



# **DEPARTMENT OF FOREIGN AFFAIRS**

## **BIDS AND AWARDS COMMITTEE**

**Name of the Project:**

**Procurement of Various Office, Medical and ICT Supplies**

**Approved Budget for the Contract:**

**Five Million Seven Hundred Seventy-Five Thousand Ninety Pesos  
and Sixty-Five Centavos**

**(PhP 5,775,090.65)**

**PB-GS-22-2021**

**Sixth Edition**

**July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – 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.





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT OF VARIOUS OFFICE, MEDICAL AND ICT SUPPLIES**

1. The Department of Foreign Affairs, through the authorized appropriations under the FY 2021 General Appropriations Act (GAA), intends to apply the sum of Five Million Seven Hundred Seventy-Five Thousand Ninety Pesos and Sixty-Five Centavos (PhP 5,775,090.65) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Various Office, Medical and ICT Supplies. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Foreign Affairs now invites bids for the “Procurement of Various Office, Medical and ICT Supplies”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of Various Office, Medical and ICT Supplies</i>	PhP 5,775,090.65	PhP 10,000.00


3. The Department of Foreign Affairs now invites bids for the above Procurement Project. Delivery of the Goods is stated on the Technical Specifications. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. 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. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.Prospective Bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 07 December 2021 from the Office of the BAC Secretariat and at <https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards>. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
14 December 2021, Tuesday, 10:00 a.m.	27 December 2021, Monday, 12:00 noon	27 December 2021, Monday, 3:00 p.m.	29 December 2021 Wednesday, 2:00 p.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference			

The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.
8. Bids must be duly received by the BAC Secretariat through at the address below on or before 27 December 2021. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on 27 December 2021, 3:00 p.m. at the given address below and/or via *BAC Video Conferencing*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through online video conference. Late bids shall not be accepted.
11. The Department of Foreign Affairs 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:  
DFA-BAC Secretariat  
Department of Foreign Affairs  
12<sup>th</sup> Floor, DFA Main Building,  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 834-3041 or 834-4823; Fax no. 831-9584  
Email address: **bac.secretariat@dfa.gov.ph**
13. You may visit the following websites:  
For downloading of Bidding Documents: [https://www.dfa.gov.ph/transparency-  
dfa/procurements/bids-and-awards](https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards)

6 December 2021,  
Pasay City


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**NARCISO T. CASTAÑEDA**  
 Assistant Secretary and BAC Chairperson

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## **1. Scope of Bid**

The Procuring Entity, Department of Foreign Affairs, wishes to receive Bids for the Procurement of Various Office, Medical and ICT Supplies with identification number PB-GS-22-2021.

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

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for the FY 2021 General Appropriations Act (GAA) in the amount of Five Million Seven Hundred Seventy-Five Thousand Ninety Pesos and Sixty-Five Centavos (PhP 5,775,090.65) only.

2.2. The source of funding is:

- a. Various Offices’ FY 2021 MOOE for Supplies and Materials Expenses and Auditing Services

## **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.

5.2.5.2.

- a. 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:

- a) completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* of the ABC for this Project; and
- b) the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) 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 here in, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- 7.2. 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. 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 on 14 December 2021, 10:00 a.m., through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**. Kindly email the BAC Secretariat at [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph) for the link of the videoconference.

## 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.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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 26 April 2022. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. Kindly email the BAC Secretariat at [bac.seretariat@dfa.gov.ph](mailto:bac.seretariat@dfa.gov.ph) for the link of the videoconference.

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<sup>1</sup> 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.



In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. 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,

the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. completed within 5 years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>No further additional provisions</i>
12	The price of the Goods shall be quoted DDP 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"> <li>a. The amount of not less than One Hundred Fifteen Thousand Five Hundred One Pesos and Eighty-One Centavos (PhP 115,501.81) only, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Two Hundred Eighty-Eight Thousand Seven Hundred Fifty-Four Pesos and Fifty-Three Centavos (PhP 288,754.53) only if bid security is in Surety Bond.</li> </ul>
15	<i>Bidders shall submit One (1) Original and Two (2) copies of their Bids</i>
19.3	<i>Only one lot</i>
20.2	The Bidder shall submit the required licenses and permits as stated in the Technical Specifications.
21.2	The DFA-BAC reserves the right to require additional contract documents relevant to the Project.

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

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

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section 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><b>Delivery and Documents –</b></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><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ol>

- 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.

