

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

**SUPPLY AND DELIVERY OF VARIOUS OFFICE
SUPPLIES AND DEVICES FOR USE OF VARIOUS
OPERATING UNITS OF DEPARTMENT OF
AGRICULTURE REGIONAL FIELD OFFICE 1 (DA
RFO 1)**

(IB No. DA-RFO-1-2021-GOODS-009)

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Government of the Republic of the Philippines

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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



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Regional Field Office No. 1
 Aguila Road, Sevilla, San Fernando City, La Union
 Telephone Nos. (072) 242 1045/1046



INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND DEVICES FOR USE OF VARIOUS OPERATING UNITS OF DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1 (DA RFO 1)

1. The Department of Agriculture Regional Field Office 1 (DA RFO-1), through the GAA FY 2021 intends to apply the sum of **Five Million Five Hundred Eighty Thousand Nine Hundred Seventeen Pesos and Seventy-Five Centavos (PhP5,580,917.75)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND DEVICES FOR USE OF VARIOUS OPERATING UNITS OF DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1 (DA RFO 1), (IB No. DA-RFO-1-2021-GOODS-009)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DA RFO-1 now invites bids for the above procurement project with the following details and specifications:

Item No.	PARTICULARS/DESCRIPTION	Qty.	Unit	Unit Cost	Total Cost
	COMMON ELECTRICAL SUPPLIES				
1	Battery 9V	5	box	115.00	575.00
2	Battery charger pack, with 4 AA Ni-MH pre charged rechargeable battery	2	pc	2,000.00	4,000.00
3	Battery, AA, alkaline, 2 pcs/pack	66	pack	50.00	3,300.00
4	Battery, AA, rechargeable 2pcs/pack	15	pack	340.00	5,100.00
5	Battery, AAA, Alkaline 2pcs/pack	124	pack	90.00	11,160.00
6	Battery, AAA, rechargeable 2pcs/pack	23	pack	380.00	8,740.00
7	CFL Bulb 18 watts	20	pc	200.00	4,000.00
8	Extension Outlet 4 gang w/ switch (1.5m)	10	unit	900.00	9,000.00
9	Flashlight, rechargeable	7	pc	400.00	2,800.00
10	Flourescent tube 20 watts	6	pc	140.00	840.00
11	Flourescent tube 40 watts	6	pc	180.00	1,080.00
12	Laser pointer presenter	5	pc	900.00	4,500.00
13	LED, lightbulb (daylight 7 watt)	40	pc	180.00	7,200.00
14	Tape, electrical, 19mm	5	pc	20.00	100.00
15	Universal Extension wheel (10m)	5	unit	2,200.00	11,000.00
16	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	3	unit	1,200.00	3,600.00
	COMMON OFFICE EQUIPMENT				
17	Anti Glare Radiation Computer Screen Protector Anti-Blue Light Screen Film Frosted Scratch-Resistant	25	pcs	550.00	13,750.00
18	On The Go (OTG) dual flash drive, 128 GB capacity	4	pc	1,200.00	4,800.00
19	BATTERY, LR44 Round Button,)% Hg, 10 pcs/pack	5	pack	250.00	1,250.00

20	OTG C type converter	25	pcs	190.00	4,750.00
21	MicroSD memory card, 128GB	20	pc	1,000.00	20,000.00
22	OTG/Dual USB drive, 128 GB	4	pc	1,000.00	4,000.00
23	OTG 1 TB external storage stick suitable for iOS/Android/PC	53	pc	1,500.00	79,500.00
24	10 meters HDMI cable	2	pc	1,500.00	3,000.00
25	Mini HDMI cable, 3 meters	2	pc	500.00	1,000.00
26	RJ45Connector	40	pc	20.00	800.00
27	3.5mm Aux Auxiliary Cable Cord To 2 RCA	1	pc	300.00	300.00
28	External hard drive (500GB) USB 3.0	5	unit	3,000.00	15,000.00
29	LED bulbs, 16 watts daylight lamp	8	pc	400.00	3,200.00
30	Measuring Wheel (5 digits including decimal)	3	pcs	4,000.00	12,000.00
31	Steel Tape 8 Meters	25	pcs	1,000.00	25,000.00
32	Plastic Storage Box (30L) dimension	14	pcs	500.00	7,000.00
	COMMON OFFICE SUPPLIES				
33	Alcohol (500ml, isoprophyl 70%)	551	bot	95.00	52,345.00
34	Ballpen, 0.5mm, fine black	2893	pc	8.00	23,144.00
35	Ballpen, 0.5mm, fine blue	1579	pc	8.00	12,632.00
36	Ballpen, 0.5mm, fine red	33	pc	8.00	264.00
37	Ballpen, 0.7mm, fine, black	442	pc	10.00	4,420.00
38	Ballpen, 0.7mm, fine, blue	402	pc	10.00	4,020.00
39	Ballpen, 0.7mm, fine, red	205	pc	10.00	2,050.00
40	Ballpen, BP-S Fine, black	695	pc	25.00	17,375.00
41	Ballpen, BP-S Fine, blue	535	pc	25.00	13,375.00
42	Ballpen, BP-S Fine, red	5	pc	25.00	125.00
43	Bond paper, (8.5x11) letter, subs 20	111	ream	250.00	27,750.00
44	Bond paper, (8.5x13) legal, subs 20	1232	ream	280.00	344,960.00
45	Bond paper, A3, subs. 20	52	ream	465.00	24,180.00
46	Bond paper, A4, subs 20	1108	ream	250.00	277,000.00
47	Calculator, compact, electronic, LCD desktop	13	unit	400.00	5,200.00
48	Carbon paper, long	1	box	195.00	195.00
49	Cartolina, Assorted Colors, 20pcs/pack	1	pack	130.00	130.00
50	Cartolina, White, 20pcs/pack	1	pack	60.00	60.00
51	Certificate Holder, A4 size w/ plastic cover	199	pc	50.00	9,950.00
52	Clearbook, A4 size	100	book	80.00	8,000.00
53	Clearbook, legal size	123	book	100.00	12,300.00
54	Clearbook Refill, 20 holes, 10pcs/pack	33	pack	40.00	1,320.00
55	Clip Board, data board. 8.5"x11"	5	pc	90.00	450.00
56	Clip Board, data board. 8.5"x13"	15	pc	100.00	1,500.00
57	Clip, backfold, 19mm, 12s/box	6	box	40.00	240.00
58	Clip, backfold, 25mm, 12s/box	7	box	50.00	350.00
59	Clip, Bulldog 2"	52	pc	8.00	416.00
60	Clip, bulldog 3"	72	pc	15.00	1,080.00
61	Colored Paper 8 1/2 x 11" 10's/pack	10	pack	30.00	300.00
62	Columnar notebook, 10 cols	10	pad	35.00	350.00
63	Construction paper (Assorted) 10 sheets per pack	24	pack	30.00	720.00

64	Continous Form, 11" x 14 7/8", w/ side perf, 3ply	3	box	1,500.00	4,500.00
65	Continuous Form, 8 1/2 x 11", w/ side perf, 3 ply (carbonless)	3	box	850.00	2,550.00
66	Corkboard, 30cm x 45cm	2	pc	200.00	400.00
67	Correction Fluid, waterbased	10	bot	45.00	450.00
68	Correction Pen	205	pc	20.00	4,100.00
69	Correction tape	475	pc	30.00	14,250.00
70	Cotton (500 grams)	3	roll	150.00	450.00
71	Crayons, 8 colors	5	pack	20.00	100.00
72	Cutter Blade, big	4	box	30.00	120.00
73	Cutter, heavy duty	26	pc	100.00	2,600.00
74	Data File Box 5"x9"x15-3/4" (magazine File box)	14	pc	110.00	1,540.00
75	Engineer field book, 100 pages	50	book	160.00	8,000.00
76	Envelope, expanding, kraft, legal size	460	pc	15.00	6,900.00
77	Envelope, expanding, plastic long (thick)	120	pc	35.00	4,200.00
78	envelope, expanding, plastic long with handle	125	pc	90.00	11,250.00
79	Envelope, mailing white, 500pcs/box	5	b0x	290.00	1,450.00
80	Envelope, ordinary, short brown	1347	pc	3.00	4,041.00
81	envelope, ordinary, long brown	1431	pc	4.00	5,724.00
82	Eraser, rubber (for pencil)	56	pc	10.00	560.00
83	Eraser, whiteboard	5	pc	25.00	125.00
84	File Box w/ cover (blue)	172	pc	450.00	77,400.00
85	File box w/ cover (red)	106	pc	450.00	47,700.00
86	Film Index (with sign here note)	115	pack	50.00	5,750.00
87	Film Index Rainbow color	68	pack	45.00	3,060.00
88	Folder Expanding / Pressboard, legal size (green, glossy)	1100	pc	18.00	19,800.00
89	Folder Expanding / Pressboard, short (green, glossy)	462	pc	15.00	6,930.00
90	Folder long ordinary (tagboard), brown	1581	pc	6.00	9,486.00
91	Folder long ordinary (tagboard), white	1174	pc	6.00	7,044.00
92	Folder Plastic transparent w/ slide (A4) (thick size)	120	pc	28.00	3,360.00
93	Folder Plastic transparent w/ slide (legal) (thick size)	140	pc	35.00	4,900.00
94	Folder, clear, L-type, long size	166	pc	12.00	1,992.00
95	Folder, clear, L-type, short size	56	pc	9.00	504.00
96	Folder, morocco, short (blue) not glossy	50	pc	16.00	800.00
97	Folder, morocco, legal (blue) not glossy	150	pc	23.00	3,450.00
98	Glue Gun Heavy Duty	10	pc	360.00	3,600.00
99	Glue Stick	120	pc	10.00	1,200.00
100	Glue with applicator, 200 grams	3	jar	70.00	210.00
101	Glue, all purpose , 130grams	12	bot	50.00	600.00
102	Glue, all purpose 470ml	3	bot	200.00	600.00
103	Highlighter (Flourescent Marker) blue	120	pc	40.00	4,800.00
104	Highlighter (Flourescent Marker) green	98	pc	40.00	3,920.00
105	Highlighter (Flourescent Marker) orange	142	pc	40.00	5,680.00
106	Highlighter (Flourescent Marker) pink	70	pc	40.00	2,800.00

