPE (5mm x10m)	492	48.00	23,616.00	15 CD
65	box	CORRECTION TAPE, 8m	2	627.00	1,254.00	15 CD
66	piece	CUTTER, Blade	1	65.00	65.00	15 CD
67	piece	CUTTER/UTILITY KNIFE, for general purpose	40	170.00	6,800.00	15 CD
68	piece	DAILY TIME RECORD (DTR)	650	2.00	1,300.00	15 CD
69	piece	DATA FILE BOX with COVER	13	550.00	7,150.00	15 CD

70	piece	DATA FILE BOX	249	200.00	49,800.00	15 CD
71	piece	DATA FOLDER	15	200.00	3,000.00	15 CD
72	piece	DATING AND STAMPING MACHINE	10	350.00	3,500.00	15 CD
73	piece	DEODORANT CAKE/TOILET DEODORANT	11	95.00	1,045.00	15 CD
74	piece	DETERGENT BAR, 140g	30	45.00	1,350.00	15 CD
75	pack	DETERGENT POWDER, all-purpose, 1kg	59	280.00	16,520.00	15 CD
76	piece	DIPPER	3	65.00	195.00	15 CD
77	bottle	DISHWASHING LIQUID	95	180.00	17,100.00	15 CD
78	piece	DISHWASHING, Liquid - Refill (600ml.)	1	300.00	300.00	15 CD
79	can	DISINFECTANT SPRAY, aerosol type (510grams)	37	700.00	25,900.00	15 CD
80	bottle	DISINFECTANT, Concentrated - Lysol or its Equivalent	3	900.00	2,700.00	15 CD
81	piece	DOORMAT/FLOORMAT, Oval (Rugs)	11	80.00	880.00	15 CD
82	piece	DOORMAT/FLOORMAT, Rectangular (Rugs)	57	80.00	4,560.00	15 CD
83	piece	DOORMAT/FLOORMAT, Rubber	2	300.00	600.00	15 CD
84	pack	Doormats cloth 10's	10	750.00	7,500.00	15 CD
85	roll	DOUBLE SIDED TAPE	2	55.00	110.00	15 CD
86	piece	DUST PAN, non-rigid plastic	11	150.00	1,650.00	15 CD
87	piece	ENVELOPE BROWN SHORT	329	5.00	1,645.00	15 CD
88	box	ENVELOPE, DOCUMENTARY, for legal size document	5	3,000.00	15,000.00	15 CD
89	piece	ENVELOPE, expanded - Long with string	116	30.00	3,480.00	15 CD
90	box	ENVELOPE, expanding, kraft, legal	1	3,000.00	3,000.00	15 CD
91	piece	ENVELOPE, expanding, plastic	19	85.00	1,615.00	15 CD
92	box	ENVELOPE, mailing	10	550.00	5,500.00	15 CD
93	piece	ENVELOPE, Mailing Kraft (Long)	75	2.00	150.00	15 CD
94	piece	ENVELOPE, Plastic - hard, long	28	45.00	1,260.00	15 CD
95	piece	ENVELOPE, Plastic - hard, Short	14	35.00	490.00	15 CD
96	cart	EPSON C13T664100 (T6641), Black	205	500.00	102,500.00	15 CD
97	cart	EPSON C13T664200 (T6642), Cyan	108	500.00	54,000.00	15 CD
98	cart	EPSON C13T664300 (T6643), Magenta	108	500.00	54,000.00	15 CD
99	cart	EPSON C13T664400 (T6644), Yellow	108	500.00	54,000.00	15 CD
100	bottle	EPSON INK (003) (BLACK)	205	500.00	102,500.00	15 CD
101	bottle	EPSON INK (003) (CYAN)	82	500.00	41,000.00	15 CD
102	bottle	EPSON INK (003) (MAGENTA)	82	500.00	41,000.00	15 CD
103	bottle	EPSON INK (003) (YELLOW)	82	500.00	41,000.00	15 CD
104	piece	ERASER, Ruber (Good Quality)	18	35.00	630.00	15 CD
105	piece	EXTENSION WIRE	9	950.00	8,550.00	15 CD
106	piece	EXTERNAL HARD DRIVE, 1 TB	3	6,000.00	18,000.00	15 CD