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><b>Packaging –</b></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> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>
	<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><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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>The terms of payment shall be as follows:</p> <p>Payment shall be made upon completion of documentary requirements and other supporting documents by OAMSS-PSSD, and thereafter audited and assessed by the OFMS-FRMD.</p> <p>All payments shall be inclusive of the Value-Added Tax (VAT) and other lawful charges.</p>
4	<p>The inspections and tests that will be conducted are: <i>inspection of goods upon deliver as specified in the Terms of Reference.</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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>

## ***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

## Various Office, Medical and ICT Supplies

<b>I.</b>	<b>Background:</b>		
	Background: The department intends to procure office supplies, medical supplies, ICT and Office equipment for the official use of all the offices in the Department.		
<b>II.</b>	<b>Objective:</b>		
	To procure, through public bidding, office supplies, medical supplies, ICT and Office equipment and ensure availability of the said items for the Department's official use.		
<b>III.</b>	<b>Contractor's Obligations:</b>		<b>Statement of Compliance</b>
	<b>The Contractor shall:</b>		
	<b>1.</b>	Deliver to the Department the enumerated list of items with complete documentation.	
	<b>2.</b>	Guarantee that it has the capacity to deliver all the items and that they conform with the applicable specifications.	
	<b>3.</b>	Replace any defective items free-of-charge within 30 working days from date of delivery.	
<b>IV.</b>	<b>Delivery:</b>		
	<b>1.</b>	All items shall be delivered within 30 days upon receipt of the Notice to Proceed.	
	<b>2.</b>	All delivery shall be made with 15 days prior notice to the Department.	
	<b>3.</b>	Delivery shall be made to the Office of Asset Management and Support Services – Property and Support Services Division (OAMSS-PSSD), inspected by the Office of Fiscal Management Services – Financial Resources Management Division (OFMS-FRMD) and witnessed by the end-user and Representative of COA Personnel.	
<b>V.</b>	<b>Terms of Payment:</b>		
	<b>1.</b>	Payment shall be made upon complete delivery of items and submission of all documentary requirements by OAMSS-PSSD, and OFMS-FRMD's completion of its audit and assessment.	
	<b>2.</b>	All payments shall be inclusive of applicable taxes and other lawful charges.	



ANNEX A

Description	Quantity	Unit
<b>ACETATE,</b>	1	Roll
thickness: 0.075mm min (gauge # 3)		

Book Binding

<b>Book binding cover paper, blue, A4</b>	5	Pack
10 Sheets 250GSM		

Ball pen

Description	Quantity	Unit
<b>ball pen, Blue ,</b>	72	Boxes
12'/box, (BPS FINE 0.7mm)		
<b>ball pen, Black ,</b>	97	Boxes
12'/box, (BPS FINE 0.7mm)		
<b>ball pen, Red,</b>	50	Boxes
12'/box, (BPS FINE 0.7mm)		

Sign pen

Description	Quantity	Unit
<b>Sign pen, 1.0 Black, 12's per/box</b>	18	Boxes
type: liquid or gel		
0.7mm needle type		
<b>Sign pen, 1.0 Blue, 12's per/box</b>	18	Boxes
type: liquid or gel		
0.7mm needle type		
<b>Sign pen, 0.5 Black, 12's per/box</b>	293	Boxes
type: liquid or gel		
0.5mm needle type		
<b>Sign pen, 0.5 Blue, 12's per/box</b>	301	Boxes
type: liquid or gel		
0.5mm needle type		
<b>Sign pen, 0.5 Red, 12's per/box</b>	66	Boxes
type: liquid or gel		
0.5mm needle type		

Marker Fluorescent

Description	Quantity	Unit
<b>Marker, Fluorescent,</b>	176	Set
three (3) assorted colors		

Marker White Board

Description	Quantity	Unit
<b>MARKER, Whiteboard, Black,</b>	193	Pcs
felt tip, bullet type		
<b>MARKER, Whiteboard, Blue,</b>	173	Pcs
felt tip, bullet type		

<b>MARKER, Whiteboard, Red,</b> felt tip, bullet type	108	Pcs
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Marker Permanent

Description	Quantity	Unit
<b>MARKER, Perm. Black,</b> bullet type	224	Pcs
<b>MARKER, Perm. Blue,</b> bullet type	209	Pcs
<b>MARKER, Perm. Red,</b> bullet type	226	Pcs

Battery-AA

Description	Quantity	Unit
<b>Battery, AA, 2's per/pack</b> Nominal voltage. 1.5 V. Impedance. 81 m-ohm @ 1 kHz. Typical weight. 24 g (0.8 oz) Typical volume. 8.4 cm <sup>3</sup> (0.5 in <sup>3</sup> ) Terminals. Flat.	316	Pack

Battery-AAA

Description	Quantity	Unit
<b>Battery, AAA, 2's per/pack</b> Nominal voltage. 1.5 V. Impedance. 81 m-ohm @ 1 kHz. Typical weight. 24 g (0.8 oz) Typical volume. 8.4 cm <sup>3</sup> (0.5 in <sup>3</sup> ) Terminals. Flat.	390	Pack

Battery-D

Description	Quantity	Unit
<b>Battery, dry cell, D-1.5 volt</b> 1.5 volts Alkaline No mercury and cadmium added For use in high drain devices, e.g. high powered flashlight, transistor radio ,mini fan; portable hand tools, etc. Minimum of sixty (60) minutes runtime with a current draw of 1.0Amp until cut-off at one (1) volt.	41	Pack