107	Highlighter (Flourescent Marker) yellow	107	pc	40.00	4,280.00
108	I.D. Holder w/ lace 4"x6"	150	pc	45.00	6,750.00
109	Illustration board, 1whole	3	pc	60.00	180.00
110	Laminating Film A4 size 100pcs/pack 250 mic	15	pack	1,200.00	18,000.00
111	lead, for mechanical pencil 0.5mm 12pc/tube	3	tube	30.00	90.00
112	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	124	pc	195.00	24,180.00
113	Lever Arch File long, blue (Data Folder, File top) Size: Approx. (11 x 13.5 x 2.5 inches)	157	pc	195.00	30,615.00
114	Lever Arch File long, blue (Data Folder, landscape) Size: Approx. (11 x 13.5 x 2.5 inches)	51	pc	195.00	9,945.00
115	Manila Paper 1 whole	135	sheet	5.00	675.00
116	Marker permanent (black) (bullet type) (super color marker)	256	pc	45.00	11,520.00
117	Marker permanent (black) (chisel type) (super color marker)	87	pc	55.00	4,785.00
118	Marker permanent (blue) (bullet type) (super color marker)	148	pc	45.00	6,660.00
119	Marker permanent (blue) (chisel type) (super color marker)	76	pc	55.00	4,180.00
120	Marker permanent (red) (bullet type) (super color marker)	17	pc	45.00	765.00
121	Marker permanent (red) (chisel type) (super color marker)	19	pc	55.00	1,045.00
122	Super Glue 3 grams	6	pc	50.00	300.00
123	Note pad (2"x1.5") 100 sheets/pad	101	pad	25.00	2,525.00
124	Note pad (2"x2"), 100 sheets/pad	95	pad	30.00	2,850.00
125	Note pad (3"x2"), 100 sheets/pad	76	pad	40.00	3,040.00
126	Note pad (3"x3"), 100 sheets/pad	41	pad	40.00	1,640.00
127	Note pad (3"x4"), 100 sheets/pad	46	pad	50.00	2,300.00
128	Note pad (3"x5"), 100 sheets/pad	96	pad	50.00	4,800.00
129	Notebook (40 leaves)	549	pc	20.00	10,980.00
130	Notebook, Spiral sterling, 80 leaves	100	pc	50.00	5,000.00
131	Onion Skin paper, legal size	1	pack	150.00	150.00
132	Paper clip, gem type, 32mm, 100s/box	50	box	25.00	1,250.00
133	Paper clip, gem type, 48mm jumbo, 100s/box	51	box	30.00	1,530.00
134	Paper fastener (plastic)	83	box	40.00	3,320.00
135	Paper fastener, (metal)	89	box	80.00	7,120.00
136	Paper, ruled pad, 90 leaves (yellow pad)	27	pad	45.00	1,215.00
137	Parchment Paper, long, 10sheets/pack (cream)	48	pack	35.00	1,680.00
138	Parchment Paper, short, 10sheets/pack (cream)	48	pack	30.00	1,440.00
139	Parchment Paper, short, 10sheets/pack (white)	2	pack	30.00	60.00
140	Pencil with eraser no.2 (12pcs/box)	117	box	72.00	8,424.00
141	Pencil, mechanical, 0.5mm lead	29	pc	47.75	1,384.75
142	Photo paper, glossy, A4, 20pcs/pack	91	pack	150.00	13,650.00
143	Puncher, heavy duty, 2 holes	7	unit	200.00	1,400.00
144	Push pin, hammer head type, assorted colors, 100s/box	7	box	50.00	350.00
145	Record Book (300 pages) aprox. size: (8.5 x 11)	54	book	90.00	4,860.00

146	Record Book (500 pages) aprox. size: (8.5 x 11)	22	book	110.00	2,420.00
147	RER	2	pad	35.00	70.00
148	Ring Binder, 1 1/2"	10	pc	60.00	600.00
149	Ring Binder, 1"	25	pc	45.00	1,125.00
150	Ring Binder, 1/2 "	25	pc	20.00	500.00
151	Ring Binder, 2 inches	10	pc	70.00	700.00
152	Rubber band, large size	30	box	150.00	4,500.00
153	Ruler metal 300mm/12 inch	3	pc	50.00	150.00
154	Ruler plastic 300mm/12 inch	17	pc	20.00	340.00
155	scientific calculator, dimensions: 13.8x80x162mm	11	unit	900.00	9,900.00
156	Scissors heavy duty big 8" (stainless)	40	pair	120.00	4,800.00
157	Screw Fastener 3"	710	pc	9.00	6,390.00
158	Screw Fastener 4"	850	pc	11.00	9,350.00
159	Self-inking date stamp	1	piece	550.00	550.00
160	Sign pen V5, black	258	pc	55.00	14,190.00
161	Sign pen V5, blue	158	pc	55.00	8,690.00
162	Sign pen V5, green	10	pc	55.00	550.00
163	Sign Pen, 0.8mm, black	67	pc	75.00	5,025.00
164	Sign Pen, 0.8mm, blue	71	pc	75.00	5,325.00
165	Sign Pen, black Pentel gel type 0.5	432	pc	90.00	38,880.00
166	Sign Pen, Blue Pentel gel type 0.5	173	pc	90.00	15,570.00
167	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	148	pack	35.00	5,180.00
168	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	537	pack	40.00	21,480.00
169	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	24	pack	35.00	840.00
170	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	73	pack	40.00	2,920.00
171	Stamp pad Ink black 50ml	9	pc	45.00	405.00
172	Stamp Pad Ink violet 50ml	12	pc	45.00	540.00
173	Stamp Pad Ink Red 50ml	5	pc	45.00	225.00
174	Stamp Pad standard size black	7	pc	40.00	280.00
175	Stamp Pad standard size violet	9	pc	40.00	360.00
176	Staple remover, plier type	3	pc	30.00	90.00
177	Staple wire #35	178	box	40.00	7,120.00
178	Staple wire, 23/13 (1/2")	2	box	50.00	100.00
179	Staple wire, 23/8 (5/16")	2	box	50.00	100.00
180	Staple wire, 24/6 (1/14")	2	box	50.00	100.00
181	Stapler, #35 heavy duty with staple remover	53	unit	400.00	21,200.00
182	Stapler, long reach heavy duty	5	unit	500.00	2,500.00
183	Sticker paper glossy, long 10pcs/pack	88	pack	60.00	5,280.00
184	Sticker paper glossy, short 10pcs/pack	101	pack	50.00	5,050.00
185	Tape Dispenser, heavy duty (1")	15	pc	150.00	2,250.00
186	Tape Double sided thin 24mm white	86	pc	40.00	3,440.00
187	Tape Double sided adhesive w/ foam green, 2"	19	roll	230.00	4,370.00
188	Tape Double sided adhesive w/ foam green, 1"	39	roll	150.00	5,850.00

189	Tape Duct, color blue 2"	13	roll	110.00	1,430.00
190	Tape Duct, color grey 2"	17	roll	110.00	1,870.00
191	Tape, masking, 1/2"	63	roll	21.00	1,323.00
192	Tape, masking, 24mm, 1"	86	roll	35.00	3,010.00
193	Tape, masking, 48mm, 2"	60	roll	70.00	4,200.00
194	Tape, packaging, 48mm, 2"	13	roll	55.00	715.00
195	Tape, transparent, 24mm, 1"	194	roll	30.00	5,820.00
196	Tape, transparent, 48mm, 2"	117	roll	52.00	6,084.00
197	Twine, plastic, one kilo per roll	5	roll	80.00	400.00
	COMMON JANITORIAL SUPPLIES				
198	Air Freshener, 280ml (lemon fresh)	54	can	240.00	12,960.00
199	Air Freshener, Scented Gel, 180 grams	26	pc	220.00	5,720.00
200	Alcohol (500ml, isoprophyl 70%)	118	bot	95.00	11,210.00
201	Bathroom Soap, 90 grams	24	pc	50.00	1,200.00
202	Bleach colored	8	bot	180.00	1,440.00
203	Bleach white 1ltr	37	bot	100.00	3,700.00
204	Broom, soft	14	pc	150.00	2,100.00
205	Broom, Stick	20	pc	40.00	800.00
206	Car freshener 42 grams, Organic canister, assorted scent	37	can	240.00	8,880.00
207	Detergent Bar	12	bar	100.00	1,200.00
208	Detergent powder, w/ fabric conditioner 1kg	104	pack	130.00	13,520.00
209	Dishwashing liquid (250ml)	280	bot	70.00	19,600.00
210	Disinfectant spray, 170g	55	can	280.00	15,400.00
211	Door mat, cloth rectangle	32	pc	60.00	1,920.00
212	Dust pan, plastic big	13	pc	80.00	1,040.00
213	Dust Remover, big	7	pc	80.00	560.00
214	Fabric Conditioner 800 ml	57	bot	250.00	14,250.00
215	Face Towel (cotton), good morning	55	pc	30.00	1,650.00
216	Floor Mop with bucket (360degrees rotating micro fiber head)	2	set	1,500.00	3,000.00
217	Furniture Cleaner, 300ml	12	can	300.00	3,600.00
218	Garbage bag, black, gusseted type thick, 10's/roll, (large)	31	roll	85.00	2,635.00
219	Garbage bag, black, gusseted type thick, 10's/roll, (medium)	13	roll	65.00	845.00
220	Garbage bag, black, gusseted type thick, 10's/roll, (small)	6	roll	55.00	330.00
221	Garbage bag, black, gusseted type thick, 10's/roll, (XL)	14	roll	110.00	1,540.00
222	Garbage bag, black, gusseted type thick, 10's/roll, (XXL)	214	roll	130.00	27,820.00
223	Glass cleaner, big sprayer type	42	bot	197.00	8,274.00
224	Glass Squeezer w/ handle	1	pc	125.00	125.00
225	Hand sanitizing gel, 60ml	71	bot	60.00	4,260.00
226	Insecticide Spray (aerosol) 400ml	21	can	350.00	7,350.00
227	Liquid Handwash (antibacterial) 400ml	123	bot	140.00	17,220.00
228	Face Mask	102	box	300.00	30,600.00

