

100-24-01-95

**INVITATION TO BID FOR OFFICE
SUPPLIES**

**LOCAL GOVERNMENT UNIT
CITY GOVERNMENT OF LEGAZPI**

JULY 9, 2024

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 CY2024** intends to apply the sum of **FIVE MILLION TWO HUNDRED TWELVE THOUSAND NINE HUNDRED THIRTY-TWO PESOS AND NINETY CENTAVOS (P5,212,932.90)** being the ABC to payments under the contract for **OFFICE SUPPLIES -1st & 2nd quarter stocks CY2024**. 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. **Office Supplies** 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 **June 18, 2024 to July 9, 2024** from the given address *and upon payment of the applicable fee for the Bidding Documents, in the amount of Ten Thousand Pesos Only (P10,000.00)*. 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 **2:00 in the afternoon on June 26, 2024 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 July 9, 2024.** 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, July 9, 2024 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. LUCIA B. GILE
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>

Atty. MARIETTA BELGICA- CLEDERA
Bids and Awards Committee Chairman

June 18, 2024

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 100-24-01-95.

[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.: 1-429** 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 *CY2024* in the amount of **FIVE MILLION TWO HUNDRED TWELVE THOUSAND NINE HUNDRED THIRTY-TWO PESOS AND NINETY CENTAVOS (P5,212,932.90)**

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

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.

Each Bidder shall submit **one original copy and two photocopies** of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. OFFICE SUPPLIES b. completed within 10 years prior to the deadline for the submission and receipt of bids.
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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than P104,258.66 bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than P260,646.65 if bid security is in Surety Bond.
19.3	<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> <i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i>
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.	Qty.	Unit	ITEM DESCRIPTION	Estimated Unit Cost	Estimated Total Cost	DELIVERY PERIOD
1	8	piece	3-HOLE 2" RING BINDER (Smarty Binder LD-300)	250.00	2,000.00	15 CD
2	23	piece	3-HOLE 3" RING BINDER (Smarty Binder LD-300)	280.00	6,440.00	15 CD
3	16	piece	AA Rechargeable Batteries	100.00	1,600.00	15 CD
4	6	piece	AAA Rechargeable Batteries	120.00	720.00	15 CD
5	18	piece	AIR DEODORIZER (Solid)	200.00	3,600.00	15 CD
6	102	can	AIR FRESHENER	380.00	38,760.00	15 CD
7	50	bottle	alcohol 70% Isopropyl (500mL)	180.00	9,000.00	15 CD
8	100	gallon	ALCOHOL, Ethyl, 1 Gallon	850.00	85,000.00	15 CD
9	750	bottle	ALCOHOL, Ethyl, 500 mL	175.00	131,250.00	15 CD
10	5	gallon	Anti-bacterial Liquid Detergent	550.00	2,750.00	15 CD
11	7	Bottle	Anti-bacterial liquid soap (500ml)	295.00	2,065.00	15 CD
12	1	unit	AUTOMATIC NUMBERING STAMP MACHINE (12 digits)	4,950.00	4,950.00	15 CD
13	147	box	BALL PEN (BLACK)	180.00	26,460.00	15 CD
14	100	piece	BALLP, FIBER CASTEL or its equivalent, BLACK	20.00	2,000.00	15 CD
15	75	piece	BALLP, FIBER CASTEL or its equivalent, BLUE	20.00	1,500.00	15 CD
16	36	box	BALLPEN (BLUE)	180.00	6,480.00	15 CD
17	7	box	BALLPEN (RED)	180.00	1,260.00	15 CD
18	24	box	BALLPEN (black 0.7)	180.00	4,320.00	15 CD
19	1000	piece	BALLPEN (black)	15.00	15,000.00	15 CD
20	120	piece	Ballpen, Black Pilot	38.00	4,560.00	15 CD
21	10	unit	BATH SOAP	75.00	750.00	15 CD
22	7	pack	Battery 1.5 V Lithium	380.00	2,660.00	15 CD
23	190	pack	BATTERY, dry Cell, size AA	75.00	14,250.00	15 CD

24	150	pack	BATTERY, dry Cell, size AAA	150.00	22,500.00	15 CD
25	11	pack	BATTERY, dry Cell, size C	200.00	2,200.00	15 CD
26	3	piece	Binding Ream 2"	95.00	285.00	15 CD
27	4	piece	Binding Ream 1"	65.00	260.00	15 CD
28	3	unit	Binding Ream 1/2"	45.00	135.00	15 CD
29	4	bottle	Binding Ream 3/4"	55.00	220.00	15 CD
30	19	piece	Binding Ring/Comb, Plastic, 32mm	55.00	1,045.00	15 CD
31	15	tube	BLADE, for general purpose cutter/utility knife	35.00	525.00	15 CD
32	8	bottle	BLEACHING SOLUTION	350.00	2,800.00	15 CD
33	1	pack	BOARD PAPER (LONG)	150.00	150.00	15 CD
34	2	pack	BOARD PAPER (SHORT)	125.00	250.00	15 CD
35	147	piece	BROOM (Walis Tambo)	180.00	26,460.00	15 CD
36	70	piece	BROOM (Walis Ting-ting)	65.00	4,550.00	15 CD
37	15	unit	BROTHER HL-121W	3,000.00	45,000.00	15 CD
38	25	unit	CALCULATOR, Compact	650.00	16,250.00	15 CD
39	1	ream	Canon Laid Paper, Long (Ivory/Cream)	1,800.00	1,800.00	15 CD
40	1	ream	Canon Laid Paper, Short (Ivory/Cream)	1,500.00	1,500.00	15 CD
41	2	ream	Canon Lain Paper, soft Green, short	1,500.00	3,000.00	15 CD
42	50	piece	CAR AIR FRESHENER (can)	350.00	17,500.00	15 CD
43	7	box	CARBON FILM, Legal size	950.00	6,650.00	15 CD
44	7	piece	Cartolina Blue	12.00	84.00	15 CD
45	7	piece	Cartolina Green	12.00	84.00	15 CD
46	7	piece	Cartolina Orange	12.00	84.00	15 CD
47	7	piece	Cartolina Pink	12.00	84.00	15 CD
48	7	piece	Cartolina Red	12.00	84.00	15 CD
49	5	piece	Cartolina White	10.00	50.00	15 CD
50	7	piece	Cartolina Yellow	12.00	84.00	15 CD
51	51	piece	CERTIFICATE HOLDER	75.00	3,825.00	15 CD
52	1	piece	CERTIFICATE HOLDER FRAME	300.00	300.00	15 CD