Blade and Cutter

Description	Quantity	Unit
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<b>Blade for touch knife cutter, big, (10blade per tube)</b>	27	Tube
Length: 100mm (+ 2mm)		
Width: 16mm (+2mm)		
Thickness: 0.040mm (+0.02mm)		
<b>Touch knife Cutter</b>	150	Pcs
general purpose snap off blade cutter/utility knife		
blade measurement		
L-100mm		
W-16mm		
T-0.40mm		
with built-in blade snapper		
with stainless-steel blade sliding track		
with safety screw locking mechanism		

**Bubble Wrap and Wrapping Paper**

Description	Quantity	Unit
<b>BUBBLE, Wrap</b>	4	Roll
2 Ply Thick		
Front: Small Bubbles		
Back: Flat Surface		
Bubble size:9.6mm		
Color: Clear		
Size: 40inch x 100meters		
<b>Wrapping paper, Kraft, 65gsm (-5%)</b>	26	Pack
Kraft		
weight: 65gsm		
Size:		
W-914.4mm (36"0		
Length: 1,219.4mm (48")		

**Ring Binder**

Description	Quantity	Unit
<b>Ring binder,32mm, 10's per/bundle</b>	49	Bundle
size: 32mm		
10's/bundle		

**Cartolina**

Description	Quantity	Unit
<b>CARTOLINA, asstd. Color</b>	20	Pack
Bristol Board		
Size: 572mm x 724mm (-3mm)		
Basis weight: 100gsm (min)		
Thickness: 0.12mm (min)		

Non-bleed non-feathering and non-blot; suitable for marking pen and drawing ink		
assorted colors		
Blue, green, yellow, orange, lavender, violet, gold and pink, minimum of four (4) colors		

Calculator

Description	Quantity	Unit
<b>Calculator, compact, 12digit</b>	39	Pcs
WIDTH:100MM X 130MM		
LCD Display		
Capacity: 12 digit		
Two way power source (Solar and Cell)		

Clear book

Description	Quantity	Unit
<b>Clear book, transparent, 20 pocket, for A4 size</b>	10	Pcs
For A4 size Documents		
Refillable		
Material: Plastic		
Cover		
Opaque plastic		
Dimension: 310mm x 235mm (min)		
Thickness: 0.5mm(min)		
Pocket		
Transparent Plastic		
Number of Pockets: twenty (20)		
Thickness: 0.04mm (min)		
Color: assorted, (black, blue, yellow and red)		
<b>Clear book, transparent, 20 pocket, for legal size</b>	30	Pcs
For A4 Legal size Documents		
Refillable		
Material: Plastic		
Cover		
Opaque plastic		
Dimension: 350mm x 245mm (min)		
Thickness: 0.5mm(min)		
Pocket		
Transparent Plastic		
Number of Pockets: twenty (20)		
Thickness: 0.04mm (min)		
Color: assorted, (black, blue, yellow and red)		

Correction Tape

Description	Quantity	Unit
<b>Correction roller tape</b>	500	Pcs
Disposable		
Usable length: 8meters		
color white		

Clip Backfold		
Description	Quantity	Unit
<b>Clip, Backfold,</b>	150	Boxes
all metal, clamping: 19mm		
<b>Clip, Backfold,</b>	130	Boxes
all metal, clamping: 25mm		
<b>Clip, Backfold,</b>	138	Boxes
all metal, clamping: 32mm		
<b>Clip, Backfold,</b>	88	Boxes
all metal, clamping: 50mm		

Chalk		
Description	Quantity	Unit
<b>CHALK, molded, white, dustless,</b>	3	Boxes
length 78mm min		
100pieces / box 450G		

Data File Box		
Description	Quantity	Unit
<b>Data File box, made of chipboard with closed end</b>	109	Pcs
Width: 125mm (min)		
Height: 230mm (min)		
Length: 400mm (min)		
<b>Data File box, made of chipboard, taglia lock</b>	9	Pcs
Width: 75mm (min)		
Height: 230mm (min)		
Length: 380mm (min)		

Magazine File Box		
Description	Quantity	Unit
<b>Magazine, file box, legal size, made of chipboard</b>	2	Piece
chipboard: 3mm thickness		
leatherette paper for outside cover		
coated paper for inside cover		
Outside dimension:		
W-100mm		
H- 265mm		
L- 220mm		

Document File Folder		
Description	Quantity	Unit

<b>Document file Folder, legal size green</b>	30	Pcs
2 Holes 3 inches		

Dating Stamping

Description	Quantity	Unit
<b>Dating and Stamping machine, heavy duty</b>	15	Piece
Frame: Steel and plastic		
Four: band date and 12 digit year band		
Self-ink stamp		
removable and refillable ink pad, single color		
size: 30mm x 45mm (min)		