229	Microfiber, cleaning cloth 35cm x 35cm	33	pc	80.00	2,640.00
230	Mop w/ squeezer	20	pc	250.00	5,000.00
231	Pail w/ cover (16L)	5	pc	200.00	1,000.00
232	Pail with cover (big) 25gal	3	pc	1,500.00	4,500.00
233	Scrub Sponge, heavy duty	94	pc	60.00	5,640.00
234	Scrubbing Pads, heavy duty	26	pc	40.00	1,040.00
235	Tissue Paper, 2-ply, 12 rolls/pack	123	pack	150.00	18,450.00
236	Tissue paper, 3-ply, @ 4rolls/pack	134	pack	150.00	20,100.00
237	Bathroom Cleaner (900ml)	99	bot	300.00	29,700.00
238	Toilet brush w/ box	6	pc	92.00	552.00
239	Toilet Deodorant cake, 50 grams	88	pc	50.00	4,400.00
240	Toilet Pump	2	pc	60.00	120.00
241	Trash bin, plastic big w/ cover	4	pc	200.00	800.00
242	Trash bin, plastic small w/ cover	2	pc	132.00	264.00
243	White facial tissue (200mmx200mm)2ply	103	pack	110.00	11,330.00
	Office Supplies				
244	Record book (200 pages)	5	piece	60.00	300.00
245	Signpen G. Tech 0.4	2	box	1,020.00	2,040.00
246	NOTEBOOK, 148 mm x200 m, 80 leaves	24	book	15.00	360.00
247	Paper for certificate, linen,8 1/2 x 11, 10s/pack	4	pack	60.00	240.00
248	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	5	pc	200.00	1,000.00
249	Meter stick, wood type	2	pc	150.00	300.00
250	Sign pen, black, 0.4	50	pc	50.00	2,500.00
251	clear folder (A4)	50	pc	18.00	900.00
252	clear folder (long)	50	pc	18.00	900.00
253	Record Book 500 pages 5.5 inches x 8.5 inches	50	pcs	130.00	6,500.00
254	Typewriter Ribbon Olympia Model	24	pcs	50.00	1,200.00
255	Folder long ordinary (tagboard), brown	200	pc	5.00	1,000.00
256	Index card, 5" x 8", 100 pcs per pack	5	pc	100.00	500.00
257	expanding folder, cream, long	100	pc	30.00	3,000.00
258	Record Book (200 pages)	12	book	50.00	600.00
259	Clearbook Refill, 20 holes, 10pcs/pack	10	pack	300.00	3,000.00
260	ONION SKIN PAPER, size Legal	10	reams	140.00	1,400.00
	Computer Supplies				
261	CD Rewritable, 700mb 80min. w/ case	266	pc	30.00	7,980.00
262	External hard drive (1 TB) USB 3.0	26	unit	4,500.00	117,000.00
263	Flash drive , USB 16gb, plug in play	35	pc	490.00	17,150.00
264	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	191	pc	1,300.00	248,300.00
265	Flash drive, USB 32 GB	75	pc	900.00	67,500.00
266	Flash drive, USB 64 GB	19	pc	1,500.00	28,500.00
267	Keyboard, USB type	6	pc	450.00	2,700.00
268	MicroSD memory card, 64GB	10	pc	1,200.00	12,000.00
269	Mouse Optical, (USB)	50	pc	300.00	15,000.00
270	Mouse Optical, wireless	20	pc	630.00	12,600.00
271	Mouse pad	10	pc	30.00	300.00

272	Powerbank 10000mAh	27	pc	1,500.00	40,500.00
273	Powerbank 20000mAh	6	pc	2,500.00	15,000.00
274	Uninterruptible Power Supply (UPS), 500VA - 600VA	6	pc	4,500.00	27,000.00
275	USB Hub, 3.0, 4 port	13	pc	500.00	6,500.00
276	USB Lan Wireless Adapter	7	unit	1,000.00	7,000.00
	CONSUMABLES				
277	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	40	cart	1,600.00	64,000.00
278	Ink cartridge, Canon CL-811 colored	74	cart	1,400.00	103,600.00
279	Ink cartridge, canon PG-35, black (for canon mobile printer)	43	cart	1,100.00	47,300.00
280	Ink Cartridge, canon PG-810 (canon)	39	cart	1,100.00	42,900.00
281	Ink Cartridge, HP680, black	14	cart	800.00	11,200.00
282	Ink Cartridge, HP680, tri-color	14	cart	800.00	11,200.00
283	Ink cartridge, HP704, black (HP)	35	cart	500.00	17,500.00
284	Ink cartridge, HP704, Tri Color (HP)	34	cart	500.00	17,000.00
285	Ink cartridge, HP932 XL, black (for HP Printer)	92	cart	1,900.00	174,800.00
286	Ink cartridge, HP933 XL, Cyan (for HP Printer)	82	cart	1,300.00	106,600.00
287	Ink cartridge, HP933 XL, magenta (for HP Printer)	82	cart	1,300.00	106,600.00
288	Ink cartridge, HP933 XL, yellow (for HP Printer)	82	cart	1,300.00	106,600.00
289	Ink Cartridge, HP 204A (CF510A) black	5	cart	4,000.00	20,000.00
290	Ink Cartridge, HP 204A (CF512A) yellow	2	cart	4,000.00	8,000.00
291	Ink Cartridge, HP 204A (CF513A) magenta	2	cart	4,000.00	8,000.00
292	Ink Cartridge, HP 204A (CF511A) cyan	2	cart	4,000.00	8,000.00
293	Ink, HP GT 51 black	15	bottle	400.00	6,000.00
294	Ink, HP GT 52 cyan	10	bottle	400.00	4,000.00
295	Ink, HP GT 52 magenta	10	bottle	400.00	4,000.00
296	Ink, HP GT 52 yellow	10	bottle	400.00	4,000.00
297	Ink epson, T6641, black 70ml	212	bottle	450.00	95,400.00
298	Ink epson, T6642, cyan 70ml	147	bottle	450.00	66,150.00
299	Ink epson, T6643, magenta 70ml	147	bottle	450.00	66,150.00
300	Ink epson, T6644, yellow 70ml	146	bottle	450.00	65,700.00
301	Ink epson, 001, black	70	bottle	500.00	35,000.00
302	Ink epson, 001, cyan	35	bottle	500.00	17,500.00
303	Ink epson, 001, magenta	35	bottle	500.00	17,500.00
304	Ink epson, 001, yellow	35	bottle	500.00	17,500.00
305	Ink epson, 003, black	284	bottle	400.00	113,600.00
306	Ink epson, 003, cyan	175	bottle	400.00	70,000.00
307	Ink epson, 003, magenta	180	bottle	400.00	72,000.00
308	Ink epson, 003, yellow	180	bottle	400.00	72,000.00
309	Toner cartridge, Fuji M355	10	cart	7,500.00	75,000.00
310	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	14	cart	5,200.00	72,800.00
311	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	8	cart	5,200.00	41,600.00
312	Toner Cartridge, HP laserjet P1102, CE285A (85A)	20	cart	3,900.00	78,000.00

313	Toner Cartridge, HP126A, for Laserjet Pro M275, Black	5	cart	3,800.00	19,000.00
314	Toner Cartridge, Kyocera (TK 1147)	4	cart	8,200.00	32,800.00
315	Toner Cartridge, Kyocera (TK 1168)	6	cart	4,000.00	24,000.00
316	Toner Cartridge, Sharp AR-6026N (MX-238FT)	47	cart	9,500.00	446,500.00
317	Toner Cartridge, Brother (TN-261 / HL-3170CDW) Black	12	cart	3,000.00	36,000.00
318	Toner Cartridge, Brother (TN-261 / HL-3170CDW) cyan	7	cart	3,000.00	21,000.00
319	Toner Cartridge, Brother (TN-261 / HL-3170CDW) yellow	7	cart	3,000.00	21,000.00
320	Toner Cartridge, Brother (TN-261 / HL-3170CDW) magenta	7	cart	3,000.00	21,000.00
321	Toner Cartridge, Panasonic KX-FAT472E-T	3	cart	3,000.00	9,000.00
322	Brother Ink,black, 108 ml/ bottle	14	bottle	1,200.00	16,800.00
323	Brother Ink,magenta, 48.8ml/bottle	10	bottle	1,200.00	12,000.00
324	Brother Ink,yellow, 48.8ml/bottle	10	bottle	1,200.00	12,000.00
325	Brother Ink,cyan, 48.8ml/bottle	10	bottle	1,200.00	12,000.00
326	Brother, BT5000M, Magenta	5	bottle	500.00	2,500.00
327	Brother, BT5000M, Yellow	5	bottle	500.00	2,500.00
328	Brother, BT5000M, Cyan	5	bottle	500.00	2,500.00
329	Brother, BT6000M, Black	10	bottle	500.00	5,000.00
330	Riso Master CV Type B4 (200 cuts)	2	roll	2,780.00	5,560.00
331	Riso Ink CV Type Black	4	tube	1,335.00	5,340.00
332	Toner TN 116, Ineo 165 copier	10	tube	3,437.50	34,375.00
333	Drum for Ineo 165 copier	2	pc	9,880.00	19,760.00
334	Developer for Ineo 165 copier	2	pc	1,370.00	2,740.00
335	Toner cartridge, Kyocera-TK 5234, Black	2	cart	8,200.00	16,400.00
336	Toner cartridge, Kyocera-TK 5234, Magenta	1	cart	8,200.00	8,200.00
337	Toner cartridge, Kyocera-TK 5234, Yellow	1	cart	8,200.00	8,200.00
338	Toner cartridge, Kyocera-TK 5234, Cyan	1	cart	8,200.00	8,200.00
339	Ink Brother BT6000 and Genuine Ink Bottle set of 4 (Black, Cyan, Yellow, Magenta)	15	set	2,500.00	37,500.00
340	HP Deskjet 5829 Printhead Kit (Black & Tri-colour) MOH50A/MOH51A	24	pcs	2,000.00	48,000.00
	Other Categories				
341	Ethyl alcohol, 70% solution antiseptic disinfectant with moisturizer, 1lit/bottle	6	bot	150.00	900.00
342	Denatured alcohol, 350ml/bottle	5	bot	60.00	300.00
343	Surgical Gloves @ 50pairs/box	1	box	750.00	750.00
344	disposable gloves, 50pcs./box	3	boxes	700.00	2,100.00
345	disposable mask, 50pcs./box	22	boxes	100.00	2,200.00
TOTAL					5,580,917.75
Delivery Schedule: within fifty (50) working days from receipt of Notice to Proceed					
Drop off-point: Department of Agriculture Regional Field Office 1 (DA RFO-1)					

Delivery of the goods is required **within fifty (50) working days** from receipt of Notice to Proceed Bidders should have completed, within **two 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).

- 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) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

- Prospective bidders may obtain further information from **DA RFO-1** and inspect the Bidding Documents at the address given below during **office hours at 8:00 AM to 5:00 PM, Monday to Friday**.

**Office of the BAC Secretariat
Department of Agriculture Regional Field Office 1
Aguila Rd., Sevilla, City of San Fernando, La Union**

- A complete set of Bidding Documents may be acquired by interested Bidders from **February 24 2021 to March 16, 2021** from the address given above and PhilGEPS website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP10,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
- The **DA RFO-1** will hold a Pre-Bid Conference on **4 March 2021, 2:00 PM** at DA RFO-1 5th Floor Conference Room, Aguila Road, Sevilla, City of San Fernando, La Union, which shall be open to prospective bidders.
- Bids must be duly received by the BAC Secretariat through manual submission and receipt at the office address indicated above on or before **16 March 2021, 2:00 PM. Late bids shall not be accepted.**
- All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Name of the Contract/Project	Cash, cashier's/manager's check, Bank draft/guarantee or irrevocable letter of Credit (PhP) 2%	Surety Bond, Which Includes GSIS Insurance (PhP) 5%
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND DEVICES FOR USE OF VARIOUS OPERATING UNITS OF DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1 (DA RFO 1)	111,618.355	279,045.89

9. **Bid opening** shall be on **16 March 2021, 2:00 PM** at DA RFO-1 5th Floor Conference Room, Aguila Road, Sevilla, City of San Fernando, La Union. Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening.