107	sachet	FABRIC CONDITIONER	20	15.00	300.00	15 CD
108	liter	FABRIC CONDITIONER - 1 liter	51	300.00	15,300.00	15 CD
109	box	FASTENER, plastic	263	50.00	13,150.00	15 CD
110	piece	Field NOTEBOOK	14	150.00	2,100.00	15 CD
111	piece	FILE ORGANIZER, expanding, plastic, legal	2	350.00	700.00	15 CD
112	piece	FLASH DRIVE 16GB	1	600.00	600.00	15 CD
113	piece	FLASH DRIVE, 32 GB	17	750.00	12,750.00	15 CD
114	piece	FLASH DRIVE, 64 GB	2	950.00	1,900.00	15 CD
115	piece	FLOOR MOP with Handle	10	650.00	6,500.00	15 CD
116	box	FOLDER, green tab - long	2	3,000.00	6,000.00	15 CD
117	piece	FOLDER, long	1100	10.00	11,000.00	15 CD
118	pack	FOLDER, legal	36	700.00	25,200.00	15 CD
119	piece	FOLDER, morocco - long	23	20.00	460.00	15 CD
120	piece	FOLDER, morocco - Short	24	18.00	432.00	15 CD
121	box	FOLDER, pressboard	14	2,500.00	35,000.00	15 CD
122	piece	FOLDER, Short	326	8.00	2,608.00	15 CD
123	can	FURNITURE CLEANER, aerosol type (Lemon Pledge)	30	495.00	14,850.00	15 CD
124	pack	GARBAGE BAG/TRASGBAG, Small (Black) HDPE (10's)	50	90.00	4,500.00	15 CD
125	pack	GARBAGE BAG/TRASHBAG, Large (Black) HDPE (10's)	73	120.00	8,760.00	15 CD
126	piece	GARBAGE BAG/TRASHBAG, Medium (Black) HDPE	9	10.00	90.00	15 CD
127	pack	GARBAGE BAG/TRASHBAG, Medium (Black) HDPE (10's)	40	95.00	3,800.00	15 CD
128	pack	GARBAGE BAG/TRASHBAG, Transparent-Large HDPE (10's)	15	120.00	1,800.00	15 CD
129	pack	GARBAGE BAG/TRASHBAG, Transparent-XL HDPE (10's)	2	150.00	300.00	15 CD
130	pack	GARBAGE BAG/TRASHBAG, XL (Black) HDPE (10's)	30	150.00	4,500.00	15 CD
131	pack	GARBAGE BAG/TRASHBAG, XXL (Black) HDPE (10's)	1	175.00	175.00	15 CD
132	piece	GARBAGE BIN / Trash can with cover	3	850.00	2,550.00	15 CD
133	bottle	GLASS CLEANER	40	320.00	12,800.00	15 CD
134	pair	GLOVES, rubber	20	85.00	1,700.00	15 CD
135	jar	GLUE, all purpose (130grams)	158	71.50	11,297.00	15 CD
136	piece	HAND TOWEL	50	35.00	1,750.00	15 CD
137	ream	paper HARD COPY (LEGAL, 8 1/2 X 13, S20 70 GSM)	131	300.00	39,300.00	15 CD
138	ream	paper HARD COPY (SHORT, 8 1/2 X 11, S20 70 GSM)	46	280.00	12,880.00	15 CD
139	piece	HIGHLIGHTER - stabilo or its equivalent (please indicate your preferred color)	28	60.00	1,680.00	15 CD