External and Flash Drive

Description	Quantity	Unit
<b>External Hard drive, 1TB, 2.5" HDD USB 3.0</b>	68	Unit
<b>External Hard drive, 2TB</b>	25	Unit
185q		
2.5" SATA HDD		
5400rpm		
MS Windows 7/8/10, Linux 2.6.31 or later, Mac OS X 10.7 or later		
3-year warranty		
Military-grade Shockproof Protection With LED Light indicator		
Anti-shock protection includes a silicone rubber case, an internal shock absorbing suspension damper and a reinforced hard casing		
<b>Flash drive, 16gb</b>	353	Unit
USB Version 2.0/3.0 port compatible		
plug-n-play		
with light indicator		

Eraser

Description	Quantity	Unit
<b>Eraser, felt for blackboard/whiteboard</b>	8	Pcs
Materials: Felt		
Size: (L x W x T) 15mm x 45mm x 19mm		
<b>Eraser, plastic/rubber</b>	30	Pcs
rectangular		
for pencil draft / writing		

Envelope

Description	Quantity	Unit
<b>Envelope, mailing white, 70gsm, 4-1/8" x 9-1/2", 500's/box</b>	12	Boxes
Quality: bond paper		
weight: 70gsm		

seal adhesive		
Size width: 105mm		
Length: 214mm		
<b>Envelope, Brown,</b>	5	Boxes
Kraft		
for A4 size documents		
size:254mm x 381mm x (-2mm)		
150grams		
thickness: 0.22mm		
500's/box		
<b>Envelope, Brown, Legal size</b>	10	Boxes
Kraft		
for Legal size documents		
size:229mm x 324mm x (-2mm)		
150grams		
thickness: 0.22mm		
500's/box		
<b>Envelope, Expanding, Kraft board, legal size</b>	25	Boxes
smooth surface		
size: 380mm x 250mm (-3mm)		
expansion:50mm		
thickness: 0.38mm		
with string and eyelet or elastic strap		
<b>Envelope, Expanding, plastic Long</b>	120	Piece
Material: polypropylene plastic		
with elastic strap		
size: (L x W) 380mm x 260mm		
thickness: 0.50mm		
expansion:30mm		

Folder		
Description	Quantity	Unit
<b>Folder, tag board, white, A4 size</b>	2	Pack
Material: tag board white		
For A4 size documents		
leaf dimension: 240mm x 320mm		
<b>Folder, tag board, white, Legal size</b>	5	Pack
Material: tag board white		
For Legal size documents		
leaf dimension: 240mm x 365mm		
<b>Folder, Tag board, A4 size</b>	12	Pack
Material: tag board		
For A4 size documents		

leaf dimension: 240mm x 320mm		
<b>Folder, Tag board, Legal size</b>	12	Pack
Material: tag board		
For Legal size documents		
leaf dimension: 240mm x 365mm		
<b>Folder, Pressboard, White / green</b>	9	Pack
Material: Heavy duty paper board		
Size: 369mm x 242mm		
thickness: 0.40mm		
<b>transparent Folder, PVC file (JEV Folder)</b>	40	Pcs
Material: cover clear plastic / with fastener inside		
size: 216mm x 304mm		
thickness: 0.17mm		
<b>Folder, Fancy for A4 size</b>	2	Bundle
size: 225mm x 320mm		
thickness:0.24mm		
with sliding plastic grip that can hold up to 30 sheets of 70gsm paper		
<b>Folder, Fancy for legal size</b>	4	Bundle
size: 225mm x 345mm		
thickness:0.24mm		
with sliding plastic grip that can hold up to 30 sheets of 70gsm paper		
<b>Folder, L-Type, plastic A4 size</b>	2	Pack
Material: plastic		
size: 216mm x 304mm		
thickness: 0.17mm		
<b>Folder, L-Type, plastic Legal, size</b>	3	Pack
Material: plastic		
size: 235mm x 346mm		
thickness: 0.17mm		

File Divider Guide

Description	Quantity	Unit
<b>File Divider Guide, color A4 size</b>	5	Pack
Plastic color		
size: (L x W), 297mm x 210mm		
<b>File Divider Guide, color legal size</b>	2	Pack
Plastic color		
size: (L x W), 330mm x 216mm		
<b>File Tab Divider, Bristol board, A4 size</b>	200	Set
Bristol board:		
size: (L x W), 297mm x 210mm		
<b>File Tab Divider, Bristol board, Legal size</b>	200	Set



Bristol board:		
size: (L x W), 330mm x 216mm		
<b>File Organizer, expanding plastic, 12pockets</b>	20	Pcs
material: polypropylene plastic		
with elastic strap		
size: (L x W),380mm x 260mm		
Frame-A4		
Description	Quantity	Unit
<b>FRAME for certificate, A4 size</b>	100	Piece