10. **ADDITIONAL INSTRUCTIONS TO BIDDERS:**

- a. The bidders or their duly authorized representatives may attend the bid opening;
- b. In case a representative will be attending the Bid Opening, a Special Power of Attorney (SPA), Secretary's Certificate, Board Resolution or any other forms of authorization, as the case may be, together with the Company-issued Identification Card or any valid ID must be presented upon submission of the bid proposal at the BAC Secretariat;
- c. Each Bidder shall submit one copy of the first and second components of its Bid. Bidders shall submit their bids with proper index tabbing using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously;
- d. All **documents** including **attachments** in the **bidders' proposals** and **envelopes** must be duly signed/initialed by the bidder/authorized representative on each and every page thereof.

11. The **DA RFO-1** 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 Section 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidder.

12. For further information, please refer to:

ERLINDA F. MANIPON

BAC Chairperson

Department of Agriculture Regional Field Office 1

Aguila Road, Sevilla, City of San Fernando, La Union

(072) 242/1045-46, E-mail add: darfo1bacsec@gmail.com

Tel. Fax: 888-0341 / 888-4305/888-2045

13. You may visit the following websites:

For downloading of Bidding Documents:

DA RFO-1 Website: da.ilocos.gov.ph

PhilGEPS Website: <https://www.philgeps.gov.ph/>

February 23, 2021

Approved:

ERLINDA F. MANIPON

BAC Chairperson

Invitation to Bid Identification No. DA RFO-1-2021-GOODS-009
/ear/21-148

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *[indicate name]* wishes to receive Bids for the *[insert Procurement Project]*{*[insert, if applicable:]* under a Framework Agreement}, with identification number *[indicate number]*.

[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 “Project”) is composed of *[indicate number of lots or items]*, 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 *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

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

[If not an early procurement activity, select one and delete others:]

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

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. *[Select one, delete other/s]*

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

[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:

[Select one, delete other/s]

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

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]*The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[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**.

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.

14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one 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**.

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 may be. 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:

[Select one, delete the other/s]

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

- 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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. SUPPLY AND DELIVERY OF OFFICESUPPLIES b. completed within 2 years prior to the deadline for the submission and receipt of bids.
7.1	N/A
12	N/A
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php47,789.26, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php119,473.15, if bid security is in Surety Bond.
19.3	<i>The project will be awarded by item.</i>
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); BIR Registration and other appropriate licenses and permits required by law.
21.2	N/A

Section IV. General 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:]orFramework 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

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.	PARTICULARS/DESCRIPTION	Qty.	Unit	Total Cost	Delivered, Weeks/Months
1	Battery 9V	5	box	575.00	within fifty (50) working days from receipt of Notice to Proceed
2	Battery charger pack, with 4 AA Ni-MH pre charged rechargeable battery	2	pc	4,000.00	
3	Battery, AA, alkaline, 2 pcs/pack	66	pack	3,300.00	
4	Battery, AA, rechargeable 2pcs/pack	15	pack	5,100.00	
5	Battery, AAA, Alkaline 2pcs/pack	124	pack	11,160.00	
6	Battery, AAA, rechargeable 2pcs/pack	23	pack	8,740.00	
7	CFL Bulb 18 watts	20	pc	4,000.00	
8	Extension Outlet 4 gang w/ switch (1.5m)	10	unit	9,000.00	
9	Flashlight, rechargeable	7	pc	2,800.00	
10	Flourescent tube 20 watts	6	pc	840.00	
11	Flourescent tube 40 watts	6	pc	1,080.00	
12	Laser pointer presenter	5	pc	4,500.00	
13	LED, lightbulb (daylight 7 watt)	40	pc	7,200.00	
14	Tape, electrical, 19mm	5	pc	100.00	
15	Universal Extension wheel (10m)	5	unit	11,000.00	
16	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	3	unit	3,600.00	
17	Anti Glare Radiation Computer Screen Protector Anti-Blue Light Screen Film Frosted Scratch-Resistant	25	pcs	13,750.00	
18	On The Go (OTG) dual flash drive, 128 GB capacity	4	pc	4,800.00	
19	BATTERY, LR44 Round Button,)% Hg, 10 pcs/pack	5	pack	1,250.00	
20	OTG C type converter	25	pcs	4,750.00	
21	MicroSD memory card, 128GB	20	pc	20,000.00	
22	OTG/Dual USB drive, 128 GB	4	pc	4,000.00	
23	OTG 1 TB external storage stick suitable for iOS/Android/PC	53	pc	79,500.00	
24	10 meters HDMI cable	2	pc	3,000.00	
25	Mini HDMI cable, 3 meters	2	pc	1,000.00	
26	RJ45Connector	40	pc	800.00	
27	3.5mm Aux Auxiliary Cable Cord To 2 RCA	1	pc	300.00	
28	External hard drive (500GB) USB 3.0	5	unit	15,000.00	
29	LED bulbs, 16 watts daylight lamp	8	pc	3,200.00	
30	Measuring Wheel (5 digits including decimal)	3	pcs	12,000.00	
31	Steel Tape 8 Meters	25	pcs	25,000.00	
32	Plastic Storage Box (30L) dimension	14	pcs	7,000.00	

33	Alcohol (500ml, isoprophyl 70%)	551	bot	52,345.00
34	Ballpen, 0.5mm, fine black	2893	pc	23,144.00
35	Ballpen, 0.5mm, fine blue	1579	pc	12,632.00
36	Ballpen, 0.5mm, fine red	33	pc	264.00
37	Ballpen, 0.7mm, fine, black	442	pc	4,420.00
38	Ballpen, 0.7mm, fine, blue	402	pc	4,020.00
39	Ballpen, 0.7mm, fine, red	205	pc	2,050.00
40	Ballpen, BP-S Fine, black	695	pc	17,375.00
41	Ballpen, BP-S Fine, blue	535	pc	13,375.00
42	Ballpen, BP-S Fine, red	5	pc	125.00
43	Bond paper, (8.5x11) letter, subs 20	111	ream	27,750.00
44	Bond paper, (8.5x13) legal, subs 20	1232	ream	344,960.00
45	Bond paper, A3, subs. 20	52	ream	24,180.00
46	Bond paper, A4, subs 20	1108	ream	277,000.00
47	Calculator, compact, electronic, LCD desktop	13	unit	5,200.00
48	Carbon paper, long	1	box	195.00
49	Cartolina, Assorted Colors, 20pcs/pack	1	pack	130.00
50	Cartolina, White, 20pcs/pack	1	pack	60.00
51	Certificate Holder, A4 size w/ plastic cover	199	pc	9,950.00
52	Clearbook, A4 size	100	book	8,000.00
53	Clearbook, legal size	123	book	12,300.00
54	Clearbook Refill, 20 holes, 10pcs/pack	33	pack	1,320.00
55	Clip Board, data board. 8.5"x11"	5	pc	450.00
56	Clip Board, data board. 8.5"x13"	15	pc	1,500.00
57	Clip, backfold, 19mm, 12s/box	6	box	240.00
58	Clip, backfold, 25mm, 12s/box	7	box	350.00
59	Clip, Bulldog 2"	52	pc	416.00
60	Clip, bulldog 3"	72	pc	1,080.00
61	Colored Paper 8 1/2 x 11" 10's/pack	10	pack	300.00
62	Columnar notebook, 10 cols	10	pad	350.00
63	Construction paper (Assorted) 10 sheets per pack	24	pack	720.00
64	Continous Form, 11" x 14 7/8", w/ side perf, 3ply	3	box	4,500.00
65	Continuous Form, 8 1/2 x 11", w/ side perf, 3 ply (carbonless)	3	box	2,550.00
66	Corkboard, 30cm x 45cm	2	pc	400.00
67	Correction Fluid, waterbased	10	bot	450.00
68	Correction Pen	205	pc	4,100.00
69	Correction tape	475	pc	14,250.00
70	Cotton (500 grams)	3	roll	450.00
71	Crayons, 8 colors	5	pack	100.00
72	Cutter Blade, big	4	box	120.00
73	Cutter, heavy duty	26	pc	2,600.00
74	Data File Box 5"x9"x15-3/4" (magazine File box)	14	pc	1,540.00

75	Engineer field book, 100 pages	50	book	8,000.00
76	Envelope, expanding, kraft, legal size	460	pc	6,900.00
77	Envelope, expanding, plastic long (thick)	120	pc	4,200.00
78	envelope, expanding, plastic long with handle	125	pc	11,250.00
79	Envelope, mailing white, 500pcs/box	5	b0x	1,450.00
80	Envelope, ordinary, short brown	1347	pc	4,041.00
81	envelope, ordinary, long brown	1431	pc	5,724.00
82	Eraser, rubber (for pencil)	56	pc	560.00
83	Eraser, whiteboard	5	pc	125.00
84	File Box w/ cover (blue)	172	pc	77,400.00
85	File box w/ cover (red)	106	pc	47,700.00
86	Film Index (with sign here note)	115	pack	5,750.00
87	Film Index Rainbow color	68	pack	3,060.00
88	Folder Expanding / Pressboard, legal size (green, glossy)	1100	pc	19,800.00
89	Folder Expanding / Pressboard, short (green, glossy)	462	pc	6,930.00
90	Folder long ordinary (tagboard), brown	1581	pc	9,486.00
91	Folder long ordinary (tagboard), white	1174	pc	7,044.00
92	Folder Plastic transparent w/ slide (A4) (thick size)	120	pc	3,360.00
93	Folder Plastic transparent w/ slide (legal) (thick size)	140	pc	4,900.00
94	Folder, clear, L-type, long size	166	pc	1,992.00
95	Folder, clear, L-type, short size	56	pc	504.00
96	Folder, morocco, short (blue) not glossy	50	pc	800.00
97	Folder, morocco, legal (blue) not glossy	150	pc	3,450.00
98	Glue Gun Heavy Duty	10	pc	3,600.00
99	Glue Stick	120	pc	1,200.00
100	Glue with applicator, 200 grams	3	jar	210.00
101	Glue, all purpose , 130grams	12	bot	600.00
102	Glue, all purpose 470ml	3	bot	600.00
103	Highlighter (Flourescent Marker) blue	120	pc	4,800.00
104	Highlighter (Flourescent Marker) green	98	pc	3,920.00
105	Highlighter (Flourescent Marker) orange	142	pc	5,680.00
106	Highlighter (Flourescent Marker) pink	70	pc	2,800.00
107	Highlighter (Flourescent Marker) yellow	107	pc	4,280.00
108	I.D. Holder w/ lace 4"x6"	150	pc	6,750.00
109	Illustration board, 1whole	3	pc	180.00
110	Laminating Film A4 size 100pcs/pack 250 mic	15	pack	18,000.00
111	lead, for mechanical pencil 0.5mm 12pc/tube	3	tube	90.00
112	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	124	pc	24,180.00
113	Lever Arch File long, blue (Data Folder, File top) Size: Approx. (11 x 13.5 x 2.5 inches)	157	pc	30,615.00