140	cart	HP F6V27AA (HP680) Black	7	800.00	5,600.00	15 CD
141	cart	HP F6V27AA (HP680) Tri-Color	2	800.00	1,600.00	15 CD
142	unit	Industrial Fan	1	2,219.00	2,219.00	15 CD
143	bottle	INK, for stamp pad	147	35.00	5,145.00	15 CD
144	bottle	INK, Stamp Pad (Black)	8	35.00	280.00	15 CD
145	bottle	INK, Stamp Pad (Blue)	12	35.00	420.00	15 CD
146	bottle	INK, Stamp Pad (Violet)	16	35.00	560.00	15 CD
147	can	INSECTICIDE, aerosol type (Baygon)	18	650.00	11,700.00	15 CD
148	ream	LAMINATING FILM -A4	1	1,400.00	1,400.00	15 CD
149	ream	LAMINATING FILM -Long	2	1,600.00	3,200.00	15 CD
150	piece	LINEAR TUBE, Light Emitting Diode (LED), 18 watts T8	13	480.00	6,240.00	15 CD
151	bottle	LIQUID HAND SANITIZER, 500mL	15	285.00	4,275.00	15 CD
152	bottle	LIQUID HAND SOAP, 500mL	43	280.00	12,040.00	15 CD
153	bottle	LIQUID SOAP	2	280.00	560.00	15 CD
154	box	MARKER, (fluorescent)	1	500.00	500.00	15 CD
155	set	MARKER, fluorescent	14	150.00	2,100.00	15 CD
156	box	MARKER, permanent, black, broad type	9	600.00	5,400.00	15 CD
157	piece	MARKER, permanent, black, broad type	10	50.00	500.00	15 CD
158	piece	MARKER, permanent, black, bullet type	47	50.00	2,350.00	15 CD
159	piece	MARKER, permanent, black, bullet type	6	50.00	300.00	15 CD
160	piece	MARKER, permanent, blue, broad type	6	50.00	300.00	15 CD
161	piece	MARKER, permanent, blue, bullet type	24	50.00	1,200.00	15 CD
162	box	MARKER, permanent, red, broad type	3	600.00	1,800.00	15 CD
163	piece	MARKER, permanent, red, bullet type	22	50.00	1,100.00	15 CD
164	piece	MARKER, whiteboard, black	36	60.00	2,160.00	15 CD
165	box	MARKER, whiteboard, black	18	600.00	10,800.00	15 CD
166	piece	MARKER, whiteboard, black	4	60.00	240.00	15 CD
167	piece	MARKER, whiteboard, blue	26	60.00	1,560.00	15 CD
168	box	MARKER, whiteboard, blue	9	660.00	5,940.00	15 CD
169	piece	MARKER, whiteboard, red	11	60.00	660.00	15 CD
170	box	MARKER, whiteboard, red	5	660.00	3,300.00	15 CD
171	ream	MIMEO Whitewove, long	20	260.00	5,200.00	15 CD
172	ream	MIMEO Whitewove, short	20	250.00	5,000.00	15 CD
173	unit	MOP BUCKET, heavy duty (Spinning/Tornado)	12	1,350.00	16,200.00	15 CD
174	piece	MOPHANDLE, heavy duty, screw type	12	300.00	3,600.00	15 CD
175	piece	MOPHEAD, made of rayon	14	150.00	2,100.00	15 CD
176	pack	MOTHBALL	3	35.00	105.00	15 CD

177	unit	MOUSE, OPTICAL, USB connection type	2	350.00	700.00	15 CD
178	unit	MOUSE, WIRELESS, USB	3	650.00	1,950.00	15 CD
179	bottle	MURIATIC ACID	7	165.00	1,155.00	15 CD
180	gallon	MURIATIC ACID	13	495.00	6,435.00	15 CD
181	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	99	35.00	3,465.00	15 CD
182	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 3") min	122	45.00	5,490.00	15 CD
183	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	68	65.00	4,420.00	15 CD
184	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 5") min	12	70.00	840.00	15 CD
185	piece	NOTEBOOK, stenographer	11	35.00	385.00	15 CD
186	piece	Padlock	5	750.00	3,750.00	15 CD
187	piece	PAIL	5	250.00	1,250.00	15 CD
188	ream	Paper Bond Paper Short sub 20	49	280.00	13,720.00	15 CD
189	ream	Paper BOND PAPER SUBSTANCE 20 (LONG)	136	300.00	40,800.00	15 CD
190	reams	Paper BOOK PAPER S-20 (A4)5's	35	290.00	10,150.00	15 CD
191	reams	Paper BOOK PAPER S-20 (short)5's	150	280.00	42,000.00	15 CD
192	box	PAPER CLIP, vinyl/plastic coated, 33mm	135	25.00	3,375.00	15 CD
193	box	PAPER CLIP, vinyl/plastic coated, 50mm	134	40.00	5,360.00	15 CD
194	ream	PAPER, Bond Subs. 16-Long	69	240.00	16,560.00	15 CD
195	ream	PAPER, Bond Subs. 16-Short	60	220.00	13,200.00	15 CD
196	ream	PAPER, MULTICOPY, A3, 80 gsm	10	650.00	6,500.00	15 CD
197	reams	PAPER, MULTICOPY, A4, 80 gsm	459	310.00	142,290.00	15 CD
198	reams	PAPER, MULTICOPY, Legal, 80gsm	692	330.00	228,360.00	15 CD
199	ream	PAPER, MULTICOPY, LETTER (SHORT), 80 gsm	35	300.00	10,500.00	15 CD
200	ream	PAPER, Multi-Purpose, A4, 100 gsm	20	550.00	11,000.00	15 CD
201	reams	PAPER, Multi-Purpose, A4, 70 gsm	104	280.00	29,120.00	15 CD
202	ream	PAPER, Multi-Purpose, Legal, 100 gsm	70	570.00	39,900.00	15 CD
203	reams	PAPER, multi-purpose, legal, 70gsm	470	300.00	141,000.00	15 CD
204	ream	PAPER, Multi-Purpose, LETTER (SHORT), 70 gsm	91	260.00	23,660.00	15 CD
205	pad	PAPER, PAD - Yellow - merit or its equivalent (good quality)	2	75.00	150.00	15 CD
206	jar	PASTE	11	65.00	715.00	15 CD
207	piece	PEN, PARKER - Refill, medium 8	2	350.00	700.00	15 CD
208	box	PENCIL, LEAD WITH ERASER	44	125.00	5,500.00	15 CD
209	pack	PHOTO PAPER	31	150.00	4,650.00	15 CD