TECHNICAL SPECIFICATION

fastener metal/plastic

Description	Quantity	Unit
<b>Fastener, metal, 70mm between prongs</b>	96	Boxes
for paper		
thickness: 0.30mm		
70mm between prong		
Able to hold 25mm thick of multipurpose paper 70gsm		
<b>Fastener, Plastic,70mm between prong</b>	5	Boxes
for paper		
thickness: 0.30mm		
70mm between prong		
Able to hold 25mm thick of multipurpose paper 70gsm		

Guestbook

Description	Quantity	Unit
<b>Guestbook,A4 size</b>	50	Pcs

Glue

Description	Quantity	Unit
<b>Glue stick,</b>	316	Tube
Tube, 259grams		
Glue all purpose,	40	Jar
Jar 200grmas		

ID Holder/ID Lace

Description	Quantity	Unit
<b>ID HOLDER,</b>	1000	Piece
vertical,		
clear plastic seal		
(for training/seminar)		
<b>ID Lace,</b>	1000	Piece
1/2inch with lock hook		
(for training/seminar)		

Index Tab

Description	Quantity	Unit
<b>Index Tab, self-adhesive, transparent</b>	140	Boxes
Transparent		
Self-adhesive		
Assorted color		
Five (5) set		

Ink and Stamp pad

Description	Quantity	Unit
<b>Ink stamp pad, purple or violet, 50ml</b>	44	Btls
Purple or violet		
50ml/btls		
<b>Stamp Pad,</b>	33	Piece
W-60mm		
L-100mm		

Loose-leaf Cover

Description	Quantity	Unit
<b>Loose-leaf Cover, made of chipboard,</b>	32	Bundle
For legal size document		
minimum 45mm thickness of 70gsm paper		
W-216mm		
L-355mm		
chipboard machine pressed		
thickness of chipboard 1.5mm		
cover for top flap : leatherette paper (any color)		
front and back cover: green color		
with pre-puncher holes for fastener (70mm between prongs)		

Laminating Pouch Film-A4

Description	Quantity	Unit
<b>Laminating Pouch Film, A4 size</b>	5	Pack
250mic		
size: 216mm x 303mm,(100 sheet/pack)		

Mouse

Description	Quantity	Unit
<b>Mouse,</b>	70	Pcs
wireless		
<b>Mouse, optical,</b>	143	Pcs
USB connection type, min cable length, 1.50meters		

Note Pad

Description	Quantity	Unit

<b>Note Pad,</b> 50mm x 76mm (2"x3")	291	Pads
<b>Note Pad,</b> 76mm x 76mm (3"x3")	270	Pads
<b>Note Pad,</b> 76mm x 100mm (3"x4")	275	Pads
<b>Note Pad,</b> 76mm x 127mm (3"x5")	20	Pads
<b>Bookmark flags memo sticky notes</b> 100Pc Fluorescent transparent Sticker Bookmark Marker Memo Flags Tab Sticky Notes	15	Pads
<b>" SIGN HERE" Sticker</b> Highlighting marking index repositionable semi transparent self adhesive 125 sheet / pack	144	Pack

Note book and Record Book

Description	Quantity	Unit
<b>NOTEBOOK. Stenographer,</b> spiral 55gsm thickness: 0.075mm size: 150mm x 225mm 40 leaves	152	Piece
<b>Record Book, 300pages,</b> Basis Weight: 55 gsm (-5%) Thickness: 0.07 mm (minimum) Size: L x W: 278mm x 175mm (minimum) COVER Material: Laminated Chipboard Thickness: 1.5mm (minimum) Size: L x W: 278mm x 175mm (minimum)	46	Books
<b>Record Book, 500pages,</b> Basis Weight: 55 gsm (-5%) Thickness: 0.07 mm (minimum) Size: L x W: 278mm x 175mm (minimum) COVER Material: Laminated Chipboard Thickness: 1.5mm (minimum) Size: L x W: 278mm x 175mm (minimum)	47	Books

TECHNICAL SPECIFICATION

Rubber Band

Description	Quantity	Unit
<b>RUBBER, band No. 18</b>	13	Boxes

35grams		
thickness: 100mm		
lay flat length: 70mm		
1 kilo-bundle		

Puncher

Description	Quantity	Unit
<b>Puncher, paper heavy duty,</b>	14	Pcs
punching capacity: 30 sheet for 70gsm paper		
two (2) hole guide		
diameter of holes: 70mm (approx.)		
<b>Pencil, lead, w/eraser wood cased hardness "HD, 12's/box</b>	90	Boxes
wood cased		
diameter: 2mm		
<b>PENCIL, Sharpener, manual, single cutter head</b>	56	Pcs
manual		
table mountable type, with metal clamp		
single cutter head		
one hole guide-9-10mm in a diameter		

Paper Clip

Description	Quantity	Unit
<b>Paper clip,</b>	180	Boxes
vinyl/plastic coated,		
size: 32mm		
<b>Paper clip,</b>	323	Boxes
vinyl/plastic coated,		
size: 33mm		
<b>Paper clip,</b>	362	Boxes
vinyl/plastic coated,		
size: 50mm		