53	84	piece	Certificate Jacket	85.00	7,140.00	15 CD
54	20	box	CHALK, white enamel	45.00	900.00	15 CD
55	30	pack	CHLORINE	600.00	18,000.00	15 CD
56	82	bottle	CLEANER, Toilet Bowl and Urinal	350.00	28,700.00	15 CD
57	123	bottle	Cleanser, Scouring Powder	65.00	7,995.00	15 CD
58	37	piece	CLEAR FOLDER WITH SLIDE , SHORT	45.00	1,665.00	15 CD
59	24	piece	CLEAR FOLDER WITH SLIDE, LEGAL	55.00	1,320.00	15 CD
60	5	piece	Clearbook, 20 Transparent pockets, Legal	95.00	475.00	15 CD
61	5	piece	Clearbook, 20 Transparent pockets, A4	95.00	475.00	15 CD
62	5	box	CLEARBOOK, A4 size	95.00	475.00	15 CD
63	15	piece	CLEARBOOK, LONG (40 PAGES)	200.00	3,000.00	15 CD
64	15	piece	Clip Board	250.00	3,750.00	15 CD
65	10	piece	Clip Board w/ Cover	550.00	5,500.00	15 CD
66	73	box	CLIP, backfold, 19mm 3/4"	35.00	2,555.00	15 CD
67	30	box	CLIP, backfold, 25mm 1"	45.00	1,350.00	15 CD
68	19	box	CLIP, backfold, 25mm 1"	65.00	1,235.00	15 CD
69	45	piece	Clip, backfold, 32mm 1 1/4"	6.00	270.00	15 CD
70	67	box	Clip, backfold, 32mm 1 1/4"	55.00	3,685.00	15 CD
71	35	box	CLIP, backfold, 50mm 2"	120.00	4,200.00	15 CD
72	10	unit	COMPUTER MOUSE, Wireless	550.00	5,500.00	15 CD
73	25	pack	CONSTRUCTION PAPER (LONG)	120.00	3,000.00	15 CD
74	5	bottle	CORRECTION FLUID	55.00	275.00	15 CD
75	10	piece	Correction Pen	75.00	750.00	15 CD
76	896	piece	CORRECTION TAPE	55.00	49,280.00	15 CD
77	1	pack	Cotton Balls	150.00	150.00	15 CD
78	11	box	CUTTER, Heavy Duty	200.00	2,200.00	15 CD
79	8	piece	CUTTER/UTILITY KNIFE, for general purpose	200.00	1,600.00	15 CD
80	2100	piece	Daily Time Record (DTR) - (CSC form #48)	2.00	4,200.00	15 CD
81	183	piece	DATA FILE BOX	380.00	69,540.00	15 CD

82	75	piece	Data File with cover	550.00	41,250.00	15 CD
83	15	piece	Data File with cover (big)	650.00	9,750.00	15 CD
84	10	piece	DATA FOLDER	280.00	2,800.00	15 CD
85	3	piece	Date Stamp	200.00	600.00	15 CD
86	2	piece	DATER Heavy Duty	1,500.00	3,000.00	15 CD
87	14	piece	DATER STAMP	550.00	7,700.00	15 CD
88	329	pouch	DETERGENT POWDER, all purpose (500 grams)	150.00	49,350.00	15 CD
89	80	pack	DETERGENT POWDER, all-purpose, 1kg	280.00	22,400.00	15 CD
90	26	piece	DIPPER	75.00	1,950.00	15 CD
91	130	bottle	DISHWASHING LIQUID	180.00	23,400.00	15 CD
92	20	bottle	DISHWASHING LIQUID (Joy)	280.00	5,600.00	15 CD
93	36	piece	DISHWASHING PASTE	75.00	2,700.00	15 CD
94	70	tin	DISINFECTANT SPRAY	895.00	62,650.00	15 CD
95	2	box	Disposable Gloves	85.00	170.00	15 CD
96	4	box	DISPOSABLE GLOVES	650.00	2,600.00	15 CD
97	1	unit	Document Tray, 3 tier	650.00	650.00	15 CD
98	50	piece	DOOR MAT	75.00	3,750.00	15 CD
99	14	piece	DOORMAT, rubber, rectangular	300.00	4,200.00	15 CD
100	23	roll	DOUBLE SIDED TAPE	55.00	1,265.00	15 CD
101	16	roll	DOUBLE SIDED TAPE, transparent	125.00	2,000.00	15 CD
102	45	piece	Dust pan,non-rigid plastic	160.00	7,200.00	15 CD
103	2	unit	ELECTRIC FAN STAND FAN	3,500.00	7,000.00	15 CD
104	1	piece	EMERGENCY LIGHT	3,500.00	3,500.00	15 CD
105	300	piece	ENVELOPE - BROWN SHORT	5.00	1,500.00	15 CD
106	3	piece	ENVELOPE- Plastic, hard Long	35.00	105.00	15 CD
107	7	box	ENVELOPE, Documentary, A4	2,500.00	17,500.00	15 CD
108	3	box	ENVELOPE, Documentary, legal,	3,000.00	9,000.00	15 CD
109	300	piece	ENVELOPE, expanded - Long with string	35.00	10,500.00	15 CD
110	4	piece	ENVELOPE, EXPANDING PLASTIC	85.00	340.00	15 CD

111	21	box	ENVELOPE, Expanding, Plastic	85.00	1,785.00	15 CD
112	6	box	ENVELOPE, Mailing	550.00	3,300.00	15 CD
113	60	piece	ENVELOPE, Mailing Kraft (Long)	2.50	150.00	15 CD
114	9	piece	Eraser, Felt (for blackboard/whiteboard)	25.00	225.00	15 CD
115	7	piece	ERASER, plastic/rubber	25.00	175.00	15 CD
116	10	piece	ERASER, Ruber (Good Quality)	70.00	700.00	15 CD
117	3	unit	Extension Cord, 16-gang Universal Tower Surge Protector	3,000.00	9,000.00	15 CD
118	15	piece	EXTENSION WIRE, heavy duty	950.00	14,250.00	15 CD
119	26	unit	External Hard Drive (1TB)	6,500.00	169,000.00	15 CD
120	1	Bottle	Fabric Conditioner (1.4L)	650.00	650.00	15 CD
121	80	liter	FABRIC CONDITIONER, 1 liter	400.00	32,000.00	15 CD
122	60	piece	FABRIC CONDITIONER, SACHET	20.00	1,200.00	15 CD
123	125	box	FACE MASK	90.00	11,250.00	15 CD
124	25	piece	FACIAL TISSUE	280.00	7,000.00	15 CD
125	300	box	Fastener, plastic	55.00	16,500.00	15 CD
126	1	piece	FAUCET, METAL 1/2 size	250.00	250.00	15 CD
127	1	piece	FEATHER Duster	60.00	60.00	15 CD
128	8	piece	FIELD NOTEBOOK	250.00	2,000.00	15 CD
129	2	unit	FILE ORGANIZER/MULTI-LAYER DESK ORAGANAIZER	600.00	1,200.00	15 CD
130	60	pack	FILE TAB DIVIDER, A4	150.00	9,000.00	15 CD
131	60	pack	FILE TAB DIVIDER, Legal	180.00	10,800.00	15 CD
132	-9	piece	FLASH DRIVE (64gb)	950.00	(8,550.00)	15 CD
133	17	piece	FLASH DRIVE, 32 GB	750.00	12,750.00	15 CD
134	22	piece	FLASHDRIVE , 16GB	550.00	12,100.00	15 CD
135	1	piece	Floor Mop	750.00	750.00	15 CD
136	30	piece	Folder Expandable	70.00	2,100.00	15 CD
137	3	pack	FOLDER with tab, A4	800.00	2,400.00	15 CD
138	189	piece	FOLDER with tab, Legal	35.00	6,615.00	15 CD

139	33	piece	Folder, expanded long	30.00	990.00	15 CD
140	297	piece	FOLDER, green tab - long	35.00	10,395.00	15 CD
141	5000	piece	FOLDER, long	10.00	50,000.00	15 CD
142	31	piece	Folder, Morocco - Long	25.00	775.00	15 CD
143	22	piece	Folder, Morocco - Short	20.00	440.00	15 CD
144	100	piece	Folder, plain, A4	9.00	900.00	15 CD
145	10	piece	FOLDER, plastic (Long)	35.00	350.00	15 CD
146	7	box	FOLDER, pressboard	3,500.00	24,500.00	15 CD
147	1000	piece	FOLDER, Short	8.00	8,000.00	15 CD
148	100	can	FURNITURE CLEANER	580.00	58,000.00	15 CD
149	20	pack	GARBAGE BAG /TRASH BAG, XL (BLACK) HDPE (10'S)	250.00	5,000.00	15 CD
150	50	pack	Garbage bag medium	120.00	6,000.00	15 CD
151	50	pack	Garbage bag small	90.00	4,500.00	15 CD
152	30	pack	Garbage Bag XXL	280.00	8,400.00	15 CD
153	50	pack	GARBAGE BAG, LARGE, BLACK	180.00	9,000.00	15 CD
154	3	piece	GARBAGE BIN, STEP ON	950.00	2,850.00	15 CD
155	33	Bottle	Glass Cleaner	380.00	12,540.00	15 CD
156	11	pair	GLOVES (RUBBER)	120.00	1,320.00	15 CD
157	97	jar	GLUE, all-purpose	70.00	6,790.00	15 CD
158	4	jar	GLUE, Padding	280.00	1,120.00	15 CD
159	2	piece	Good morning towel	40.00	80.00	15 CD
160	5	doz	Good Morning Towel	480.00	2,400.00	15 CD
161	2	box	Gun Tacker Wire (T30)	75.00	150.00	15 CD
162	5	piece	Hand Brush	75.00	375.00	15 CD
163	30	bottle	HAND SANITIZER	380.00	11,400.00	15 CD
164	93	bottle	HAND SOAP, liquid	280.00	26,040.00	15 CD
165	1	pack	HAND TOWEL	150.00	150.00	15 CD
166	1	piece	HEAVY DUTY EXTENSION WIRE (10FT)	1,500.00	1,500.00	15 CD
167	4	box	Highlighter	600.00	2,400.00	15 CD