210	pack	PHOTO STICKER (expert's choice/transparent/clear 70gsm)	6	150.00	900.00	15 CD
211	bottle	POVIDONE IODINE, 10 % solution, 120 ml	1	350.00	350.00	15 CD
212	piece	PUNCHER, paper, heavy duty	7	600.00	4,200.00	15 CD
213	bundle	RAGS, all cotton (round)	27	150.00	4,050.00	15 CD
214	piece	RECORD BOOK, 200 PAGES, size: 214mm x 278mm min	32	180.00	5,760.00	15 CD
215	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	77	200.00	15,400.00	15 CD
216	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	100	280.00	28,000.00	15 CD
217	cart	RIBBON CART, EPSON C13S015516 (#8750), Black	16	280.00	4,480.00	15 CD
218	box	RUBBER BAND, No. 18	12	280.00	3,360.00	15 CD
219	piece	RULER, Plastic, 12"	15	10.00	150.00	15 CD
220	piece	RULER, plastic, 450mm	26	65.00	1,690.00	15 CD
221	pair	SCISSORS, symmetrical	69	75.00	5,175.00	15 CD
222	pack	SCOURING PAD (5 pieces/pack)	7	250.00	1,750.00	15 CD
223	box	SIGN PEN - Pilot G Tech .70 or its equivalent (Black) 12's	13	900.00	11,700.00	15 CD
224	box	SIGN PEN - Pilot V-5 or its equivalent (Blue) 12's	6	900.00	5,400.00	15 CD
225	piece	SIGN PEN -my gel or its equivalent (Black) 12's	62	35.00	2,170.00	15 CD
226	piece	SIGN PEN -my gel or its equivalent (Blue) 12's	37	35.00	1,295.00	15 CD
227	piece	SIGN PEN, black	282	35.00	9,870.00	15 CD
228	box	SIGN PEN, black (12's)	61	420.00	25,620.00	15 CD
229	piece	SIGN PEN, blue	116	35.00	4,060.00	15 CD
230	box	SIGN PEN, blue (12's)	38	420.00	15,960.00	15 CD
231	piece	SIGN PEN, red	49	35.00	1,715.00	15 CD
232	piece	SIGN PEN, Refill - black	72	25.00	1,800.00	15 CD
233	gallon	SODIUM HYPOCHLORITE (1gallon) - BLEACH	60	350.00	21,000.00	15 CD
234	liter	SODIUM HYPOCHLORITE (1liter) - BLEACH	3	150.00	450.00	15 CD
235	liter	SODIUM HYPOCJLORITE , colorsafe	35	150.00	5,250.00	15 CD
236	piece	SOFT BROOM	23	180.00	4,140.00	15 CD
237	pack	SPECIALTY PAPER, A4	6	110.00	660.00	15 CD
238	pack	SPECIALTY PAPER, Long	2	120.00	240.00	15 CD
239	pack	SPECIALTY PAPER, Short	13	100.00	1,300.00	15 CD
240	piece	SPONGE with FOAM	36	75.00	2,700.00	15 CD
241	piece	STAMP PAD, without ink (pleased indicate prepered size)	57	65.00	3,705.00	15 CD
242	piece	STAPLE REMOVER, plier type	10	65.00	650.00	15 CD