Paper Pads

Description	Quantity	Unit
<b>Paper, Pads, Ruled,216mm x 330mm</b>	85	Pads
BOOK Paper, 60gsm.		
216mm x 330mm		
90 leaves guaranteed		

Paper Sticker and Photo Paper

Description	Quantity	Unit
<b>Paper Sticker, satin finish, A4 size, 10's/pack</b>	125	Pack
glossy		
<b>Photo paper Glossy, A4 size</b>	10	pack
size: 210mm x 297mm		
waterproof glossy		
20 sheets/pack		
230gsm		

Paper

Description	Quantity	Unit
<b>Paper multi-purpose, A4 size 70gsm,</b>	2490	Reams
size: 210mm x 297mm		
70gsm		
<b>Paper multi-purpose, Legal size 70gsm,</b>	480	Reams
size: 216mm x 330mm		
70gsm		
<b>Paper multicopy 80gsm A4 size,</b>	775	Reams
size: 210mm x 297mm		
80gsm		
<b>Paper multicopy, 80gsm Legal size,</b>	1025	Reams
size: 216mm x 330mm		
80gsm		
<b>Paper color,Pink, and blue 80gsm A4,</b>	2	Reams
size: 210mm x 297mm		
80gsm		
<b>Paper color,Pink, and blue, 80gsm legal size,</b>	2	Reams
size: 216mm x 330mm		
80gsm		
<b>Parchment paper, multi-purpose</b>	80	Pack
size: 210mm x 297mm		
80gsm		

Thermal Paper

Description	Quantity	Unit
<b>Fax Thermal paper roll, 216mm x 30mm</b>	43	Roll
1/2" core in roll		
weight: 55gsm		
width: 216mm		
length: 30 meters		
thickness: 0.06mm		

Ruler Plastic

Description	Quantity	Unit
<b>Ruler plastic, 450mm</b>	90	Pcs
flexible (shall not break when bent from end to end)		
transparent clear		
W-38mm		
thickness: 1.30mm		

Stapler and Staple Wire

Description	Quantity	Unit
<b>Stapler, Standard size for 26/6</b>	212	Pcs
size: 26/6		
Loading capacity:200 staples (min)		
one time capacity of 2-20 sheets 70gsm paper		
<b>Stapler, Heavy duty, (EHD-260)</b>	33	Pcs

Type: desktop high capacity / volume		
Compatible with the following stapler sizes: 13mm and 17mm		
Materials:		
Body: metal		
Base grip: Non- skid durable metal		
Stapling capacity: 25-135 sheets of 70gsm		
Load capacity; 100 staples (min)		
One year warranty		
<b>Staple wire,</b>	1	Boxes
No. 10-1m		
12's/box		
<b>Staple wire, standard, 26/6</b>	274	Boxes
5000 wires per box		
W-12.70mm+0.15mm x 0.20mm		
L-6.00 + 0.50mm / 0.20mm		
D-0.40+0.50mm		
<b>Staple wire, heavy duty,23/13</b>	76	Boxes
materials: metal, non-rust		
Type: chisel point		
thickness: 0.60mm		
width: 13mm		
number of staples per strip: 100		
number of staples per box:1,000		
binding capacity: 40-90 sheets of 70gsm of paper		

#### Stapler Remover

Description	Quantity	Unit
<b>Staple remover, flier-type</b>	180	Pcs
materials: metal or combination of plastic and metal		

#### Scissors

Description	Quantity	Unit
<b>Scissors,</b>	292	Pair
symmetrical/assymetrical,65mm		

#### Tape Dispenser

Description	Quantity	Unit
<b>Tape dispenser, for 1" table top</b>	67	Pcs
heavy duty		
Net weight: 1.2kg		
body made of rigid plastic. Smooth finish: weighted		
full rubber base		
thickness: 0.40mm		

#### Tape

Description	Quantity	Unit
-------------	----------	------

<b>Tape Double sided,</b> 2" (48mm)	10	Roll
<b>Tape electrical, 2" (48mm) x 50mtrs,</b> W-18mm L-16 meters	45	Roll
<b>Tape Transparent, 1"</b> 24mm x 50mtrs	510	Roll
<b>Tape Transparent, 2"</b> 48mm x 50mtrs	640	Roll
<b>Tape Packaging, 2"</b> 48mm x 50mtrs	715	Roll
<b>Tape masking, 1"</b> 24mm x 50mtrs	272	Roll
<b>Tape masking, 2"</b> 48mm x 50mtrs	255	Roll