168	63	piece	Highlighter	60.00	3,780.00	15 CD
169	13	piece	HIGHLIGHTER -GREEN	60.00	780.00	15 CD
170	3	box	HIGHLIGHTER, stabilo	600.00	1,800.00	15 CD
171	4	pack	Ice Wrapper - for chlorine granules	35.00	140.00	15 CD
172	1	pack	Index Card 5 x 8 500's	300.00	300.00	15 CD
173	45	pack	INDEX CARD 5X8 INCHES	60.00	2,700.00	15 CD
174	15	box	Index Tab	150.00	2,250.00	15 CD
175	50	can	INSECTICIDE	650.00	32,500.00	15 CD
176	2	gallon	Iodine Povidone	580.00	1,160.00	15 CD
177	4	Bottle	Joy Dishwashing liquid (790mL)	380.00	1,520.00	15 CD
178	4	piece	Joy Dishwashing liquid refill (600mL)	300.00	1,200.00	15 CD
179	12	set	KEYBOARD AND MOUSE	750.00	9,000.00	15 CD
180	9	ream	LAI D CANNON, Size: 8 1/2 x 13 (Long) 85GSM Color: Cornfield Cream	1,850.00	16,650.00	15 CD
181	2	piece	Laminating Film	1,600.00	3,200.00	15 CD
182	2	pack	Laundry Powder Detergent	180.00	360.00	15 CD
183	9	piece	LAUNDRY SOAP, POWDER SACHET	150.00	1,350.00	15 CD
184	5	Bottle	Lemon Pledge	600.00	3,000.00	15 CD
185	58	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	350.00	20,300.00	15 CD
186	68	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	370.00	25,160.00	15 CD
187	12	bottle	LIQUID WAX (TRANSPARENT	550.00	6,600.00	15 CD
188	12	bottle	LIQUID HAND SOAP, 500ml	285.00	3,420.00	15 CD
189	26	book	Log Book (Official Record Book) 500 pages (wide)	300.00	7,800.00	15 CD
190	27	book	Log Book 300 pages	150.00	4,050.00	15 CD
191	13	piece	MAGAZINE FILE BOX, Large	550.00	7,150.00	15 CD
192	100	piece	Mailing envelope white, long	2.00	200.00	15 CD
193	5	box	Mailing envelope white, long	550.00	2,750.00	15 CD
194	3	box	Mailing envelope white, short	500.00	1,500.00	15 CD
195	25	piece	Manila Paper	10.00	250.00	15 CD
196	42	set	MARKER, Flourescent	120.00	5,040.00	15 CD

197	210	piece	MARKER, Permanent, Black	50.00	10,500.00	15 CD
198	20	box	MARKER, Permanent, Black, Broad Type	600.00	12,000.00	15 CD
199	130	piece	MARKER, Permanent, Blue	50.00	6,500.00	15 CD
200	5	box	MARKER, permanent, blue, broad type	600.00	3,000.00	15 CD
201	78	piece	MARKER, Permanent, Red	50.00	3,900.00	15 CD
202	2	box	MARKER, permanent, red, broad type	600.00	1,200.00	15 CD
203	12	box	Marker, whiteboard, black	720.00	8,640.00	15 CD
204	94	piece	MARKER, Whiteboard, Black	60.00	5,640.00	15 CD
205	60	piece	MARKER, Whiteboard, Blue	60.00	3,600.00	15 CD
206	6	box	MARKER, whiteboard, blue	720.00	4,320.00	15 CD
207	35	piece	MARKER, Whiteboard, Red	60.00	2,100.00	15 CD
208	3	box	MARKER, whiteboard, red	720.00	2,160.00	15 CD
209	1	piece	MECHANICAL PENCIL, (STAEDLER)	850.00	850.00	15 CD
210	79	ream	MIMEO PAPER, WHITEWOVE, long	260.00	20,540.00	15 CD
211	93	ream	MIMEO PAPER, WHITEWOVE, short	250.00	23,250.00	15 CD
212	4	piece	MONOBLOC CHAIR, white	450.00	1,800.00	15 CD
213	8	unit	MONOBLOC CHAIRS, Round stool	450.00	3,600.00	15 CD
214	8	unit	MONOBLOC CHAIRS, with back rest	750.00	6,000.00	15 CD
215	20	unit	MONOBLOCK CHAIRS, Black	1,000.00	20,000.00	15 CD
216	9	piece	MOP BUCKET	2,750.00	24,750.00	15 CD
217	18	unit	MOP BUCKET(SPINNING/TORNADO	4,000.00	72,000.00	15 CD
218	36	piece	MOPHANDLE, heavy duty	550.00	19,800.00	15 CD
219	44	piece	MOPHEAD, made of rayon	350.00	15,400.00	15 CD
220	5	piece	Mouse Pad	280.00	1,400.00	15 CD
221	4	unit	MOUSE WIRELESS USB	650.00	2,600.00	15 CD
222	1	piece	MOUSE, OPTICAL, UBS CONNECTION	650.00	650.00	15 CD
223	19	Bottle	MURIATIC ACID	165.00	3,135.00	15 CD
224	11	gallon	MURIATIC ACID	495.00	5,445.00	15 CD
225	16	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 3") min	40.00	640.00	15 CD

226	85	piece	Notebook, ordinary	35.00	2,975.00	15 CD
227	119	pad	NOTEPAD, stick-on, 50mm x 76mm	45.00	5,355.00	15 CD
228	86	pad	NOTEPAD, stick-on, 76mm x 100mm	55.00	4,730.00	15 CD
229	61	pad	NOTEPAD, stick-on, 76mm x 76mm	65.00	3,965.00	15 CD
230	3	unit	NUMBERING STAMP 10 DIGITS (BIG)	550.00	1,650.00	15 CD
231	2	unit	OFFICE TABLES	7,500.00	15,000.00	15 CD
232	100	pad	Pad Paper, Merit (YELLOW)	90.00	9,000.00	15 CD
233	5	piece	Padding Glue	280.00	1,400.00	15 CD
234	9	piece	PADLOCK	550.00	4,950.00	15 CD
235	22	piece	PAIL	250.00	5,500.00	15 CD
236	10	packs	Paper Clamp (plastic) big	120.00	1,200.00	15 CD
237	425	box	PAPER CLIP, vinly/plastic coated, 33mm	20.00	8,500.00	15 CD
238	351	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	30.00	10,530.00	15 CD
239	1	unit	PAPER CUTTER BOARD	3,500.00	3,500.00	15 CD
240	8	boxes	Paper Fastener (plastic)	75.00	600.00	15 CD
241	3	piece	Paper tray organizer-3 layers	650.00	1,950.00	15 CD
242	135	ream	PAPER, Bond (Legal 8 1/2 x 13, 70GSM)	280.00	37,800.00	15 CD
243	130	ream	PAPER, Bond (Letter 8 1/2 x 11, 70GSM)	260.00	33,800.00	15 CD
244	20	reams	PAPER, Bond Paper S-16 Long	260.00	5,200.00	15 CD
245	20	reams	PAPER, Bond Paper S-16 Short	240.00	4,800.00	15 CD
246	5	ream	PAPER, BOOK PAPER 100 GSM (LEGAL)	650.00	3,250.00	15 CD
247	4	ream	PAPER, BOOK PAPER 100 GSM (LETTER)	550.00	2,200.00	15 CD
248	4	ream	PAPER, BOOK PAPER 100 GSM (A4)	600.00	2,400.00	15 CD
249	10	box	PAPER, BOOK PAPER S-20/gsm70 (A4)	1,600.00	16,000.00	15 CD
250	40	box	PAPER, Book Paper S-20/gsm70 (short)	1,500.00	60,000.00	15 CD
251	30	box	PAPER, BOOK PAPERS-20/gsm70 (LONG)	1,650.00	49,500.00	15 CD
252	200	ream	PAPER, Bookpaper 70 GSM/subs 20, long	330.00	66,000.00	15 CD
253	100	ream	PAPER, Bookpaper 70 GSM/subs 20, A4	320.00	32,000.00	15 CD