243	piece	STAPLER, Medium with staple wire remover	60	350.00	21,000.00	15 CD
244	piece	STAPLEWIRE No. 35	141	75.00	10,575.00	15 CD
245	pack	STICKER PAPER	24	95.00	2,280.00	15 CD
246	pack	STICKER PAPER, Matte (10's)	13	95.00	1,235.00	15 CD
247	piece	TAPE DISPENSER, table top	7	175.00	1,225.00	15 CD
248	rolls	TAPE, Adding Machine - merit or its equivalent	52	55.00	2,860.00	15 CD
249	roll	TAPE, double Sided	31	45.00	1,395.00	15 CD
250	roll	TAPE, double-sided - Clear (thick)	5	85.00	425.00	15 CD
251	roll	TAPE, double-sided - Foam	15	120.00	1,800.00	15 CD
252	roll	TAPE, electrical	6	55.00	330.00	15 CD
253	roll	TAPE, masking, 1/2 inch	4	45.00	180.00	15 CD
254	roll	TAPE, masking, 24mm (1")	264	55.00	14,520.00	15 CD
255	roll	TAPE, MASKING, 48mm (2")	108	120.00	12,960.00	15 CD
256	roll	TAPE, packaging, (3")	43	85.00	3,655.00	15 CD
257	roll	TAPE, packaging, 48mm (2")	56	65.00	3,640.00	15 CD
258	roll	TAPE, transparent, (1/2")	3	32.00	96.00	15 CD
259	roll	TAPE, transparent, (3")	33	65.00	2,145.00	15 CD
260	roll	TAPE, transparent, 24mm (1")	155	40.00	6,200.00	15 CD
261	roll	TAPE, transparent, 48mm (2")	72	55.00	3,960.00	15 CD
262	pack	TISSUE, interfolded paper towel	94	85.00	7,990.00	15 CD
263	piece	TOILET BOWL BRUSH	50	190.00	9,500.00	15 CD
264	piece	TOILET BOWL DEODORIZER	67	95.00	6,365.00	15 CD
265	piece	TOILET RUBBER PUMP	10	150.00	1,500.00	15 CD
266	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	222	300.00	66,600.00	15 CD
267	pack	TOILET TISSUE PAPER, 3-ply, 100% recycled	6	450.00	2,700.00	15 CD
268	piece	TOILET TISSUE PAPER, Facial	52	85.00	4,420.00	15 CD
269	pack	TOILET TISSUE PAPER, Interfolded Paper Towel	33	120.00	3,960.00	15 CD
270	bar	TOILET/BATH SOAP	50	80.00	4,000.00	15 CD
271	dozen	TOWEL, GOOD MORNING	10	420.00	4,200.00	15 CD
272	tube	TRACING Paper	2	1,500.00	3,000.00	15 CD
273	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	350	150.00	52,500.00	15 CD
274	roll	TWINE PLASTIC	5	150.00	750.00	15 CD
275	roll	TYPEWRITER RIBBON	20	35.00	700.00	15 CD
276	unit	Uninterruptible Power Supply (UPS)	1	4,950.00	4,950.00	15 CD
277	piece	WASTEBASKET, non-rigid plastic	3	450.00	1,350.00	15 CD
278	bottle	WAX LIQUID (transparent) Pledge or its Equivalent	13	550.00	7,150.00	15 CD
279	piece	WET WIPES/Moist Towelette	15	75.00	1,125.00	15 CD

				TOTAL	3,074,917.00
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[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<i>FRAMEWORK AGREEMENT LIST (AGENCY)</i>			
<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
<i>TOTAL (Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>	

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 Specification

Item	Specification	Statement of Compliance
1.	AIR FRESHENER, aerosol type	<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>
	Alcohol, Ethyl 70%, gallon	<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</i></p>

		<p><i>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>
	<p>ALCOHOL, Ethyl, 68%-72%, 500 ml</p>	<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>