#### Ink Cartridge

Description	Quantity	Unit
Ink Cartridge, HP F6V26AA (HP680) Tri-color	8	Cart
Ink Cartridge, HP F6V27AA (HP680) Black	8	Cart
Ink cannon G2000 head print ink black	2	Cart
Ink cannon G2000 BK ink 790 black	4	Cart
Ink cannon G2000 BK ink 790 Cyan	2	Cart
Ink cannon G2000 BK ink 790 Yellow	2	Cart
Ink cannon G2000 BK ink 790 Magenta	2	Cart
HP GT51 GT52 Cartridge Printer head Kit (black and tricolor)	3	Piece
HP GT51 GT52 Original bottle pack of 4 (Black,Cyan,magenta,Yellow)	3	Piece
Ribbon Cart, Epson 135015632, Black for Epson LX-310	200	Pcs

#### Toner Cartridge

Description	Quantity	Unit
Toner Cartridge, HP CF400A (HP201A) Laserjet Black	3	Pcs
Toner Cartridge, HP CF40A (HP201A) Laserjet Cyan	3	Pcs
Toner Cartridge, HP CE28A (HP85A) Black laserjet P1102	130	Pcs
Toner Cartridge, HP CE310A, Black	10	Pcs
Toner Cartridge, HP CB435A,Black	8	Pcs
Toner Cartridge, HP Q2612A, Black	8	Pcs

#### PRINTING

Description	Quantity	Unit
<b>Paper with DFA Letterhead,</b> Legal size 80gsm	23	Reams

<b>Paper with DFA Letterhead, A4 size 80gsm</b>	55	Reams
A4 size		
80gsm		

**JANIROTIAL SUPPLIES**

Description	Quantity	Unit
<b>Twine plastic, 1 kilo for roll</b>	99	Roll
weight per roll, 1000g		
breaking strength; 25kg		
<b>Trash bag, gpp specs, black,940mm 1016mm</b>	63	Pack
leak proof bottom seal		
thickness: 0.02mm		
<b>Waste basket, non-rigid plastic</b>	45	Pcs
Square , oval or round shape		
Thickness: 1.20mm		
Height: 225mm		
8.5 ltrs		
assorted color		
<b>Woven polypropylene sacks, 26" x 40"</b>	300	Pcs
<b>RAGS, all cotton, 1 kilo/bundle</b>	12	Bundle
All cotton		
Diameter: 178mm (7")(approx.)		
minimum of thirty-two (32) pieces to a kilo		
<b>TISSUE Toilet, paper, 2ply 100% recycled</b>	266	Pack
weight: 28gsm (min)		
sheet dimensions:		
width of sheet: 100mm		
length: 114mm		
<b>TISSUE, interfolded paper towel</b>	416	Boxes
1. Basis Weight: 32-35gsm		
2. Sheet Dimension: Width of Sheet: 200mm (±3mm) Length of Sheet: 200mm (-5mm)		
3. Raw materials from 100% recycled fiber		
4. At least Elementary Chlorine Free (ECF)		
5. Total number of sheets per pack: at least 150 pulls, interfolded		
6. Number of ply: One (1) ply, high quality		
7. Packaging: Standard packaging of the manufacturer		
8. Marking and Labeling: Shall conform with the Consumer Act of the Philippines (RA7394) Article 77		
<b>Disinfectant, spray</b>	840	Can
Aerosol type		
750ml per can		
<b>Insecticide, 750ml</b>	149	Can
Aerosol type		
750ml per can		
<b>Detergent bar,</b>	5	Bar



140g/packed		
<b>Detergent powder,</b>	3	Pack
all purpose 1kg		
CLEANSER, scouring powder,	7	Can
350g min/can		
<b>Hand Soap,</b>	873	Btls
Liquid		
500ml		
<b>Hand sanitizer,</b>	610	Btls
Liquid		
500ml		
<b>Scouring Pad,</b>	12	Pack
5's/pack		
<b>BROOM soft, tambo</b>	2	Piece
<b>Disposable drinking cap</b>	100	Pack
medium size (100's/pack		
<b>Air Freshener, aerosol, 280ml / 150g</b>	196	Can
Aerosol type / spray mist		
Net Content: 150g (min)		
Assorted scents (at least three (3) scents).		
Long lasting fragrance (scent trace lingers for at least 5 minutes).		
Clean and refreshing scent		
Sufficient amount of propellant to totally expel content.		
<b>FURNITURE Cleaner, aerosol type, 300ml /can</b>	4	Can
Aerosol, type		
300ml per can		

Medical Supplies

Description	Quantity	Unit
<b>Alcohol, ethyl, 68%/70%,500ml,</b>	1955	Btls
Colorless		
Fully miscible in water		
Flip-top cap		
Scented		
<b>Alcohol, isopropyl, 68%/70%,500ml</b>	710	Btls
Antiseptic Disinfectant Hypoallergenic Moisturizer		
<b>Alcohol, ethyl, Gallon</b>	220	Gallon
Ingredient : Ethyl Alcohol		
Strength : 68% - 72%		
Volume : 1 gallon		
Bottle : HDPE		
<b>COVERALL, non-sterile protective, medical grade</b>	29	Piece
Disposable		
Polypropylene/polyethylene laminate film		
White material		