254	130	ream	PAPER, Bookpaper 70 GSM/subs 20, short	300.00	39,000.00	15 CD
255	600	ream	PAPER, MULTICOPY, LETTER (SHORT) 80 GSM	320.00	192,000.00	15 CD
256	900	ream	PAPER, MULTICOPY A4, 80 gsm	340.00	306,000.00	15 CD
257	950	ream	Paper, Multicopy, Legal, 80gsm	350.00	332,500.00	15 CD
258	250	ream	PAPER, MULTIPURPOSE LEGAL (70 gsm)	330.00	82,500.00	15 CD
259	110	ream	PAPER, PAPER HARD COPY (LEGAL, 8 1/2 X 13, S20 70 GSM)	330.00	36,300.00	15 CD
260	110	ream	PAPER, PAPER HARD COPY (SHORT, 8 1/2 X 11, S20 70 GSM)	300.00	33,000.00	15 CD
261	12	ream	PAPER, Paper One , Long, 100g/m2	680.00	8,160.00	15 CD
262	9	ream	PAPER, Paper One, A3	650.00	5,850.00	15 CD
263	10	ream	PAPER, Paper One, A4	600.00	6,000.00	15 CD
264	10	ream	PAPER, Paper One, short, 100g/m2	550.00	5,500.00	15 CD
265	13	jar	PASTE	75.00	975.00	15 CD
266	8	piece	PENCIL SHARPENER	650.00	5,200.00	15 CD
267	98	box	PENCIL, LEAD, WITH ERASER	150.00	14,700.00	15 CD
268	19	piece	Pentel pen, assorted	50.00	950.00	15 CD
269	5	piece	Photo Frame	350.00	1,750.00	15 CD
270	50	pack	PHOTO PAPER, glossy	200.00	10,000.00	15 CD
271	3	pack	Photo Sticker (expert's choice/transparent/clear 70gsm)	200.00	600.00	15 CD
272	7	meter	PLASTIC COVER (tables, books)	50.00	350.00	15 CD
273	89	piece	PLASTIC ENVELOPE	25.00	2,225.00	15 CD
274	1	unit	Presentation Clicker	2,500.00	2,500.00	15 CD
275	360	Bottle	PRINTER Ink (Epson 003) - Black	500.00	180,000.00	15 CD
276	175	Bottle	PRINTER Ink (Epson 003) - Cyan	500.00	87,500.00	15 CD
277	175	Bottle	PRINTER Ink (Epson 003) - Magenta	500.00	87,500.00	15 CD
278	175	Bottle	PRINTER Ink (Epson 003) - Yellow	500.00	87,500.00	15 CD
279	25	bottle	PRINTER ink BROTHER INK BT-5000 (CYAN)	750.00	18,750.00	15 CD
280	25	bottle	PRINTER ink BROTHER INK BT-5000 (MAGENTA)	750.00	18,750.00	15 CD
281	25	bottle	PRINTER ink BROTHER INK BT-5000 (YELLOW)	750.00	18,750.00	15 CD

282	50	bottle	PRINTER ink BROTHER INK BT- D60 (BLACK)	750.00	37,500.00	15 CD
283	2	piece	PRINTER INK BROTHER LC535XL-BK (CYAN)	650.00	1,300.00	15 CD
284	2	piece	PRINTER INK BROTHER LC535XL-BK (MAGENTA)	650.00	1,300.00	15 CD
285	2	piece	PRINTER INK BROTHER LC535XL-BK (YELLOW)	650.00	1,300.00	15 CD
286	3	piece	PRINTER INK BROTHER LC539XL-BK (BLACK)	650.00	1,950.00	15 CD
287	2	cart	PRINTER INK CANON CL-741 black	861.12	1,722.24	15 CD
288	2	cart	PRINTER INK CANON CL-741 COLORED	1,126.33	2,252.66	15 CD
289	6	cart	PRINTER INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	780.00	4,680.00	15 CD
290	300	bottle	PRINTER INK, EPSON, C13T664100 (T6641), BLACK	500.00	150,000.00	15 CD
291	110	bottle	PRINTER INK, EPSON, C13T664100 (T6642), CYAN	500.00	55,000.00	15 CD
292	110	bottle	PRINTER INK, EPSON, C13T664100 (T6643), MAGENTA	500.00	55,000.00	15 CD
293	110	bottle	PRINTER INK, EPSON, C13T664100 (T6644), YELLOW	500.00	55,000.00	15 CD
294	200	bottle	PRINTER INK, for stamp pad	65.00	13,000.00	15 CD
295	3	cartridge	PRINTER Ink, LC3617BK, black (for Brother MFC-J3930DW Printer)	1,500.00	4,500.00	15 CD
296	3	cartridge	PRINTER Ink, LC3617C, cyan (for Brother MFC-J3930DW Printer)	1,500.00	4,500.00	15 CD
297	3	cartridge	PRINTER Ink, LC3617M, magenta (for Brother MFC-J3930DW Printer)	1,500.00	4,500.00	15 CD
298	3	cartridge	PRINTER Ink, LC3617Y, yellow (for Brother MFC-J3930DW Printer)	1,500.00	4,500.00	15 CD
299	24	piece	PUNCHER, paper, heavy duty	350.00	8,400.00	15 CD
300	20	piece	Push brush	190.00	3,800.00	15 CD
301	10	pack	Push Pin	45.00	450.00	15 CD
302	40	dozen	RAGS	180.00	7,200.00	15 CD
303	8	book	Record Book (200pages)	150.00	1,200.00	15 CD
304	100	piece	RECORD BOOK, 200 Pages, Size: 214mm x 278 mm	260.00	26,000.00	15 CD
305	85	book	RECORD BOOK, 300 PAGES	150.00	12,750.00	15 CD
306	155	book	RECORD BOOK, 500 PAGES	180.00	27,900.00	15 CD
307	20	ream	RECORD BOOK, 500 PAGES, 214MM X 278MM	300.00	6,000.00	15 CD