114	Lever Arch File long, blue (Data Folder, landscape) Size: Approx. (11 x 13.5 x 2.5 inches)	51	pc	9,945.00
115	Manila Paper 1 whole	135	sheet	675.00
116	Marker permanent (black) (bullet type) (super color marker)	256	pc	11,520.00
117	Marker permanent (black) (chisel type) (super color marker)	87	pc	4,785.00
118	Marker permanent (blue) (bullet type) (super color marker)	148	pc	6,660.00
119	Marker permanent (blue) (chisel type) (super color marker)	76	pc	4,180.00
120	Marker permanent (red) (bullet type) (super color marker)	17	pc	765.00
121	Marker permanent (red) (chisel type) (super color marker)	19	pc	1,045.00
122	Super Glue 3 grams	6	pc	300.00
123	Note pad (2"x1.5") 100 sheets/pad	101	pad	2,525.00
124	Note pad (2"x2"), 100 sheets/pad	95	pad	2,850.00
125	Note pad (3"x2"), 100 sheets/pad	76	pad	3,040.00
126	Note pad (3"x3"), 100 sheets/pad	41	pad	1,640.00
127	Note pad (3"x4), 100 sheets/pad	46	pad	2,300.00
128	Note pad (3"x5"), 100 sheets/pad	96	pad	4,800.00
129	Notebook (40 leaves)	549	pc	10,980.00
130	Notebook, Spiral sterling, 80 leaves	100	pc	5,000.00
131	Onion Skin paper, legal size	1	pack	150.00
132	Paper clip, gem type, 32mm, 100s/box	50	box	1,250.00
133	Paper clip, gem type, 48mm jumbo, 100s/box	51	box	1,530.00
134	Paper fastener (plastic)	83	box	3,320.00
135	Paper fastener, (metal)	89	box	7,120.00
136	Paper, ruled pad, 90 leaves (yellow pad)	27	pad	1,215.00
137	Parchment Paper, long, 10sheets/pack (cream)	48	pack	1,680.00
138	Parchment Paper, short, 10sheets/pack (cream)	48	pack	1,440.00
139	Parchment Paper, short, 10sheets/pack (white)	2	pack	60.00
140	Pencil with eraser no.2 (12pcs/box)	117	box	8,424.00
141	Pencil, mechanical, 0.5mm lead	29	pc	1,384.75
142	Photo paper, glossy, A4, 20pcs/pack	91	pack	13,650.00
143	Puncher, heavy duty, 2 holes	7	unit	1,400.00
144	Push pin, hammer head type, assorted colors, 100s/box	7	box	350.00
145	Record Book (300 pages) aprox. size: (8.5 x 11)	54	book	4,860.00
146	Record Book (500 pages) aprox. size: (8.5 x 11)	22	book	2,420.00
147	RER	2	pad	70.00
148	Ring Binder, 1 1/2"	10	pc	600.00

149	Ring Binder, 1"	25	pc	1,125.00
150	Ring Binder, 1/2 "	25	pc	500.00
151	Ring Binder, 2 inches	10	pc	700.00
152	Rubber band, large size	30	box	4,500.00
153	Ruler metal 300mm/12 inch	3	pc	150.00
154	Ruler plastic 300mm/12 inch	17	pc	340.00
155	scientific calculator, dimensions: 13.8x80x162mm	11	unit	9,900.00
156	Scissors heavy duty big 8" (stainless)	40	pair	4,800.00
157	Screw Fastener 3"	710	pc	6,390.00
158	Screw Fastener 4"	850	pc	9,350.00
159	Self-inking date stamp	1	piece	550.00
160	Sign pen V5, black	258	pc	14,190.00
161	Sign pen V5, blue	158	pc	8,690.00
162	Sign pen V5, green	10	pc	550.00
163	Sign Pen, 0.8mm, black	67	pc	5,025.00
164	Sign Pen, 0.8mm, blue	71	pc	5,325.00
165	Sign Pen, black Pentel gel type 0.5	432	pc	38,880.00
166	Sign Pen, Blue Pentel gel type 0.5	173	pc	15,570.00
167	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	148	pack	5,180.00
168	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	537	pack	21,480.00
169	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	24	pack	840.00
170	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	73	pack	2,920.00
171	Stamp pad Ink black 50ml	9	pc	405.00
172	Stamp Pad Ink violet 50ml	12	pc	540.00
173	Stamp Pad Ink Red 50ml	5	pc	225.00
174	Stamp Pad standard size black	7	pc	280.00
175	Stamp Pad standard size violet	9	pc	360.00
176	Staple remover, plier type	3	pc	90.00
177	Staple wire #35	178	box	7,120.00
178	Staple wire, 23/13 (1/2")	2	box	100.00
179	Staple wire, 23/8 (5/16")	2	box	100.00
180	Staple wire, 24/6 (1/14")	2	box	100.00
181	Stapler, #35 heavy duty with staple remover	53	unit	21,200.00
182	Stapler, long reach heavy duty	5	unit	2,500.00
183	Sticker paper glossy, long 10pcs/pack	88	pack	5,280.00
184	Sticker paper glossy, short 10pcs/pack	101	pack	5,050.00
185	Tape Dispenser, heavy duty (1")	15	pc	2,250.00
186	Tape Double sided thin 24mm white	86	pc	3,440.00
187	Tape Double sided adhesive w/ foam green, 2"	19	roll	4,370.00
188	Tape Double sided adhesive w/ foam green, 1"	39	roll	5,850.00

189	Tape Duct, color blue 2"	13	roll	1,430.00
190	Tape Duct, color grey 2"	17	roll	1,870.00
191	Tape, masking, 1/2"	63	roll	1,323.00
192	Tape, masking, 24mm, 1"	86	roll	3,010.00
193	Tape, masking, 48mm, 2"	60	roll	4,200.00
194	Tape, packaging, 48mm, 2"	13	roll	715.00
195	Tape, transparent, 24mm, 1"	194	roll	5,820.00
196	Tape, transparent, 48mm, 2"	117	roll	6,084.00
197	Twine, plastic, one kilo per roll	5	roll	400.00
198	Air Freshener, 280ml (lemon fresh)	54	can	12,960.00
199	Air Freshener, Scented Gel, 180 grams	26	pc	5,720.00
200	Alcohol (500ml, isoprophyl 70%)	118	bot	11,210.00
201	Bathroom Soap, 90 grams	24	pc	1,200.00
202	Bleach colored	8	bot	1,440.00
203	Bleach white 1ltr	37	bot	3,700.00
204	Broom, soft	14	pc	2,100.00
205	Broom, Stick	20	pc	800.00
206	Car freshener 42 grams, Organic canister, assorted scent	37	can	8,880.00
207	Detergent Bar	12	bar	1,200.00
208	Detergent powder, w/ fabric conditioner 1kg	104	pack	13,520.00
209	Dishwashing liquid (250ml)	280	bot	19,600.00
210	Disinfectant spray, 170g	55	can	15,400.00
211	Door mat, cloth rectangle	32	pc	1,920.00
212	Dust pan, plastic big	13	pc	1,040.00
213	Dust Remover, big	7	pc	560.00
214	Fabric Conditioner 800 ml	57	bot	14,250.00
215	Face Towel (cotton), good morning	55	pc	1,650.00
216	Floor Mop with bucket (360degrees rotating micro fiber head)	2	set	3,000.00
217	Furniture Cleaner, 300ml	12	can	3,600.00
218	Garbage bag, black, gusseted type thick, 10's/roll, (large)	31	roll	2,635.00
219	Garbage bag, black, gusseted type thick, 10's/roll, (medium)	13	roll	845.00
220	Garbage bag, black, gusseted type thick, 10's/roll, (small)	6	roll	330.00
221	Garbage bag, black, gusseted type thick, 10's/roll, (XL)	14	roll	1,540.00
222	Garbage bag, black, gusseted type thick, 10's/roll, (XXL)	214	roll	27,820.00
223	Glass cleaner, big sprayer type	42	bot	8,274.00
224	Glass Squeezer w/ handle	1	pc	125.00
225	Hand sanitizing gel, 60ml	71	bot	4,260.00
226	Insecticide Spray (aerosol) 400ml	21	can	7,350.00
227	Liquid Handwash (antibacterial) 400ml	123	bot	17,220.00
228	Face Mask	102	box	30,600.00

229	Microfiber, cleaning cloth 35cm x 35cm	33	pc	2,640.00
230	Mop w/ squeezer	20	pc	5,000.00
231	Pail w/ cover (16L)	5	pc	1,000.00
232	Pail with cover (big) 25gal	3	pc	4,500.00
233	Scrub Sponge, heavy duty	94	pc	5,640.00
234	Scrubbing Pads, heavy duty	26	pc	1,040.00
235	Tissue Paper, 2-ply, 12 rolls/pack	123	pack	18,450.00
236	Tissue paper, 3-ply, @ 4rolls/pack	134	pack	20,100.00
237	Bathroom Cleaner (900ml)	99	bot	29,700.00
238	Toilet brush w/ box	6	pc	552.00
239	Toilet Deodorant cake, 50 grams	88	pc	4,400.00
240	Toilet Pump	2	pc	120.00
241	Trash bin, plastic big w/ cover	4	pc	800.00
242	Trash bin, plastic small w/ cover	2	pc	264.00
243	White facial tissue (200mmx200mm)2ply	103	pack	11,330.00
244	Record book (200 pages)	5	piece	300.00
245	Signpen G. Tech 0.4	2	box	2,040.00
246	NOTEBOOK, 148 mm x200 m, 80 leaves	24	book	360.00
247	Paper for certificate, linen,8 1/2 x 11, 10s/pack	4	pack	240.00
248	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	5	pc	1,000.00
249	Meter stick, wood type	2	pc	300.00
250	Sign pen, black, 0.4	50	pc	2,500.00
251	clear folder (A4)	50	pc	900.00
252	clear folder (long)	50	pc	900.00
253	Record Book 500 pages 5.5 inches x 8.5 inches	50	pcs	6,500.00
254	Typewriter Ribbon Olympia Model	24	pcs	1,200.00
255	Folder long ordinary (tagboard), brown	200	pc	1,000.00
256	Index card, 5" x 8", 100 pcs per pack	5	pc	500.00
257	expanding folder, cream, long	100	pc	3,000.00
258	Record Book (200 pages)	12	book	600.00
259	Clearbook Refill, 20 holes, 10pcs/pack	10	pack	3,000.00
260	ONION SKIN PAPER, size Legal	10	reams	1,400.00
261	CD Rewritable, 700mb 80min. w/ case	266	pc	7,980.00
262	External hard drive (1 TB) USB 3.0	26	unit	117,000.00
263	Flash drive , USB 16gb, plug in play	35	pc	17,150.00
264	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	191	pc	248,300.00
265	Flash drive, USB 32 GB	75	pc	67,500.00
266	Flash drive, USB 64 GB	19	pc	28,500.00
267	Keyboard, USB type	6	pc	2,700.00
268	MicroSD memory card, 64GB	10	pc	12,000.00
269	Mouse Optical, (USB)	50	pc	15,000.00
270	Mouse Optical, wireless	20	pc	12,600.00
271	Mouse pad	10	pc	300.00

