

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**SUPPLY AND DELIVERY OF**  
**VARIOUS COMMON-USED**  
**OFFICE SUPPLIES**

**IB No.: DA-RFO 1-2025-GOODS-033**

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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, City of San Fernando, La Union  
 Telephone No. (072) 242 1045/1046



**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF VARIOUS COMMON-USED OFFICE SUPPLIES**

1. The Department of Agriculture - Regional Field Office 1 (DA-RFO 1), through the GAA FY 2025 intends to apply the sum of **Six Million Two Hundred Ninety-Four Thousand One Hundred Twenty-Two Pesos and Fifty Centavos (Php6,294,122.50)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **SUPPLY AND DELIVERY OF VARIOUS COMMON-USED OFFICE SUPPLIES** with project identification number **DA-RFO 1-2025-GOODS-033**. 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-mentioned procurement project with the following details and **minimum** specifications, to wit:

Item No.	SPECIFICATIONS	Qty.	Unit	Unit Cost	Total Cost
1	Automatic Voltage Regulator (AVR), 3000W	4	unit	5,500.00	22,000.00
2	Battery Charger for AA & AAA, with AA rechargeable battery	54	pc	1,700.00	91,800.00
3	Battery, AA, alkaline, 4pcs/pack	132	pack	90.00	11,880.00
4	Battery, AA, rechargeable 2pcs/pack (2450 mah)	63	pack	700.00	44,100.00
5	Battery, AAA, Alkaline 4pcs/pack	141	pack	120.00	16,920.00
6	Battery, AAA, rechargeable 2pcs/pack (800 mah)	9	pack	500.00	4,500.00
7	CFL Bulb 18 watts	59	pc	200.00	11,800.00
8	Extension Outlet 4 gang w/ switch (1.5m)	18	unit	950.00	17,100.00
9	Flashlight, rechargeable	5	pc	400.00	2,000.00
10	Laser pointer presenter	7	pc	800.00	5,600.00
11	LED, lightbulb (daylight 9 watt)	70	pc	200.00	14,000.00
12	Tape, electrical, 19mm x 16mm	32	pc	60.00	1,920.00
13	Universal Extension wheel (10m)	12	unit	2,200.00	26,400.00
14	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	17	unit	1,200.00	20,400.00
15	Alcohol (500ml, isoprophyl 70%)	343	bot	110.00	37,730.00
16	Alcohol (gal, isoprophyl 70%)	46	gal	600.00	27,600.00

17	Ballpen, 0.5mm, fine black	4193	pc	10.00	41,930.00
18	Ballpen, 0.5mm, fine blue	2616	pc	10.00	26,160.00
19	Ballpen, 0.5mm, fine red	139	pc	10.00	1,390.00
20	Ballpen, 0.7mm, fine, black	1188	pc	12.00	14,256.00
21	Ballpen, 0.7mm, fine, blue	1142	pc	12.00	13,704.00
22	Ballpen, 0.7mm, fine, red	50	pc	12.00	600.00
23	Ballpen, BP-S Fine, black	679	pc	25.00	16,975.00
24	Ballpen, BP-S Fine, blue	406	pc	25.00	10,150.00
25	Ballpen, BP-S Fine, red	174	pc	25.00	4,350.00
26	Bank Envelope (11 x 7 inch)	75	pc	3.50	262.50
27	Bond Paper, (11"x17") Tabloid size, subs 24 / 80 gsm	20	ream	550.00	11,000.00
28	Bond paper, (8.5x11) letter, subs 20 / 70 gsm	78	ream	280.00	21,840.00
29	Bond paper, (8.5x11) letter, subs 24 / 80 gsm	49	ream	320.00	15,680.00
30	Bond paper, (8.5x13) legal, subs 20 / 70 gsm	686	ream	300.00	205,800.00
31	Bond paper, (8.5x13) legal, subs 24 / 80 gsm	490	ream	350.00	171,500.00
32	Bond paper, A3, subs. 20 / 70 gsm	50	ream	465.00	23,250.00
33	Bond paper, A3, subs. 24 / 80 gsm	20	ream	530.00	10,600.00
34	Bond paper, A4, subs 20 / 70 gsm	904	ream	290.00	262,160.00
35	Bond paper, A4, subs 24 / 80 gsm	558	ream	330.00	184,140.00
36	Book Ends, metal	5	pair	200.00	1,000.00
37	Carbon paper, long	2	pack	195.00	390.00
38	Cartolina, White, 20pcs/pack	15	pack	90.00	1,350.00
39	Certificate Holder, A4 size w/ plastic cover	623	pc	50.00	31,150.00
40	Clear Folder, Morocco Long, blue	30	book	22.00	660.00
41	Clear Folder, Morocco Short, blue	10	book	20.00	200.00
42	Clearbook Refill, 20 holes, 10pcs/pack	10	pack	50.00	500.00
43	Clip Board, data board. 8.5"x11"	22	pc	90.00	1,980.00
44	Clip Board, data board. 8.5"x13"	148	pc	100.00	14,800.00