	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	
	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	
	BALLPEN (BLACK)	
	BALLPEN (BLACK)	
	BALLPEN (BLUE)	
	BALLPEN (BLUE)	
	BALLPEN (GREEN)	
	BALLPEN (GREEN)	
	BALLPEN (RED)	
	BALLPEN (RED)	
	BALLPEN (FABER CASTEL: BLACK)	
	BALLPEN (FABER CASTEL: BLUE)	
	BATTERY, dry Cell, size AA (4's')	
	BATTERY, dry Cell, size AA	
	BATTERY, dry Cell, size AAA (4's)	
	BATTERY, dry Cell, size AAA	
	BATTERY, dry Cell, size D (2's)	
	BINDER CLIP 1"	
	BINDER CLIP 2"	
	BINDING Ream, 1" (Spiral Ring Binder)	
	BINDING Ream, 1/2 (Spiral Ring Binder)	
	BINDING Ream, 2" (Spiral Ring Binder)	
	BLADE, for general purpose cutter / utility knife	

	Board Paper	
	BROOM, soft, tambo	
	BROOM, stick, ting-ting	
	Brother Ink BT-5000 (CYAN)	
	Brother Ink BT-5000 (MAGENTA)	
	Brother Ink BT-5000 (YELLOW)	
	Brother Ink BT-5000 set (C/M/Y)	
	Brother Ink BT-D60 (Black)	
	BROTHER INK LC535XL- C (CYAN)	
	BROTHER INK LC535XL- M (MAGENTA)	
	BROTHER INK LC535XL-Y (YELLOW)	
	BROTHER INK LC539XL-BK (BLACK)	
	BROTHER Ink, LC3617BK, black	
	BROTHER Ink, LC3617C, cyan	
	BROTHER Ink, LC3617Y, yellow	
	BROTHERInk, LC3617M, magenta	
	Brush	
	CALCULATOR, compact	
	CARBON FILM, legal	
	Carbon Paper, Blue 100s	
	Chlorine	
	CLEANER, toilet and urinal (domex or its equivalent)	
	CLEANSER, scouring powder	
	CLEARBOOK, 20 Transparent pockets, A4	

	CLEARBOOK, 20 Transparent pockets, Legal	
	CLIP, backfold, 19mm (1/2")	
	CLIP, backfold, 25mm (1")	
	CLIP, backfold, 32mm (1 1/4)	
	CLIP, backfold, 50mm (2")	
	Clip, Binder 3/4"	
	CLIP, Binder Metal 1"	
	CLIP, Binder Metal 1"	
	CLIP, Binder Metal 2"	
	CLIP, Binder Metal 2"	
	Columnar Book (24 Columns)	
	CORRECTION FLUID	
	CORRECTION Pen	
	CORRECTION TAPE (5mm x10m)	
	CORRECTION TAPE, 8m	
	CUTTER, Blade	
	CUTTER/UTILITY KNIFE, for general purpose	
	DAILY TIME RECORD (DTR)	
	DATA FILE BOX with COVER	
	DATA FILE BOX	
	DATA FOLDER	
	DATING AND STAMPING MACHINE	
	DEODORANT CAKE/TOILET DEODORANT	
	DETERGENT BAR, 140g	

	DETERGENT POWDER, all-purpose, 1kg	
	DIPPER	
	DISHWASHING LIQUID	
	DISHWASHING, Liquid - Refill (600ml.)	
	DISINFECTANT SPRAY, aerosol type (510grams)	
	DISINFECTANT, Concentrated - Lysol or its Equivalent	
	DOORMAT/FLOORMAT, Oval (Rugs)	
	DOORMAT/FLOORMAT, Rectangular (Rugs)	
	DOORMAT/FLOORMAT, Rubber	
	Doormats cloth 10's	
	DOUBLE SIDED TAPE	
	DUST PAN, non-rigid plastic	
	ENVELOPE BROWN SHORT	
	ENVELOPE, DOCUMENTARY, for legal size document	
	ENVELOPE, expanded - Long with string	
	ENVELOPE, expanding, kraft, legal	
	ENVELOPE, expanding, plastic	
	ENVELOPE, mailing	
	ENVELOPE, Mailing Kraft (Long)	
	ENVELOPE, Plastic - hard, long	
	ENVELOPE, Plastic - hard, Short	
	EPSON C13T664100 (T6641), Black	
	EPSON C13T664200 (T6642), Cyan	