308	5	piece	Record Book, small/mini, merit	150.00	750.00	15 CD
309	4	piece	RJ 45 (Connector)	25.00	100.00	15 CD
310	51	box	RUBBER BAND No. 18	280.00	14,280.00	15 CD
311	13	piece	RULER (Stainless, 12")	75.00	975.00	15 CD
312	14	piece	RULER, flexible, plastic, 450mm	130.00	1,820.00	15 CD
313	12	piece	RULER, Plastic, 12"	20.00	240.00	15 CD
314	92	piece	SCISSORS, symmetrical/asymmetrical	75.00	6,900.00	15 CD
315	25	pack	SCOURING PAD	250.00	6,250.00	15 CD
316	100	piece	SHAMPOO, Palmolive or its equivalent	10.00	1,000.00	15 CD
317	50	box	SIGN PEN - MY GEL OR ITS EQUIVALENT 0.5MM (BLACK) 12'S	540.00	27,000.00	15 CD
318	19	box	SIGN PEN - MY GEL OR ITS EQUIVALENT 0.5MM (BLUE) 12'S	540.00	10,260.00	15 CD
319	1	box	SIGN PEN - PILOT V5	1,200.00	1,200.00	15 CD
320	13	piece	SIGN PEN - PILOT V-5 OR ITS EQUIVALENT (BLACK) 12'S	100.00	1,300.00	15 CD
321	15	box	SIGN PEN (Pilot V-5 or its equivalent (Blue) 12's	1,200.00	18,000.00	15 CD
322	3	box	SIGN PEN BLUE .07	540.00	1,620.00	15 CD
323	22	box	SIGN PEN PILOT G. TECH .70 OR ITS EQUIVALENT 12'S	1,200.00	26,400.00	15 CD
324	11	box	SIGN PEN, black (12's)	540.00	5,940.00	15 CD
325	18	piece	Sign Pen, black, Pilot	100.00	1,800.00	15 CD
326	3	box	SIGN PEN, blue (12's)	540.00	1,620.00	15 CD
327	208	piece	SIGN PEN, Extra Fine Tip, Black	45.00	9,360.00	15 CD
328	82	piece	SIGN PEN, Extra Fine Tip, Blue	45.00	3,690.00	15 CD
329	4	piece	Sign Pen, Extra Fine Tip, Red	45.00	180.00	15 CD
330	154	piece	SIGN PEN, Fine Tip, Black	45.00	6,930.00	15 CD
331	36	piece	SIGN PEN, Fine Tip, Blue	45.00	1,620.00	15 CD
332	25	piece	SIGN PEN, Fine Tip, Red	45.00	1,125.00	15 CD
333	244	piece	SIGN PEN, Medium Tip, Black	45.00	10,980.00	15 CD
334	120	piece	SIGN PEN, Medium Tip, Blue	45.00	5,400.00	15 CD
335	55	piece	SIGN PEN, Medium Tip, Red	45.00	2,475.00	15 CD

336	12	piece	Sign pen, my gel black 0.4	45.00	540.00	15 CD
337	2	box	Sign pen, my gel black 0.5	540.00	1,080.00	15 CD
338	232	piece	Sign pen, my gel black 0.5	45.00	10,440.00	15 CD
339	40	piece	Sign pen, my gel black 0.7	45.00	1,800.00	15 CD
340	30	piece	Sign pen, my gel blue 0.5	45.00	1,350.00	15 CD
341	14	box	Sign pen, my gel blue 0.5	540.00	7,560.00	15 CD
342	2	piece	Sign pen, my gel red 0.5	45.00	90.00	15 CD
343	24	piece	SIGN PEN, MY GEL, BLACK	45.00	1,080.00	15 CD
344	16	piece	SIGN PEN, MY GEL, BLUE	45.00	720.00	15 CD
345	12	piece	SIGN PEN, MY GEL, RED	45.00	540.00	15 CD
346	3	box	SIGN PEN, red (12's)	540.00	1,620.00	15 CD
347	66	piece	SIGN PEN, Refill - black	45.00	2,970.00	15 CD
348	13	box	SIGNPEN GREEN	540.00	7,020.00	15 CD
349	40	piece	Soap	75.00	3,000.00	15 CD
350	5	bar	Soap, (safeguard)	80.00	400.00	15 CD
351	6	piece	SOAP, BATH, big	80.00	480.00	15 CD
352	26	liter	SODIUM HYPOCHLORITE COLORSAFE BLEACH	95.00	2,470.00	15 CD
353	30	gallon	SODIUM HYPOCHLORITE, 3.785liters	280.00	8,400.00	15 CD
354	60	liter	SODIUM HYPOCLORITE	95.00	5,700.00	15 CD
355	2	pack	SPECIAL PAPER (SHORT)	90.00	180.00	15 CD
356	10	pack	SPECIALTY PAPER (COLORED, LONG)	150.00	1,500.00	15 CD
357	10	pack	SPECIALTY PAPER A4 (cream)	90.00	900.00	15 CD
358	12	pack	Specialty Paper A4 90 gsm (light yellow/beige)	90.00	1,080.00	15 CD
359	3	ream	Specialty Paper A4 90 gsm (light yellow/beige)	380.00	1,140.00	15 CD
360	19	pack	SPECIALTY PAPER LONG	120.00	2,280.00	15 CD
361	4	ream	Specialty Paper long 90 gsm (light yellow)	650.00	2,600.00	15 CD
362	18	pack	Specialty Paper long 90 gsm (light yellow/beige)	90.00	1,620.00	15 CD
363	63	pack	Specialty Paper, A4	90.00	5,670.00	15 CD

364	10	piece	STAMP PAD (black 10)	65.00	650.00	15 CD
365	128	piece	STAMP PAD, felt	65.00	8,320.00	15 CD
366	3	piece	STAMP PAD, without ink (red)	65.00	195.00	15 CD
367	58	piece	STAPLE REMOVER, plier-type	48.00	2,784.00	15 CD
368	213	box	Staple wire #35	70.00	14,910.00	15 CD
369	59	piece	STAPLER W/ STAPLE WIRE REMOVER	450.00	26,550.00	15 CD
370	3	unit	STAPLER, heavy duty (binder)	1,500.00	4,500.00	15 CD
371	10	piece	STAPLER, Medium	350.00	3,500.00	15 CD
372	14	piece	STAPLER, standard type	250.00	3,500.00	15 CD
373	12	piece	STENO NOTEBOOK	38.00	456.00	15 CD
374	10	box	STICK ON TOILET BOWL CLEANING STRIP	150.00	1,500.00	15 CD
375	64	pack	STICKER PAPER (Size A4, 80GSM, High Gloss)	120.00	7,680.00	15 CD
376	7	pack	STICKER PAPER, Matte (10's)	120.00	840.00	15 CD
377	5	pack	Sticky Note (Annotation/Arrow Tabs Sticky Note - 5 Colors)	75.00	375.00	15 CD
378	1	piece	Sticky note 1/4	55.00	55.00	15 CD
379	3	piece	STORAGE BOX	1,200.00	3,600.00	15 CD
380	64	box	Surgical Gloves, Latex, Powder-free	600.00	38,400.00	15 CD
381	9	roll	Tape , Masking,48mm	130.00	1,170.00	15 CD
382	364	roll	Tape Masking 1"	45.00	16,380.00	15 CD
383	21	roll	TAPE, double Sided	45.00	945.00	15 CD
384	9	roll	TAPE, DOUBLE SIDED, CLEAR	90.00	810.00	15 CD
385	16	roll	TAPE, DOUBLE SIDED, FOAM	150.00	2,400.00	15 CD
386	7	roll	TAPE, electrical	45.00	315.00	15 CD
387	100	roll	TAPE, masking, 24mm	47.00	4,700.00	15 CD
388	13	roll	TAPE, masking, 3 inch	120.00	1,560.00	15 CD
389	120	roll	TAPE, masking, 48 mm	100.00	12,000.00	15 CD
390	75	roll	Tape, Packaging, 48 mm	65.00	4,875.00	15 CD
391	65	roll	TAPE, transparent (3")	85.00	5,525.00	15 CD
392	210	roll	TAPE, transparent, 24mm (1")	40.00	8,400.00	15 CD