45	Clip, Bulldog 2"	344	pc	8.00	2,752.00
46	Clip, bulldog 3"	324	pc	15.00	4,860.00
47	Colored Paper 8 1/2 x 11" 10's/pack	22	pack	30.00	660.00
48	Colored Paper, A4, light blue	37	ream	200.00	7,400.00
49	Columnar notebook, 10 cols	10	pad	35.00	350.00
50	Columnar notebook, 12 cols	18	pad	35.00	630.00
51	Construction paper (Assorted) 10 sheets per pack	40	pack	30.00	1,200.00
52	Corkboard, 2x3 ft	2	pc	900.00	1,800.00
53	Corkboard, 3ft x 4 ft	1	pc	2,000.00	2,000.00
54	Correction Pen	70	pc	20.00	1,400.00
55	Correction tape 5mm x 8m	562	pc	30.00	16,860.00
56	Cotton (500 grams)	1	roll	150.00	150.00
57	Crayons, 8 colors	12	pack	20.00	240.00
58	Cutter Blade, big	12	box	30.00	360.00
59	Cutter, heavy duty	46	pc	100.00	4,600.00
60	Dating and Stamping Machine, self-inking (dated 2024 and up)	42	pc	500.00	21,000.00
61	Envelope, ordinary, long brown	1525	pc	4.00	6,100.00
62	Envelope, ordinary, short brown	243	pc	3.00	729.00
63	Eraser (for pencil)	161	pc	15.00	2,415.00
64	Expanding Envelope, kraft, legal size	335	pc	15.00	5,025.00
65	Expanding Envelope, Hard plastic with garter (pvc type), legal size	76	pc	90.00	6,840.00
66	Expanding Envelope, plastic long (thick)	230	pc	35.00	8,050.00
67	Expanding Envelope, plastic long with handle	355	pc	90.00	31,950.00
68	File Box w/ cover (blue)	233	pc	410.00	95,530.00
69	File box w/ cover (red)	136	pc	410.00	55,760.00
70	File Rack, 3 layers, heavy duty	24	pc	500.00	12,000.00
71	Film Index (with sign here note)	219	pack	55.00	12,045.00

72	Film Index Rainbow color	158	pack	45.00	7,110.00
73	Folder Expanding, legal size (green, glossy)	1574	pc	18.00	28,332.00
74	Folder Expanding, short (green, glossy)	50	pc	15.00	750.00
75	Folder long ordinary, kraft, thick	1196	pc	6.00	7,176.00
76	Folder long ordinary, white, thick	3869	pc	6.00	23,214.00
77	Folder Plastic clear w/ slide (A4) (thick plastic)	66	pc	35.00	2,310.00
78	Folder Plastic clear w/ slide (legal) (thick plastic)	178	pc	40.00	7,120.00
79	Folder, morocco, legal (blue) not glossy	140	pc	25.00	3,500.00
80	Folder, morocco, legal (green) not glossy	92	pc	25.00	2,300.00
81	Folder, morocco, short (blue) not glossy	107	pc	18.00	1,926.00
82	Folder, morocco, short (green) not glossy	35	pc	18.00	630.00
83	Glue Gun Heavy Duty big	8	pc	360.00	2,880.00
84	Glue Stick, big	102	pc	12.00	1,224.00
85	Glue, multi-purpose 240 grams	12	bot	150.00	1,800.00
86	Highlighter, blue	55	pc	40.00	2,200.00
87	Highlighter, green	95	pc	40.00	3,800.00
88	Highlighter, orange	83	pc	40.00	3,320.00
89	Highlighter, pink	78	pc	40.00	3,120.00
90	Highlighter, yellow	91	pc	40.00	3,640.00
91	I.D. Holder w/ lace 4"x6"	100	pc	45.00	4,500.00
92	Illustration board, 1 whole	15	pc	70.00	1,050.00
93	Index card (3"x5") 50s/pack	24	pack	45.00	1,080.00
94	Laminating Film A4 size 100pcs/pack 250 mic	34	pack	1,200.00	40,800.00
95	Lead, for mechanical pencil 0.5mm 12pc/tube	2	tube	30.00	60.00
96	Lever Arch File, blue, File top, Size: Approx. (11 x 13.5 x 2.5 inches)	20	pc	195.00	3,900.00