272	Powerbank 10000mAh	27	pc	40,500.00
273	Powerbank 20000mAh	6	pc	15,000.00
274	Uninterruptible Power Supply (UPS), 500VA - 600VA	6	pc	27,000.00
275	USB Hub, 3.0, 4 port	13	pc	6,500.00
276	USB Lan Wireless Adapter	7	unit	7,000.00
277	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	40	cart	64,000.00
278	Ink cartridge, Canon CL-811 colored	74	cart	103,600.00
279	Ink cartridge, canon PG-35, black (for canon mobile printer)	43	cart	47,300.00
280	Ink Cartridge, canon PG-810 (canon)	39	cart	42,900.00
281	Ink Cartridge, HP680, black	14	cart	11,200.00
282	Ink Cartridge, HP680, tri-color	14	cart	11,200.00
283	Ink cartridge, HP704, black (HP)	35	cart	17,500.00
284	Ink cartridge, HP704, Tri Color (HP)	34	cart	17,000.00
285	Ink cartridge, HP932 XL, black (for HP Printer)	92	cart	174,800.00
286	Ink cartridge, HP933 XL, Cyan (for HP Printer)	82	cart	106,600.00
287	Ink cartridge, HP933 XL, magenta (for HP Printer)	82	cart	106,600.00
288	Ink cartridge, HP933 XL, yellow (for HP Printer)	82	cart	106,600.00
289	Ink Cartridge, HP 204A (CF510A) black	5	cart	20,000.00
290	Ink Cartridge, HP 204A (CF512A) yellow	2	cart	8,000.00
291	Ink Cartridge, HP 204A (CF513A) magenta	2	cart	8,000.00
292	Ink Cartridge, HP 204A (CF511A) cyan	2	cart	8,000.00
293	Ink, HP GT 51 black	15	bottle	6,000.00
294	Ink, HP GT 52 cyan	10	bottle	4,000.00
295	Ink, HP GT 52 magenta	10	bottle	4,000.00
296	Ink, HP GT 52 yellow	10	bottle	4,000.00
297	Ink epson, T6641, black 70ml	212	bottle	95,400.00
298	Ink epson, T6642, cyan 70ml	147	bottle	66,150.00
299	Ink epson, T6643, magenta 70ml	147	bottle	66,150.00
300	Ink epson, T6644, yellow 70ml	146	bottle	65,700.00
301	Ink epson, 001, black	70	bottle	35,000.00
302	Ink epson, 001, cyan	35	bottle	17,500.00
303	Ink epson, 001, magenta	35	bottle	17,500.00
304	Ink epson, 001, yellow	35	bottle	17,500.00
305	Ink epson, 003, black	284	bottle	113,600.00
306	Ink epson, 003, cyan	175	bottle	70,000.00
307	Ink epson, 003, magenta	180	bottle	72,000.00
308	Ink epson, 003, yellow	180	bottle	72,000.00
309	Toner cartridge, Fuji M355	10	cart	75,000.00
310	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	14	cart	72,800.00
311	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	8	cart	41,600.00

312	Toner Cartridge, HP laserjet P1102, CE285A (85A)	20	cart	78,000.00
313	Toner Cartridge, HP126A, for Laserjet Pro M275, Black	5	cart	19,000.00
314	Toner Cartridge, Kyocera (TK 1147)	4	cart	32,800.00
315	Toner Cartridge, Kyocera (TK 1168)	6	cart	24,000.00
316	Toner Cartridge, Sharp AR-6026N (MX-238FT)	47	cart	446,500.00
317	Toner Cartridge, Brother (TN-261 / HL-3170CDW) Black	12	cart	36,000.00
318	Toner Cartridge, Brother (TN-261 / HL-3170CDW) cyan	7	cart	21,000.00
319	Toner Cartridge, Brother (TN-261 / HL-3170CDW) yellow	7	cart	21,000.00
320	Toner Cartridge, Brother (TN-261 / HL-3170CDW) magenta	7	cart	21,000.00
321	Toner Cartridge, Panasonic KX-FAT472E-T	3	cart	9,000.00
322	Brother Ink,black, 108 ml/ bottle	14	bottle	16,800.00
323	Brother Ink,magenta, 48.8ml/bottle	10	bottle	12,000.00
324	Brother Ink,yellow, 48.8ml/bottle	10	bottle	12,000.00
325	Brother Ink,cyan, 48.8ml/bottle	10	bottle	12,000.00
326	Brother, BT5000M, Magenta	5	bottle	2,500.00
327	Brother, BT5000M, Yellow	5	bottle	2,500.00
328	Brother, BT5000M, Cyan	5	bottle	2,500.00
329	Brother, BT6000M, Black	10	bottle	5,000.00
330	Riso Master CV Type B4 (200 cuts)	2	roll	5,560.00
331	Riso Ink CV Type Black	4	tube	5,340.00
332	Toner TN 116, Ineo 165 copier	10	tube	34,375.00
333	Drum for Ineo 165 copier	2	pc	19,760.00
334	Developer for Ineo 165 copier	2	pc	2,740.00
335	Toner cartridge, Kyocera-TK 5234, Black	2	cart	16,400.00
336	Toner cartridge, Kyocera-TK 5234, Magenta	1	cart	8,200.00
337	Toner cartridge, Kyocera-TK 5234, Yellow	1	cart	8,200.00
338	Toner cartridge, Kyocera-TK 5234, Cyan	1	cart	8,200.00
339	Ink Brother BT6000 and Genuine Ink Bottle set of 4 (Black, Cyan, Yellow, Magenta)	15	set	37,500.00
340	HP Deskjet 5829 Printhead Kit (Black & Tri-colour) MOH50A/MOH51A	24	pcs	48,000.00
341	Ethyl alcohol, 70% solution antiseptic disinfectant with moisturizer, 1lit/bottle	6	bot	900.00
342	Denatured alcohol, 350ml/bottle	5	bot	300.00
343	Surgical Gloves @ 50pairs/box	1	box	750.00
344	disposable gloves, 50pcs./box	3	boxes	2,100.00
345	disposable mask, 50pcs./box	22	boxes	2,200.00

[Use this form for Framework Agreement:]

Framework Agreement List

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

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

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

Section VII. Technical Specifications

Technical Specifications

Item	Specification			Statement of Compliance
1	<u>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND DEVICES FOR USE OF VARIOUS OPERATING UNITS OF DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1 (DA RFO 1)</u>			<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>
Item No.	PARTICULARS/DESCRIPTION	Qty	Unit	
	COMMON ELECTRICAL SUPPLIES			
1	Battery 9V	5	box	
2	Battery charger pack, with 4 AA Ni-MH pre charged rechargeable battery	2	pc	
3	Battery, AA, alkaline, 2 pcs/pack	66	pack	
4	Battery, AA, rechargeable 2pcs/pack	15	pack	
5	Battery, AAA, Alkaline 2pcs/pack	124	pack	
6	Battery, AAA, rechargeable 2pcs/pack	23	pack	
7	CFL Bulb 18 watts	20	pc	
8	Extension Outlet 4 gang w/ switch (1.5m)	10	unit	
9	Flashlight, rechargeable	7	pc	

10	Flourescent tube 20 watts	6	pc	
11	Flourescent tube 40 watts	6	pc	
12	Laser pointer presenter	5	pc	
13	LED, lightbulb (daylight 7 watt)	40	pc	
14	Tape, electrical, 19mm	5	pc	
15	Universal Extension wheel (10m)	5	unit	
16	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	3	unit	
	COMMON OFFICE EQUIPMENT			
17	Anti Glare Radiation Computer Screen Protector Anti-Blue Light Screen Film Frosted Scratch-Resistant	25	pcs	
18	On The Go (OTG) dual flash drive, 128 GB capacity	4	pc	
19	BATTERY, LR44 Round Button,)% Hg, 10 pcs/pack	5	pack	
20	OTG C type converter	25	pcs	
21	MicroSD memory card, 128GB	20	pc	
22	OTG/Dual USB drive, 128 GB	4	pc	
23	OTG 1 TB external storage stick suitable for iOS/Android/PC	53	pc	
24	10 meters HDMI cable	2	pc	
25	Mini HDMI cable, 3 meters	2	pc	
26	RJ45Connector	40	pc	
27	3.5mm Aux Auxiliary Cable Cord To 2 RCA	1	pc	
28	External hard drive (500GB) USB 3.0	5	unit	
29	LED bulbs, 16 watts daylight lamp	8	pc	
30	Measuring Wheel (5 digits including decimal)	3	pcs	
31	Steel Tape 8 Meters	25	pcs	
32	Plastic Storage Box (30L) dimension	14	pcs	
	COMMON OFFICE SUPPLIES			
33	Alcohol (500ml, isoprophyl 70%)	551	bot	
34	Ballpen, 0.5mm, fine black	2893	pc	
35	Ballpen, 0.5mm, fine blue	1579	pc	
36	Ballpen, 0.5mm, fine red	33	pc	
37	Ballpen, 0.7mm, fine, black	442	pc	
38	Ballpen, 0.7mm, fine, blue	402	pc	
39	Ballpen, 0.7mm, fine, red	205	pc	
40	Ballpen, BP-S Fine, black	695	pc	
41	Ballpen, BP-S Fine, blue	535	pc	