393	4	roll	Thermal Paper 110mm x 80 mm	85.00	340.00	15 CD
394	6	piece	Thread (200G. Wt. Art #250 Ply)	65.00	390.00	15 CD
395	150	pack	TISSUE, INTERFOLDED PAPER TOWEL	150.00	22,500.00	15 CD
396	30	box	TOILET / BATH SOAP	85.00	2,550.00	15 CD
397	30	piece	TOILET /URINAL CLEANER (DOMEX OR EQUIVALENT) 500ML	380.00	11,400.00	15 CD
398	16	piece	Toilet brush with holder	190.00	3,040.00	15 CD
399	8	piece	TOILET BRUSH, BIG	190.00	1,520.00	15 CD
400	100	piece	TOILET DEODORANT CAKE, Small	95.00	9,500.00	15 CD
401	35	piece	TOILET DEODORANT CAKE, Big	120.00	4,200.00	15 CD
402	3	piece	TOILET RUBBER PUMP, heavy duty	250.00	750.00	15 CD
403	500	roll	Toilet Tissue paper, 2 ply	25.00	12,500.00	15 CD
404	100	pack	TOILET TISSUE PAPER, 2 ply	300.00	30,000.00	15 CD
405	50	pack	TOILET TISSUE PAPER, 3 PLY	540.00	27,000.00	15 CD
406	4	piece	TOWEL, GOOD MORNING	45.00	180.00	15 CD
407	3	piece	Trash bin	950.00	2,850.00	15 CD
408	9	pack	TRASHBAG LARGE TRANSPARENT	150.00	1,350.00	15 CD
409	8	pack	TRASHBAG XL TRANSPARENT	181.00	1,448.00	15 CD
410	172	pack/roll	TRASHBAG, Large size	150.00	25,800.00	15 CD
411	40	pack/roll	TRASHBAG, XL size	181.00	7,240.00	15 CD
412	85	pack/roll	TRASHBAG, XXL size	250.00	21,250.00	15 CD
413	10	piece	TRAY (IN/OUT)	250.00	2,500.00	15 CD
414	13	roll	Twine, Plastic	150.00	1,950.00	15 CD
415	7	roll	Typewriter Ribbon	38.00	266.00	15 CD
416	5	piece	USB 64GB	950.00	4,750.00	15 CD
417	2	roll	USB FLASH DRIVE 32 Gb	750.00	1,500.00	15 CD
418	2	piece	Wall clock	550.00	1,100.00	15 CD
419	1	piece	Wall clock	2,000.00	2,000.00	15 CD
420	2	piece	Wall clock Digital (Numerical)	650.00	1,300.00	15 CD
421	2	piece	Waste Basket-non-rigid plastic	450.00	900.00	15 CD

422	1	piece	WHITE BOARD 36x24 inches	1,500.00	1,500.00	15 CD
423	6	pad	White Pad paper	45.00	270.00	15 CD
424	5	set	Wireless mouse and keyboard	3,000.00	15,000.00	15 CD
425	1	unit	WIRELESS POINTING DEVICE/LASER POINTER	2,000.00	2,000.00	15 CD
426	22	piece	WOODEN MULTIFUNCTIONAL PEN HOLDER/DESK ORGANIZER	550.00	12,100.00	15 CD
427	3	ream	WORX SPECIALTY PAPER	750.00	2,250.00	15 CD
428	3	packs	Zim scrub sponge (3pieces/pack)	75.00	225.00	15 CD
429	20	liter	Zonrox liquid bleach (1L)	90.00	1,800.00	15 CD

TOTAL Php5,212,932.90

[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.

FRAMEWORK AGREEMENT LIST (AGENCY)			
<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>
TOTAL <i>(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>		
SIGNATURE OVER PRINTED NAME	POSITION	DEPARTMENT/DIVISION	

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.	3-HOLE 2" RING BINDER (Smarty Binder LD-300)	<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>
	3-HOLE 3" RING BINDER (Smarty Binder LD-300)	<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>AA Rechargeable Batteries</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>

	AAA Rechargeable Batteries	
	AIR DEODORIZER (Solid)	
	AIR FRESHENER	
	alcohol 70% Isopropyl (500mL)	
	ALCOHOL, Ethyl, 1 Gallon	
	ALCOHOL, Ethyl, 500 mL	
	Anti-bacterial Liquid Detergent	
	Anti-bacterial liquid soap (500ml)	
	AUTOMATIC NUMBERING STAMP MACHINE (12 digits)	
	BALL PEN (BLACK)	
	BALLP, FIBER CASTEL or its equivalent, BLACK	
	BALLP, FIBER CASTEL or its equivalent, BLUE	
	BALLPEN (BLUE)	
	BALLPEN (RED)	
	BALLPEN (black 0.7)	
	BALLPEN (black)	
	Ballpen, Black Pilot	
	BATH SOAP	
	Battery 1.5 V Lithium	
	BATTERY, dry Cell, size AA	
	BATTERY, dry Cell, size AAA	
	BATTERY, dry Cell, size C	
	Binding Ream 2"	
	Binding Ream 1"	
	Binding Ream 1/2"	

	Binding Ream 3/4"	
	Binding Ring/Comb, Plastic, 32mm	
	BLADE, for general purpose cutter/utility knife	
	BLEACHING SOLUTION	
	BOARD PAPER (LONG)	
	BOARD PAPER (SHORT)	
	BROOM (Walis Tambo)	
	BROOM (Walis Ting-ting)	
	BROTHER HL-121W	
	CALCULATOR, Compact	
	Canon Laid Paper, Long (Ivory/Cream)	
	Canon Laid Paper, Short (Ivory/Cream)	
	Canon Lain Paper, soft Green, short	
	CAR AIR FRESHENER (can)	
	CARBON FILM, Legal size	
	Cartolina Blue	
	Cartolina Green	
	Cartolina Orange	
	Cartolina Pink	
	Cartolina Red	
	Cartolina White	
	Cartolina Yellow	
	CERTIFICATE HOLDER	
	CERTIFICATE HOLDER FRAME	

	Certificate Jacket	
	CHALK, white enamel	
	CHLORINE	
	CLEANER, Toilet Bowl and Urinal	
	Cleanser, Scouring Powder	
	CLEAR FOLDER WITH SLIDE , SHORT	
	CLEAR FOLDER WITH SLIDE, LEGAL	
	Clearbook, 20 Transparent pockets, Legal	
	Clearbook, 20 Transparent pockets, A4	
	CLEARBOOK, A4 size	
	CLEARBOOK, LONG (40 PAGES)	
	Clip Board	
	Clip Board w/ Cover	
	CLIP, backfold, 19mm 3/4"	
	CLIP, backfold, 25mm 1"	
	CLIP, backfold, 25mm 1"	
	Clip, backfold, 32mm 1 1/4"	
	Clip, backfold, 32mm 1 1/4"	
	CLIP, backfold, 50mm 2"	
	COMPUTER MOUSE, Wireless	
	CONSTRUCTION PAPER (LONG)	
	CORRECTION FLUID	
	Correction Pen	

	CORRECTION TAPE	
	Cotton Balls	
	CUTTER, Heavy Duty	
	CUTTER/UTILITY KNIFE, for general purpose	
	Daily Time Record (DTR) - (CSC form #48)	
	DATA FILE BOX	
	Data File with cover	
	Data File with cover (big)	
	DATA FOLDER	
	Date Stamp	
	DATER Heavy Duty	
	DATER STAMP	
	DETERGENT POWDER, all purpose (500 grams)	
	DETERGENT POWDER, all-purpose, 1kg	
	DIPPER	
	DISHWASHING LIQUID	
	DISHWASHING LIQUID (Joy)	
	DISHWASHING PASTE	
	DISINFECTANT SPRAY	
	Disposable Gloves	
	DISPOSABLE GLOVES	
	Document Tray, 3 tier	
	DOOR MAT	
	DOORMAT, rubber, rectangular	