Fluid-resistant, low-tinting		
Non-woven		
Long sleeved		
Two-way zipper or Manufacturer's standard		
Elastic waist and ankle		
With knitted cuffs or elastic cuff		
With head hood		
Conforms to ASTM F1671 standard or equivalent		
Elastic waist and ankle		
Sizes: 60% in Medium 30% in Large 10% in Extra Large		
<b>Face shield, direct splash protection</b>	440	Pcs
with frame		
anti-spray		
anti-fogging		
anti-smoke		
oil-splash proof		
anti-exhaust		
windproof sand		
disposable		
<b>FACE MASK, 3ply 50's/box</b>	115	Boxes
Surgical		
Disposable		
Ear Loop		
3-ply		
Wired		
<b>Surgical Mask,</b>	33,400	Pcs
3-ply black, FDA approved		
<b>FACE MASK, KN95</b>	5050	Piece
Disposable		
Respirator		
Unvalved		
Seamless headband can be adjusted for an optimum fit		
Flared soft edges to fit facial contour and it can fit a wide range of face sizes.		
Adjustable nose clip ensures an excellent individual fit and secure positioning.		
Soft material edges prevent uncomfortable pressure points.		
<b>Gloves</b>	16	Boxes
Disposable		
Latex		
Powder-free		
Ambidextrous		
Rolled bead cuff		
Finger textured		

Length at least 24cm		
Size: 50% Medium and 50% Large		
Thermogun	6	Pieces
Head cover, disposable	50	Piece
Disposable		
Non-woven		
Polypropylene		
Double-stitched		
Elastic Band		
<b>Protective, safety Goggles</b>	15	Piece
Laboratory Safety Goggles		
Polycarbonate lens		
Soft		
Flexible		
Adjustable head strap		
Anti-fog		
with Valve		
Color of Strap (Manufacturer's Standard)		
<b>GO BAGS, for disaster relief, rescue operation</b>	25	Pieces
<b>Content List:</b>		
Bag design (backpack-water resistant, using poly and nylon fabric and water resistant lining)		
<b>First Aid:</b> Waterproof adhesive strip / Scissors / Tweezers /bandage (6x5) / Gauze (4x4) Gauze, (3x10) / Cold Rub / Burn Ointment / Disposable face Mask / Alcohol / Povidone Iodine / Spirit of Ammonia / Medical Tape / Surgical gloves and Safety pins		
<b>Survival:</b> Whistle / Water resistant matches / Flash light / Water purification tablet and Multipurpose tool		
<b>Hygiene:</b> Anti-bacterial soap and Cotton Buds		
<b>Medicine:</b> Paracetamol/Loperamide and Antihistamine		
<b>Nourishment:</b> Bottled Water and Food (crackers, chocolate bars)		

#### Electric Fan

Description	Quantity	Unit
<b>ELECTRIC FAN, stand type, plastic blade</b>	2	Unit
Blade: Plastic		
Blade size: 380mm (min)		
Grill: Metal		
220 - 240 Volts		
One (1) year warranty		

#### Extension Cord

Description	Quantity	Unit
<b>Extension Cord,</b>	2	Piece
5-gang with individual switch		
5mtrs		

#### Binding Machine

Description	Quantity	Unit
<b>* BINDING AND PUNCHING machine, binding cap: 50mm</b>	2	Unit
* Equipment with two (2) hand lever system for punching and binding		
* 330mm punching width and adjustable to any format, diameter, gauge and comb binder control		
* Individual Adjustable punching dies with variable margin depth		
* Manual Binding Capacity: 50mm or 425 sheet a of paper ( 70gsm) (max.)		
* With English operation's manual		
* Warranty: One (1) year on parts and service.		
* Brand shall be engraved/embossed/printed on the item		

**Paper Cutting Machine**

Description	Quantity	Unit
<b>PAPER, Trimmer/Cutting Machine max paper size.</b>	1	Unit
Table top		
type cutting machine		
capacity: 20-25sheets of multi-purpose paper		
paper size: B4 (max.)		
base size: 400mm x 300mm		
paper length ruler size: 33cm (min)		
paper width ruler scale:30cm (min)		
ruler scale: centimeter		
Base paper size markings: B7,B6,A5,B5,A4,B4		
One (1) year warranty		

**Fire Extinguisher**

Description	Quantity	Unit
<b>Fire Extinguisher, dry chemical 4.5kgs</b>	4	Pcs
Dry chemical (Mono-Ammonium Phosphate)		
For ABC class of fire		
stored pressure type		
4.5kg (10lbs)		
Warranty: Three (3) years standard		
<b>xxxxx NOTHING FOLLOWS xxxxx</b>		

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to

sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

## ***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)  (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
- and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (j) Original duly signed Omnibus Sworn Statement (OSS);

**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) 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*

- (m) 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)

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

**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).