	EPSON C13T664300 (T6643), Magenta	
	EPSON C13T664400 (T6644), Yellow	
	EPSON INK (003) (BLACK)	
	EPSON INK (003) (CYAN)	
	EPSON INK (003) (MAGENTA)	
	EPSON INK (003) (YELLOW)	
	ERASER, Ruber (Good Quality)	
	EXTENSION WIRE	
	EXTERNAL HARD DRIVE, 1 TB	
	FABRIC CONDITIONER	
	FABRIC CONDITIONER - 1 liter	
	FASTENER, plastic	
	Field NOTEBOOK	
	FILE ORGANIZER, expanding, plastic, legal	
	FLASH DRIVE 16GB	
	FLASH DRIVE, 32 GB	
	FLASH DRIVE, 64 GB	
	FLOOR MOP with Handle	
	FOLDER, green tab - long	
	FOLDER, long	
	FOLDER, legal	
	FOLDER, morocco - long	
	FOLDER, morocco - Short	
	FOLDER, pressboard	
	FOLDER, Short	

	FURNITURE CLEANER, aerosol type (Lemon Pledge)	
	GARBAGE BAG/TRASGBAG, Small (Black) HDPE (10's)	
	GARBAGE BAG/TRASHBAG, Large (Black) HDPE (10's)	
	GARBAGE BAG/TRASHBAG, Medium (Black) HDPE	
	GARBAGE BAG/TRASHBAG, Medium (Black) HDPE (10's)	
	GARBAGE BAG/TRASHBAG, Transparent-Large HDPE (10's)	
	GARBAGE BAG/TRASHBAG, Transparent-XL HDPE (10's)	
	GARBAGE BAG/TRASHBAG, XL (Black) HDPE (10's)	
	GARBAGE BAG/TRASHBAG, XXL (Black) HDPE (10's)	
	GARBAGE BIN / Trash can with cover	
	GLASS CLEANER	
	GLOVES, rubber	
	GLUE, all purpose (130grams)	
	HAND TOWEL	
	paper HARD COPY (LEGAL, 8 1/2 X 13, S20 70 GSM)	
	paper HARD COPY (SHORT, 8 1/2 X 11, S20 70 GSM)	
	HIGHLIGHTER - stabilo or its equivalent (please indicate your prefered color)	
	HP F6V27AA (HP680) Black	
	HP F6V27AA (HP680) Tri-Color	

	Industrial Fan	
	INK, for stamp pad	
	INK, Stamp Pad (Black)	
	INK, Stamp Pad (Blue)	
	INK, Stamp Pad (Violet)	
	INSECTICIDE, aerosol type (Baygon)	
	LAMINATING FILM -A4	
	LAMINATING FILM -Long	
	LINEAR TUBE, Light Emitting Diode (LED), 18 watts T8	
	LIQUID HAND SANITIZER, 500mL	
	LIQUID HAND SOAP, 500mL	
	LIQUID SOAP	
	MARKER, (flourescent)	
	MARKER, fluorescent	
	MARKER, permanent, black, broad type	
	MARKER, permanent, black, broad type	
	MARKER, permanent, black, bullet type	
	MARKER, permanent, black, bullet type	
	MARKER, permanent, blue, broad type	
	MARKER, permanent, blue, bullet type	
	MARKER, permanent, red, broad type	
	MARKER, permanent, red, bullet type	

	MARKER, whiteboard, black	
	MARKER, whiteboard, black	
	MARKER, whiteboard, black	
	MARKER, whiteboard, blue	
	MARKER, whiteboard, blue	
	MARKER, whiteboard, red	
	MARKER, whiteboard, red	
	MIMEO Whitewove, long	
	MIMEO Whitewove, short	
	MOP BUCKET, heavy duty (Spinning/Tornado)	
	MOPHANDLE, heavy duty, screw type	
	MOPHEAD, made of rayon	
	MOTHBALL	
	MOUSE, OPTICAL, USB connection type	
	MOUSE, WIRELESS, USB	
	MURIATIC ACID	
	MURIATIC ACID	
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
	NOTE PAD, stick on, 76mm x 100mm (3" x 3") min	
	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
	NOTE PAD, stick on, 76mm x 100mm (3" x 5") min	
	NOTEBOOK, stenographer	
	Padlock	