	DOUBLE SIDED TAPE	
	DOUBLE SIDED TAPE, transparent	
	Dust pan,non-rigid plastic	
	ELECTRIC FAN STAND FAN	
	EMERGENCY LIGHT	
	ENVELOPE - BROWN SHORT	
	ENVELOPE- Plastic, hard Long	
	ENVELOPE, Documentary, A4	
	ENVELOPE, Documentary, legal,	
	ENVELOPE, expanded - Long with string	
	ENVELOPE, EXPANDING PLASTIC	
	ENVELOPE, Expanding, Plastic	
	ENVELOPE, Mailing	
	ENVELOPE, Mailing Kraft (Long)	
	Eraser, Felt (for blackboard/whireboard)	
	ERASER, plastic/rubber	
	ERASER, Ruber (Good Quality)	
	Extension Cord, 16-gang Universal Tower Surge Protector	
	EXTENSION WIRE, heavy duty	
	External Hard Drive (1TB)	
	Fabric Conditioner (1.4L)	
	FABRIC CONDITIONER, 1 liter	
	FABRIC CONDITIONER, SACHET	

	FACE MASK	
	FACIAL TISSUE	
	Fastener, plastic	
	FAUCET, METAL 1/2 size	
	FEATHER Duster	
	FIELD NOTEBOOK	
	FILE ORGANIZER/MULTI-LAYER DESK ORGANIZER	
	FILE TAB DIVIDER, A4	
	FILE TAB DIVIDER, Legal	
	FLASH DRIVE (64gb)	
	FLASH DRIVE, 32 GB	
	FLASHDRIVE , 16GB	
	Floor Mop	
	Folder Expandable	
	FOLDER with tab, A4	
	FOLDER with tab, Legal	
	Folder, expanded long	
	FOLDER, green tab - long	
	FOLDER, long	
	Folder, Morocco - Long	
	Folder, Morocco - Short	
	Folder, plain, A4	
	FOLDER, plastic (Long)	
	FOLDER, pressboard	
	FOLDER, Short	
	FURNITURE CLEANER	

	GARBAGE BAG /TRASH BAG, XL (BLACK) HDPE (10'S)	
	Garbage bag medium	
	Garbage bag small	
	Garbage Bag XXL	
	GARBAGE BAG, LARGE, BLACK	
	GARBAGE BIN, STEP ON	
	Glass Cleaner	
	GLOVES (RUBBER)	
	GLUE, all-purpose	
	GLUE, Padding	
	Good morning towel	
	Good Morning Towel	
	Gun Tacker Wire (T30)	
	Hand Brush	
	HAND SANITIZER	
	HAND SOAP, liquid	
	HAND TOWEL	
	HEAVY DUTY EXTENSION WIRE (10FT)	
	Highlighter	
	Highlighter	
	HIGHLIGHTER -GREEN	
	HIGHLIGHTER, stabilo	
	Ice Wrapper - for chlorine granules	
	Index Card 5 x 8 500's	

	INDEX CARD 5X8 INCHES	
	Index Tab	
	INSECTICIDE	
	Iodine Povidone	
	Joy Dishwashing liquid (790mL)	
	Joy Dishwashing liquid refill (600mL)	
	KEYBOARD AND MOUSE	
	LAID CANNON, Size: 8 1/2 x 13 (Long) 85GSM Color: Cornfield Cream	
	Laminating Film	
	Laundry Powder Detergent	
	LAUNDRY SOAP, POWDER SACHET	
	Lemon Pledge	
	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	
	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	
	LIQUID WAX (TRANSPARENT	
	LIQUID HAND SOAP, 500ml	
	Log Book (Official Record Book) 500 pages (wide)	
	Log Book 300 pages	
	MAGAZINE FILE BOX, Large	
	Mailing envelope white, long	
	Mailing envelope white, long	
	Mailing envelope white, short	
	Manila Paper	

	MARKER, Flourescent	
	MARKER, Permanent, Black	
	MARKER, Permanent, Black, Broad Type	
	MARKER, Permanent, Blue	
	MARKER, permanent, blue, broad type	
	MARKER, Permanent, Red	
	MARKER, permanent, red, broad type	
	Marker, whiteboard, black	
	MARKER, Whiteboard, Black	
	MARKER, Whiteboard, Blue	
	MARKER, whiteboard, blue	
	MARKER, Whiteboard, Red	
	MARKER, whiteboard, red	
	MECHANICAL PENCIL, (STAEDLER)	
	MIMEO PAPER, WHITEWOVE, long	
	MIMEO PAPER, WHITEWOVE, short	
	MONOBLOC CHAIR, white	
	MONOBLOC CHAIRS, Round stool	
	MONOBLOC CHAIRS, with back rest	
	MONOBLOCK CHAIRS, Black	
	MOP BUCKET	
	MOP BUCKET(SPINNING/TORNADO	

	MOPHANDLE, heavy duty	
	MOPHEAD, made of rayon	
	Mouse Pad	
	MOUSE WIRELESS USB	
	MOUSE, OPTICAL, UBS CONNECTION	
	MURIATIC ACID	
	MURIATIC ACID	
	NOTE PAD, stick on, 76mm x 100mm (3" x 3") min	
	Notebook, ordinary	
	NOTEPAD, stick-on, 50mm x 76mm	
	NOTEPAD, stick-on, 76mm x 100mm	
	NOTEPAD, stick-on, 76mm x 76mm	
	NUMBERING STAMP 10 DIGITS (BIG)	
	OFFICE TABLES	
	Pad Paper, Merit (YELLOW)	
	Padding Glue	
	PADLOCK	
	PAIL	
	Paper Clamp (plastic) big	
	PAPER CLIP, vinly/plastic coated, 33mm	
	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	
	PAPER CUTTER BOARD	
	Paper Fastener (plastic)	

	Paper tray organizer-3 layers	
	PAPER, Bond (Legal 8 1/2 x 13, 70GSM)	
	PAPER, Bond (Letter 8 1/2 x 11, 70GSM)	
	PAPER, Bond Paper S-16 Long	
	PAPER, Bond Paper S-16 Short	
	PAPER, BOOK PAPER 100 GSM (LEGAL)	
	PAPER, BOOK PAPER 100 GSM (LETTER)	
	PAPER, BOOK PAPER 100 GSM (A4)	
	PAPER, BOOK PAPER S-20/gsm70 (A4)	
	PAPER, Book Paper S-20/gsm70 (short)	
	PAPER, BOOK PAPERS-20/gsm70 (LONG)	
	PAPER, Bookpaper 70 GSM/subs 20, long	
	PAPER, Bookpaper 70 GSM/subs 20, A4	
	PAPER, Bookpaper 70 GSM/subs 20, short	
	PAPER, MULTICOPY, LETTER (SHORT) 80 GSM	
	PAPER, MULTICOPY A4, 80 gsm	
	Paper, Multicopy, Legal, 80gsm	
	PAPER, MULTIPURPOSE LEGAL (70 gsm)	
	PAPER, PAPER HARD COPY (LEGAL, 8 1/2 X 13, S20 70 GSM)	

	PAPER, PAPER HARD COPY (SHORT, 8 1/2 X 11, S20 70 GSM)	
	PAPER, Paper One , Long, 100g/m2	
	PAPER, Paper One, A3	
	PAPER, Paper One, A4	
	PAPER, Paper One, short, 100g/m2	
	PASTE	
	PENCIL SHARPENER	
	PENCIL, LEAD, WITH ERASER	
	Pentel pen, assorted	
	Photo Frame	
	PHOTO PAPER, glossy	
	Photo Sticker (expert's choice/transparent/clear 70gsm)	
	PLASTIC COVER (tables, books)	
	PLASTIC ENVELOPE	
	Presentation Clicker	
	PRINTER Ink (Epson 003) - Black	
	PRINTER Ink (Epson 003) - Cyan	
	PRINTER Ink (Epson 003) - Magenta	
	PRINTER Ink (Epson 003) - Yellow	
	PRINTER ink BROTHER INK BT- 5000 (CYAN)	
	PRINTER ink BROTHER INK BT- 5000 (MAGENTA)	