42	Ballpen, BP-S Fine, red	5	pc	
43	Bond paper, (8.5x11) letter, subs 20	111	ream	
44	Bond paper, (8.5x13) legal, subs 20	1232	ream	
45	Bond paper, A3, subs. 20	52	ream	
46	Bond paper, A4, subs 20	1108	ream	
47	Calculator, compact, electronic, LCD desktop	13	unit	
48	Carbon paper, long	1	box	
49	Cartolina, Assorted Colors, 20pcs/pack	1	pack	
50	Cartolina, White, 20pcs/pack	1	pack	
51	Certificate Holder, A4 size w/ plastic cover	199	pc	
52	Clearbook, A4 size	100	book	
53	Clearbook, legal size	123	book	
54	Clearbook Refill, 20 holes, 10pcs/pack	33	pack	
55	Clip Board, data board. 8.5"x11"	5	pc	
56	Clip Board, data board. 8.5"x13"	15	pc	
57	Clip, backfold, 19mm, 12s/box	6	box	
58	Clip, backfold, 25mm, 12s/box	7	box	
59	Clip, Bulldog 2"	52	pc	
60	Clip, bulldog 3"	72	pc	
61	Colored Paper 8 1/2 x 11" 10's/pack	10	pack	
62	Columnar notebook, 10 cols	10	pad	
63	Construction paper (Assorted) 10 sheets per pack	24	pack	
64	Continous Form, 11" x 14 7/8", w/ side perf, 3ply	3	box	
65	Continuous Form, 8 1/2 x 11", w/ side perf, 3 ply (carbonless)	3	box	
66	Corkboard, 30cm x 45cm	2	pc	
67	Correction Fluid, waterbased	10	bot	
68	Correction Pen	205	pc	
69	Correction tape	475	pc	
70	Cotton (500 grams)	3	roll	
71	Crayons, 8 colors	5	pack	
72	Cutter Blade, big	4	box	
73	Cutter, heavy duty	26	pc	
74	Data File Box 5"x9"x15-3/4" (magazine File box)	14	pc	
75	Engineer field book, 100 pages	50	book	
76	Envelope, expanding, kraft, legal size	460	pc	
77	Envelope, expanding, plastic long (thick)	120	pc	

78	envelope, expanding, plastic long with handle	125	pc	
79	Envelope, mailing white, 500pcs/box	5	b0x	
80	Envelope, ordinary, short brown	1347	pc	
81	envelope, ordinary,long brown	1431	pc	
82	Eraser, rubber (for pencil)	56	pc	
83	Eraser, whiteboard	5	pc	
84	File Box w/ cover (blue)	172	pc	
85	File box w/ cover (red)	106	pc	
86	Film Index (with sign here note)	115	pack	
87	Film Index Rainbow color	68	pack	
88	Folder Expanding / Pressboard, legal size (green, glossy)	1100	pc	
89	Folder Expanding / Pressboard, short (green, glossy)	462	pc	
90	Folder long ordinary (tagboard), brown	1581	pc	
91	Folder long ordinary (tagboard), white	1174	pc	
92	Folder Plastic transparent w/ slide (A4) (thick size)	120	pc	
93	Folder Plastic transparent w/ slide (legal) (thick size)	140	pc	
94	Folder, clear, L-type, long size	166	pc	
95	Folder, clear, L-type, short size	56	pc	
96	Folder, morocco, short (blue) not glossy	50	pc	
97	Folder, morocco, legal (blue) not glossy	150	pc	
98	Glue Gun Heavy Duty	10	pc	
99	Glue Stick	120	pc	
100	Glue with applicator, 200 grams	3	jar	
101	Glue, all purpose , 130grams	12	bot	
102	Glue, all purpose 470ml	3	bot	
103	Highlighter (Flourescent Marker) blue	120	pc	
104	Highlighter (Flourescent Marker) green	98	pc	
105	Highlighter (Flourescent Marker) orange	142	pc	
106	Highlighter (Flourescent Marker) pink	70	pc	
107	Highlighter (Flourescent Marker) yellow	107	pc	
108	I.D. Holder w/ lace 4"x6"	150	pc	
109	Illustration board, 1whole	3	pc	
110	Laminating Film A4 size 100pcs/pack 250 mic	15	pack	
111	lead, for mechanical pencil 0.5mm 12pc/tube	3	tube	

112	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	124	pc	
113	Lever Arch File long, blue (Data Folder, File top) Size: Approx. (11 x 13.5 x 2.5 inches)	157	pc	
114	Lever Arch File long, blue (Data Folder, landscape) Size: Approx. (11 x 13.5 x 2.5 inches)	51	pc	
115	Manila Paper 1 whole	135	sheet	
116	Marker permanent (black) (bullet type) (super color marker)	256	pc	
117	Marker permanent (black) (chisel type) (super color marker)	87	pc	
118	Marker permanent (blue) (bullet type) (super color marker)	148	pc	
119	Marker permanent (blue) (chisel type) (super color marker)	76	pc	
120	Marker permanent (red) (bullet type) (super color marker)	17	pc	
121	Marker permanent (red) (chisel type) (super color marker)	19	pc	
122	Super Glue 3 grams	6	pc	
123	Note pad (2"x1.5") 100 sheets/pad	101	pad	
124	Note pad (2"X2"), 100 sheets/pad	95	pad	
125	Note pad (3"X2"), 100 sheets/pad	76	pad	
126	Note pad (3"X3"), 100 sheets/pad	41	pad	
127	Note pad (3"X4), 100 sheets/pad	46	pad	
128	Note pad (3"x5"), 100 sheets/pad	96	pad	
129	Notebook (40 leaves)	549	pc	
130	Notebook, Spiral sterling, 80 leaves	100	pc	
131	Onion Skin paper, legal size	1	pack	
132	Paper clip, gem type, 32mm, 100s/box	50	box	
133	Paper clip, gem type, 48mm jumbo, 100s/box	51	box	
134	Paper fastener (plastic)	83	box	
135	Paper fastener, (metal)	89	box	
136	Paper, ruled pad, 90 leaves (yellow pad)	27	pad	
137	Parchment Paper, long, 10sheets/pack (cream)	48	pack	
138	Parchment Paper, short, 10sheets/pack (cream)	48	pack	
139	Parchment Paper, short, 10sheets/pack (white)	2	pack	
140	Pencil with eraser no.2 (12pcs/box)	117	box	
141	Pencil, mechanical, 0.5mm lead	29	pc	
142	Photo paper, glossy, A4, 20pcs/pack	91	pack	

143	Puncher, heavy duty, 2 holes	7	unit	
144	Push pin, hammer head type, assorted colors, 100s/box	7	box	
145	Record Book (300 pages) aprox. size: (8.5 x 11)	54	book	
146	Record Book (500 pages) aprox. size: (8.5 x 11)	22	book	
147	RER	2	pad	
148	Ring Binder, 1 1/2"	10	pc	
149	Ring Binder, 1"	25	pc	
150	Ring Binder, 1/2 "	25	pc	
151	Ring Binder, 2 inches	10	pc	
152	Rubber band, large size	30	box	
153	Ruler metal 300mm/12 inch	3	pc	
154	Ruler plastic 300mm/12 inch	17	pc	
155	scientific calculator, dimensions: 13.8x80x162mm	11	unit	
156	Scissors heavy duty big 8" (stainless)	40	pair	
157	Screw Fastener 3"	710	pc	
158	Screw Fastener 4"	850	pc	
159	Self-inking date stamp	1	piece	
160	Sign pen V5, black	258	pc	
161	Sign pen V5, blue	158	pc	
162	Sign pen V5, green	10	pc	
163	Sign Pen, 0.8mm, black	67	pc	
164	Sign Pen, 0.8mm, blue	71	pc	
165	Sign Pen, black Pentel gel type 0.5	432	pc	
166	Sign Pen, Blue Pentel gel type 0.5	173	pc	
167	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	148	pack	
168	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	537	pack	
169	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	24	pack	
170	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	73	pack	
171	Stamp pad Ink black 50ml	9	pc	
172	Stamp Pad Ink violet 50ml	12	pc	
173	Stamp Pad Ink Red 50ml	5	pc	
174	Stamp Pad standard size black	7	pc	
175	Stamp Pad standard size violet	9	pc	
176	Staple remover, plier type	3	pc	

177	Staple wire #35	178	box	
178	Staple wire, 23/13 (1/2")	2	box	
179	Staple wire, 23/8 (5/16")	2	box	
180	Staple wire, 24/6 (1/14")	2	box	
181	Stapler, #35 heavy duty with staple remover	53	unit	
182	Stapler, long reach heavy duty	5	unit	
183	Sticker paper glossy, long 10pcs/pack	88	pack	
184	Sticker paper glossy, short 10pcs/pack	101	pack	
185	Tape Dispenser, heavy duty (1")	15	pc	
186	Tape Double sided thin 24mm white	86	pc	
187	Tape Double sided adhesive w/ foam green, 2"	19	roll	
188	Tape Double sided adhesive w/ foam green, 1"	39	roll	
189	Tape Duct, color blue 2"	13	roll	
190	Tape Duct, color grey 2"	17	roll	
191	Tape, masking, 1/2"	63	roll	
192	Tape, masking, 24mm, 1"	86	roll	
193	Tape, masking, 48mm, 2"	60	roll	
194	Tape, packaging, 48mm, 2"	13	roll	
195	Tape, transparent, 24mm, 1"	194	roll	
196	Tape, transparent, 48mm, 2"	117	roll	
197	Twine, plastic, one kilo per roll	5	roll	
	COMMON JANITORIAL SUPPLIES			
198	Air Freshener, 280ml (lemon fresh)	54	can	
199	Air Freshener, Scented Gel, 180 grams	26	pc	
200	Alcohol (500ml, isoprophyl 70%)	118	bot	
201	Bathroom Soap, 90 grams	24	pc	
202	Bleach colored	8	bot	
203	Bleach white 1ltr	37	bot	
204	Broom, soft	14	pc	
205	Broom, Stick	20	pc	
206	Car freshener 42 grams, Organic canister, assorted scent	37	can	
207	Detergent Bar	12	bar	
208	Detergent powder, w/ fabric conditioner 1kg	104	pack	
209	Dishwashing liquid (250ml)	280	bot	
210	Disinfectant spray, 170g	55	can	
211	Door mat, cloth rectangle	32	pc	

212	Dust pan, plastic big	13	pc	
213	Dust Remover, big	7	pc	
214	Fabric Conditioner 800 ml	57	bot	
215	Face Towel (cotton), good morning	55	pc	
216	Floor Mop with bucket (360degrees rotating micro fiber head)	2	set	
217	Furniture Cleaner, 300ml	12	can	
218	Garbage bag, black, gusseted type thick, 10's/roll, (large)	31	roll	
219	Garbage bag, black, gusseted type thick, 10's/roll, (medium)	13	roll	
220	Garbage bag, black, gusseted type thick, 10's/roll, (small)	6	roll	
221	Garbage bag, black, gusseted type thick, 10's/roll, (XL)	14	roll	
222	Garbage bag, black, gusseted type thick, 10's/roll, (XXL)	214	roll	
223	Glass cleaner, big sprayer type	42	bot	
224	Glass Squeezer w/ handle	1	pc	
225	Hand sanitizing gel, 60ml	71	bot	
226	Insecticide Spray (aerosol) 400ml	21	can	
227	Liquid Handwash (antibacterial) 400ml	123	bot	
228	Face Mask	102	box	
229	Microfiber, cleaning cloth 35cm x 35cm	33	pc	
230	Mop w/ squeezer	20	pc	
231	Pail w/ cover (16L)	5	pc	
232	Pail with cover (big) 25gal	3	pc	
233	Scrub Sponge, heavy duty	94	pc	
234	Scrubbing Pads, heavy duty	26	pc	
235	Tissue Paper, 2-ply, 12 rolls/pack	123	pack	
236	Tissue paper, 3-ply, @ 4rolls/pack	134	pack	
237	Bathroom Cleaner (900ml)	99	bot	
238	Toilet brush w/ box	6	pc	
239	Toilet Deodorant cake, 50 grams	88	pc	
240	Toilet Pump	2	pc	
241	Trash bin, plastic big w/ cover	4	pc	
242	Trash bin, plastic small w/ cover	2	pc	
243	White facial tissue (200mmx200mm)2ply	103	pack	
	Office Supplies			
244	Record book (200 pages)	5	piece	
245	Signpen G. Tech 0.4	2	box	