	PAIL	
	Paper Bond Paper Short sub 20	
	Paper BOND PAPER SUBSTANCE 20 (LONG)	
	Paper BOOK PAPER S-20 (A4)5's	
	Paper BOOK PAPER S-20 (short)5's	
	PAPER CLIP, vinyl/plastic coated, 33mm	
	PAPER CLIP, vinyl/plastic coated, 50mm	
	PAPER, Bond Subs. 16-Long	
	PAPER, Bond Subs. 16-Short	
	PAPER, MULTICOPY, A3, 80 gsm	
	PAPER, MULTICOPY, A4, 80 gsm	
	PAPER, MULTICOPY, Legal, 80gsm	
	PAPER, MULTICOPY, LETTER (SHORT), 80 gsm	
	PAPER, Multi-Purpose, A4, 100 gsm	
	PAPER, Multi-Purpose, A4, 70 gsm	
	PAPER, Multi-Purpose, Legal, 100 gsm	
	PAPER, multi-purpose, legal, 70gsm	
	PAPER, Multi-Purpose, LETTER (SHORT), 70 gsm	
	PAPER, PAD - Yellow - merit or its equivalent (good quality)	
	PASTE	
	PEN, PARKER - Refill, medium 8	
	PENCIL, LEAD WITH ERASER	
	PHOTO PAPER	

	PHOTO STICKER (expert's choice/transparent/clear 70gsm)	
	POVIDONE IODINE, 10 % solution, 120 ml	
	PUNCHER, paper, heavy duty	
	RAGS, all cotton (round)	
	RECORD BOOK, 200 PAGES, size: 214mm x 278mm min	
	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
	RIBBON CART, EPSON C13S015516 (#8750), Black	
	RUBBER BAND, No. 18	
	RULER, Plastic, 12"	
	RULER, plastic, 450mm	
	SCISSORS, symmetrical	
	SCOURING PAD (5 pieces/pack)	
	SIGN PEN - Pilot G Tech .70 or its equivalent (Black) 12's	
	SIGN PEN - Pilot V-5 or its equivalent (Blue) 12's	
	SIGN PEN -my gel or its equivalent (Black) 12's	
	SIGN PEN -my gel or its equivalent (Blue) 12's	
	SIGN PEN, black	
	SIGN PEN, black (12's)	
	SIGN PEN, blue	
	SIGN PEN, blue (12's)	

	SIGN PEN, red	
	SIGN PEN, Refill - black	
	SODIUM HYPOCHLORITE (1gallon) - BLEACH	
	SODIUM HYPOCHLORITE (1liter) - BLEACH	
	SODIUM HYPOCLORITE , colorsafe	
	SOFT BROOM	
	SPECIALTY PAPER, A4	
	SPECIALTY PAPER, Long	
	SPECIALTY PAPER, Short	
	SPONGE with FOAM	
	STAMP PAD, without ink (pleased indicate preferred size)	
	STAPLE REMOVER, plier type	
	STAPLER, Medium with staple wire remover	
	STAPLEWIRE No. 35	
	STICKER PAPER	
	STICKER PAPER, Matte (10's)	
	TAPE DISPENSER, table top	
	TAPE, Adding Machine - merit or its equivalent	
	TAPE, double Sided	
	TAPE, double-sided - Clear (thick)	
	TAPE, double-sided - Foam	
	TAPE, electrical	
	TAPE, masking, 1/2 inch	
	TAPE, masking, 24mm (1")	

	TAPE, MASKING, 48mm (2")	
	TAPE, packaging, (3")	
	TAPE, packaging, 48mm (2")	
	TAPE, transparent, (1/2")	
	TAPE, transparent, (3")	
	TAPE, transparent, 24mm (1")	
	TAPE, transparent, 48mm (2")	
	TISSUE, interfolded paper towel	
	TOILET BOWL BRUSH	
	TOILET BOWL DEODORIZER	
	TOILET RUBBER PUMP	
	TOILET TISSUE PAPER, 2-ply, 100% recycled	
	TOILET TISSUE PAPER, 3-ply, 100% recycled	
	TOILET TISSUE PAPER, Facial	
	TOILET TISSUE PAPER, Interfolded Paper Towel	
	TOILET/BATH SOAP	
	TOWEL, GOOD MORNING	
	TRACING Paper	
	TRASHBAG, GPP specs, black, 940mmx1016mm	
	TWINE PLASTIC	
	TYPEWRITER RIBBON	
	Uninterruptible Power Supply (UPS)	
	WASTEBASKET, non-rigid plastic	
	WAX LIQUID (transparent) Pledge or its Equivalent	

	WET WIPES/Moist Towelette	
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[Use this form for Framework Agreement:]

Technical Specifications

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
<i>1</i>			<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.]</i></p>

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

- Official Receipt for the Purchase of Tender Documents

Financial Documents

- (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.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- (i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