	PRINTER ink BROTHER INK BT- 5000 (YELLOW)	
	PRINTER ink BROTHER INK BT- D60 (BLACK)	
	PRINTER INK BROTHER LC535XL-BK (CYAN)	
	PRINTER INK BROTHER LC535XL-BK (MAGENTA)	
	PRINTER INK BROTHER LC535XL-BK (YELLOW)	
	PRINTER INK BROTHER LC539XL-BK (BLACK)	
	PRINTER INK CANON CL-741 black	
	PRINTER INK CANON CL-741 COLORED	
	PRINTER INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	
	PRINTER INK, EPSON, C13T664100 (T6641), BLACK	
	PRINTER INK, EPSON, C13T664100 (T6642), CYAN	
	PRINTER INK, EPSON, C13T664100 (T6643), MAGENTA	
	PRINTER INK, EPSON, C13T664100 (T6644), YELLOW	
	PRINTER INK, for stamp pad	
	PRINTER Ink, LC3617BK, black (for Brother MFC-J3930DW Printer)	
	PRINTER Ink, LC3617C, cyan (for Brother MFC-J3930DW Printer)	
	PRINTER Ink, LC3617M, magenta (for Brother MFC- J3930DW Printer)	

	PRINTER Ink, LC3617Y, yellow (for Brother MFC-J3930DW Printer)	
	PUNCHER, paper, heavy duty	
	Push brush	
	Push Pin	
	RAGS	
	Record Book (200pages)	
	RECORD BOOK, 200 Pages, Size: 214mm x 278 mm	
	RECORD BOOK, 300 PAGES	
	RECORD BOOK, 500 PAGES	
	RECORD BOOK, 500 PAGES, 214MM X 278MM	
	Record Book, small/mini, merit	
	RJ 45 (Connector)	
	RUBBER BAND No. 18	
	RULER (Stainless, 12")	
	RULER, flexible, plastic, 450mm	
	RULER, Plastic, 12"	
	SCISSORS, symmetrical/asymmetrical	
	SCOURING PAD	
	SHAMPOO, Palmolive or its equivalent	
	SIGN PEN - MY GEL OR ITS EQUIVALENT 0.5MM (BLACK) 12'S	
	SIGN PEN - MY GEL OR ITS EQUIVALENT 0.5MM (BLUE) 12'S	
	SIGN PEN - PILOT V5	

	SIGN PEN - PILOT V-5 OR ITS EQUIVALENT (BLACK) 12'S	
	SIGN PEN (Pilot V-5 or its equivalent (Blue) 12's	
	SIGN PEN BLUE .07	
	SIGN PEN PILOT G. TECH .70 OR ITS EQUIVALENT 12'S	
	SIGN PEN, black (12's)	
	Sign Pen, black, Pilot	
	SIGN PEN, blue (12's)	
	SIGN PEN, Extra Fine Tip, Black	
	SIGN PEN, Extra Fine Tip, Blue	
	Sign Pen, Extra Fine Tip, Red	
	SIGN PEN, Fine Tip, Black	
	SIGN PEN, Fine Tip, Blue	
	SIGN PEN, Fine Tip, Red	
	SIGN PEN, Medium Tip, Black	
	SIGN PEN, Medium Tip, Blue	
	SIGN PEN, Medium Tip, Red	
	Sign pen, my gel black 0.4	
	Sign pen, my gel black 0.5	
	Sign pen, my gel black 0.5	
	Sign pen, my gel black 0.7	
	Sign pen, my gel blue 0.5	
	Sign pen, my gel blue 0.5	
	Sign pen, my gel red 0.5	
	SIGN PEN, MY GEL, BLACK	
	SIGN PEN, MY GEL, BLUE	

	SIGN PEN, MY GEL, RED		
	SIGN PEN, red (12's)		
	SIGN PEN, Refill - black		
	SIGNPEN GREEN		
	Soap		
	Soap, (safeguard)		
	SOAP, BATH, big		
	SODIUM HYPOCHLORITE COLORSAFE BLEACH		
	SODIUM HYPOCHLORITE, 3.785liters		
	SODIUM HYPOCHLORITE		
	SPECIAL PAPER (SHORT)		
	SPECIALTY PAPER (COLORED, LONG)		
	SPECIALTY PAPER A4 (cream)		
	Specialty Paper A4 90 gsm (light yellow/beige)		
	Specialty Paper A4 90 gsm (light yellow/beige)		
	SPECIALTY PAPER LONG		
	Specialty Paper long 90 gsm (light yellow)		
	Specialty Paper long 90 gsm (light yellow/beige)		
	Specialty Paper, A4		
	STAMP PAD (black 10)		
	STAMP PAD, felt		
	STAMP PAD, without ink (red)		
	STAPLE REMOVER, plier-type		

	Staple wire #35		
	STAPLER W/ STAPLE WIRE REMOVER		
	STAPLER, heavy duty (binder)		
	STAPLER, Medium		
	STAPLER, standard type		
	STENO NOTEBOOK		
	STICK ON TOILET BOWL CLEANING STRIP		
	STICKER PAPER (Size A4, 80GSM, High Gloss)		
	STICKER PAPER, Matte (10's)		
	Sticky Note (Annotation/Arrow Tabs Sticky Note - 5 Colors)		
	Sticky note 1/4		
	STORAGE BOX		
	Surgical Gloves, Latex, Powder-free		
	Tape , Masking,48mm		
	Tape Masking 1"		
	TAPE, double Sided		
	TAPE, DOUBLE SIDED, CLEAR		
	TAPE, DOUBLE SIDED, FOAM		
	TAPE, electrical		
	TAPE, masking, 24mm		
	TAPE, masking, 3 inch		
	TAPE, masking, 48 mm		
	Tape, Packaging, 48 mm		
	TAPE, transparent (3")		

	TAPE, transparent, 24mm (1")		
	Thermal Paper 110mm x 80 mm		
	Thread (200G. Wt. Art #250 Ply)		
	TISSUE, INTERFOLDED PAPER TOWEL		
	TOILET / BATH SOAP		
	TOILET /URINAL CLEANER (DOMEX OR EQUIVALENT) 500ML		
	Toilet brush with holder		
	TOILET BRUSH, BIG		
	TOILET DEODORANT CAKE, Small		
	TOILET DEODORANT CAKE, Big		
	TOILET RUBBER PUMP, heavy duty		
	Toilet Tissue paper, 2 ply		
	TOILET TISSUE PAPER, 2 ply		
	TOILET TISSUE PAPER, 3 PLY		
	TOWEL, GOOD MORNING		
	Trash bin		
	TRASHBAG LARGE TRANSPARENT		
	TRASHBAG XL TRANSPARENT		
	TRASHBAG, Large size		
	TRASHBAG, XL size		
	TRASHBAG, XXL size		
	TRAY (IN/OUT)		

	Twine, Plastic		
	Typewriter Ribbon		
	USB 64GB		
	USB FLASH DRIVE 32 Gb		
	Wall clock		
	Wall clock		
	Wall clock Digital (Numerical)		
	Waste Basket-non-rigid plastic		
	WHITE BOARD 36x24 inches		
	White Pad paper		
	Wireless mouse and keyboard		
	WIRELESS POINTING DEVICE/LASER POINTER		
	WOODEN MULTIFUNCTIONAL PEN HOLDER/DESK ORGANIZER		
	WORX SPECIALTY PAPER		
	Zim scrub sponge (3pieces/pack)		
	Zonrox liquid bleach (1L)		

[Use this form for Framework Agreement:]

Technical Specifications

<i>TECHNICAL SPECIFICATIONS</i>			
<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</i></p>

			<i>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>

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).