246	NOTEBOOK, 148 mm x200 m, 80 leaves	24	book	
247	Paper for certificate, linen, 8 1/2 x 11, 10s/pack	4	pack	
248	Lever Arch File long, blue (Data Folder, long) size: approx. (15.5 x 9.5 x 3 inches)	5	pc	
249	Meter stick, wood type	2	pc	
250	Sign pen, black, 0.4	50	pc	
251	clear folder (A4)	50	pc	
252	clear folder (long)	50	pc	
253	Record Book 500 pages 5.5 inches x 8.5 inches	50	pcs	
254	Typewriter Ribbon Olympia Model	24	pcs	
255	Folder long ordinary (tagboard), brown	200	pc	
256	Index card, 5" x 8", 100 pcs per pack	5	pc	
257	expanding folder, cream, long	100	pc	
258	Record Book (200 pages)	12	book	
259	Clearbook Refill, 20 holes, 10pcs/pack	10	pack	
260	ONION SKIN PAPER, size Legal	10	reams	
	Computer Supplies			
261	CD Rewritable, 700mb 80min. w/ case	266	pc	
262	External hard drive (1 TB) USB 3.0	26	unit	
263	Flash drive , USB 16gb, plug in play	35	pc	
264	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	191	pc	
265	Flash drive, USB 32 GB	75	pc	
266	Flash drive, USB 64 GB	19	pc	
267	Keyboard, USB type	6	pc	
268	MicroSD memory card, 64GB	10	pc	
269	Mouse Optical, (USB)	50	pc	
270	Mouse Optical, wireless	20	pc	
271	Mouse pad	10	pc	
272	Powerbank 10000mAh	27	pc	
273	Powerbank 20000mAh	6	pc	
274	Uninterruptible Power Supply (UPS), 500VA - 600VA	6	pc	
275	USB Hub, 3.0, 4 port	13	pc	
276	USB Lan Wireless Adapter	7	unit	
	CONSUMABLES			
277	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	40	cart	
278	Ink cartridge, Canon CL-811 colored	74	cart	
279	Ink cartridge, canon PG-35, black (for canon mobile printer)	43	cart	
280	Ink Cartridge, canon PG-810 (canon)	39	cart	
281	Ink Cartridge, HP680, black	14	cart	

282	Ink Cartridge, HP680, tri-color	14	cart	
283	Ink cartridge, HP704, black (HP)	35	cart	
284	Ink cartridge, HP704, Tri Color (HP)	34	cart	
285	Ink cartridge, HP932 XL, black (for HP Printer)	92	cart	
286	Ink cartridge, HP933 XL, Cyan (for HP Printer)	82	cart	
287	Ink cartridge, HP933 XL, magenta (for HP Printer)	82	cart	
288	Ink cartridge, HP933 XL, yellow (for HP Printer)	82	cart	
289	Ink Cartridge, HP 204A (CF510A) black	5	cart	
290	Ink Cartridge, HP 204A (CF512A) yellow	2	cart	
291	Ink Cartridge, HP 204A (CF513A) magenta	2	cart	
292	Ink Cartridge, HP 204A (CF511A) cyan	2	cart	
293	Ink, HP GT 51 black	15	bottle	
294	Ink, HP GT 52 cyan	10	bottle	
295	Ink, HP GT 52 magenta	10	bottle	
296	Ink, HP GT 52 yellow	10	bottle	
297	Ink epson, T6641, black 70ml	212	bottle	
298	Ink epson, T6642, cyan 70ml	147	bottle	
299	Ink epson, T6643, magenta 70ml	147	bottle	
300	Ink epson, T6644, yellow 70ml	146	bottle	
301	Ink epson, 001, black	70	bottle	
302	Ink epson, 001, cyan	35	bottle	
303	Ink epson, 001, magenta	35	bottle	
304	Ink epson, 001, yellow	35	bottle	
305	Ink epson, 003, black	284	bottle	
306	Ink epson, 003, cyan	175	bottle	
307	Ink epson, 003, magenta	180	bottle	
308	Ink epson, 003, yellow	180	bottle	
309	Toner cartridge, Fuji M355	10	cart	
310	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	14	cart	
311	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	8	cart	
312	Toner Cartridge, HP laserjet P1102, CE285A (85A)	20	cart	
313	Toner Cartridge, HP126A, for Laserjet Pro M275, Black	5	cart	
314	Toner Cartridge, Kyocera (TK 1147)	4	cart	
315	Toner Cartridge, Kyocera (TK 1168)	6	cart	
316	Toner Cartridge, Sharp AR-6026N (MX-238FT)	47	cart	
317	Toner Cartridge, Brother (TN-261 / HL-3170CDW) Black	12	cart	
318	Toner Cartridge, Brother (TN-261 / HL-3170CDW) cyan	7	cart	
319	Toner Cartridge, Brother (TN-261 / HL-3170CDW) yellow	7	cart	

320	Toner Cartridge, Brother (TN-261 / HL-3170CDW) magenta	7	cart	
321	Toner Cartridge, Panasonic KX-FAT472E-T	3	cart	
322	Brother Ink,black, 108 ml/ bottle	14	bottle	
323	Brother Ink,magenta, 48.8ml/bottle	10	bottle	
324	Brother Ink,yellow, 48.8ml/bottle	10	bottle	
325	Brother Ink,cyan, 48.8ml/bottle	10	bottle	
326	Brother, BT5000M, Magenta	5	bottle	
327	Brother, BT5000M, Yellow	5	bottle	
328	Brother, BT5000M, Cyan	5	bottle	
329	Brother, BT6000M, Black	10	bottle	
330	Riso Master CV Type B4 (200 cuts)	2	roll	
331	Riso Ink CV Type Black	4	tube	
332	Toner TN 116, Ineo 165 copier	10	tube	
333	Drum for Ineo 165 copier	2	pc	
334	Developer for Ineo 165 copier	2	pc	
335	Toner cartridge, Kyocera-TK 5234, Black	2	cart	
336	Toner cartridge, Kyocera-TK 5234, Magenta	1	cart	
337	Toner cartridge, Kyocera-TK 5234, Yellow	1	cart	
338	Toner cartridge, Kyocera-TK 5234, Cyan	1	cart	
339	Ink Brother BT6000 and Genuine Ink Bottle set of 4 (Black, Cyan, Yellow, Magenta)	15	set	
340	HP Deskjet 5829 Printhead Kit (Black & Tri-colour) MOH50A/MOH51A	24	pcs	
	Other Categories			
341	Ethyl alcohol, 70% solution antiseptic disinfectant with moisturizer, 1lit/bottle	6	bot	
342	Denatured alcohol, 350ml/bottle	5	bot	
343	Surgical Gloves @ 50pairs/box	1	box	
344	disposable gloves, 50pcs./box	3	boxes	
345	disposable mask, 50pcs./box	22	boxes	
	Delivery Schedule: within fifty (50) working days from receipt of Notice to Proceed			
	Drop off-point: Department of Agriculture Regional Field Office 1 (DA RFO-1)			
	<u>ADDITIONAL INSTRUCTIONS TO BIDDERS:</u>			
	a. The bidders or their duly authorized representatives may attend the bid opening;			
	b. In case a representative will be attending the Bid Opening, a Special Power of Attorney (SPA), Secretary's Certificate, Board Resolution or any other forms of authorization, as the case may be, together with the Company-issued Identification Card or any valid ID must be presented upon submission of the bid proposal at the BAC Secretariat;			
	c. Each Bidder shall submit one copy of the first and second components of its Bid. Bidders shall submit their bids with			

	proper index tabbing using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously;	
	d. All documents including attachments in the bidders' proposals and envelopes must be duly signed/initialed by the bidder/authorized representative on each and every page thereof.	

[Use this form for Framework Agreement:]

Technical Specifications

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

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND DEVICES FOR USE OF
VARIOUS OPERATING UNITS OF DEPARTMENT OF AGRICULTURE REGIONAL FIELD
OFFICE 1 (DA RFO 1)
IB No.: DA RFO-1-2021-GOODS-009**

INSTRUCTIONS:

Bidders shall submit their bids with **proper index tabbing** as indicated below, through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes**, and which shall be submitted simultaneously.

The Technical Eligibility requirements must be soft-bound, marked with the **name of the contract** and its **IB No., name and address of the bidder**, and enclosed in an envelope, sealed with signature and marked with the name of the contract, name and address of the bidder, addressed to the Bids and Awards Committee (BAC) DA RFO-1 City of San Fernando, La Union, the specific Identification No. and the warning “DO NOT OPEN BEFORE...” the date and time for the bid opening.

The Financial Requirements can be fastened in a folder, marked with the **name of the contract** and its **IB No., name and address of the bidder**, and enclosed in an envelope, sealed with signature and marked with the name of the contract, name and address of the bidder, addressed to the Bids and Awards Committee (BAC) DA RFO-1 City of San Fernando, La Union, the specific Identification No. and the warning “DO NOT OPEN BEFORE...” the date and time for the bid opening.

Both the Technical and Financial Requirement envelopes shall be enclosed in another/separate envelope with the same sealing and markings.

DO NOT SKIP ANY TAB. WRITE “N/A” IF NOT APPLICABLE.

1. TECHNICAL COMPONENT ENVELOPE

TAB	Requirements under 2016 IRR of RA 9184
	Class “A” Documents
	<u>Legal Documents</u>
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).
(b)	<u>*In case of expired Certificate and Eligibility Documents:</u> 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.
(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

(d)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
	<u>Technical Documents</u>
(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;
(g)	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid completed within 2 years from the date of bid submission. Must be 25% of the ABC based on the value of previous completed contract.
(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.
(i)	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and after-sales/parts.
(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.
	<u>Financial Documents</u>
(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
(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, pursuant to Section 23.1(b)
	<u>Other documentary requirements under RA No. 9184 (as applicable)</u>
(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. Other documentary requirements under RA No. 9184 (as applicable).

2. FINANCIAL COMPONENT ENVELOPE

TAB	Requirements under 2016 IRR of RA 9184
(a)	Original of duly signed and accomplished Financial Bid Form.
(b)	Original of duly signed and accomplished Price Schedule(s). <ul style="list-style-type: none"> ▪ From abroad ▪ From within the Philippines