97	Lever Arch File, blue, landscape, Size: Approx. (11 x 13.5 x 2.5 inches)	40	pc	195.00	7,800.00
98	Lever Arch File, blue, size: approx. (15.5 x 9.5 x 3 inches)	45	pc	195.00	8,775.00
99	Magazine File box (5"x9"x15-3/4")	60	pc	110.00	6,600.00
100	Mailing Envelope, white, 500pcs/box	18	b0x	290.00	5,220.00
101	Manila Paper 1 whole	276	sheet	5.00	1,380.00
102	Marker permanent ink refill 30ml, black (pilot)	36	bot	110.00	3,960.00
103	Marker permanent ink refill 30ml, blue (pilot)	32	bot	110.00	3,520.00
104	Notebook (80 leaves)	1040	pc	45.00	46,800.00
105	Official Record Book (300 pages) approx. size: (8.5 x 11)	73	book	250.00	18,250.00
106	Official Record Book (500 pages) approx. size: (8.5 x 11)	100	book	280.00	28,000.00
107	Paper cutter with board, wood base, 12x15	3	unit	1,200.00	3,600.00
108	Paper cutter, steel base w/ ruler & presser 15'x12'	1	unit	2,000.00	2,000.00
109	Paper fastener (plastic)	100	box	40.00	4,000.00
110	Paper fastener, (metal)	207	box	70.00	14,490.00
111	Paper, ruled pad, 90 leaves (yellow pad)	35	pad	45.00	1,575.00
112	Parchment Paper, long, 10sheets/pack (cream)	48	pack	35.00	1,680.00
113	Parchment Paper, short, 10sheets/pack (cream)	58	pack	30.00	1,740.00
114	Paste with applicator, 200 grams	4	jar	80.00	320.00
115	Pencil with eraser no.2 (12pcs/box)	212	box	72.00	15,264.00
116	Pencil, mechanical, 0.5mm lead	56	pc	47.75	2,674.00
117	Permanent marker (black) (bullet type) (super color marker)	225	pc	45.00	10,125.00
118	Permanent marker (black) (chisel type) (super color marker)	174	pc	55.00	9,570.00
119	Permanent marker (blue) (bullet type) (super color marker)	195	pc	45.00	8,775.00

120	Permanent marker (blue) (chisel type) (super color marker)	117	pc	55.00	6,435.00
121	Permanent marker (red) (bullet type) (super color marker)	57	pc	45.00	2,565.00
122	Permanent marker (red) (chisel type) (super color marker)	70	pc	55.00	3,850.00
123	Philippine National Flag, size: 90cm x 150cm	12	pc	102.00	1,224.00
124	Photo paper, glossy, A4, 20pcs/pack	67	pack	150.00	10,050.00
125	Plastic Twine, one kilo per roll	18	roll	80.00	1,440.00
126	Puncher, heavy duty, 2 holes	12	unit	200.00	2,400.00
127	Push pin, hammer head type, assorted colors, 100s/box	13	box	50.00	650.00
128	Ring Binder, 1"	5	pc	45.00	225.00
129	Ring Binder, 1/2 "	5	pc	20.00	100.00
130	Rotary Pencil Sharpener	2	pc	300.00	600.00
131	Rubber band, large size	15	box	150.00	2,250.00
132	Ruler metal 12 inch	9	pc	50.00	450.00
133	Ruler plastic 12 inch	5	pc	20.00	100.00
134	Scissors heavy duty big 8" (stainless)	63	pair	120.00	7,560.00
135	Screw Fastener 3"	438	pc	10.00	4,380.00
136	Screw Fastener 4"	357	pc	12.00	4,284.00
137	Sign pen V5, black	415	pc	55.00	22,825.00
138	Sign pen V5, blue	387	pc	55.00	21,285.00
139	Sign pen V5, green	55	pc	55.00	3,025.00
140	Sign Pen, 1.0mm, black	177	pc	75.00	13,275.00
141	Sign Pen, 1.0mm, blue	146	pc	75.00	10,950.00
142	Sign Pen, black Pentel gel type 0.5	539	pc	95.00	51,205.00
143	Sign Pen, Blue Pentel gel type 0.5	400	pc	95.00	38,000.00
144	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	673	pack	35.00	23,555.00

145	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	648	pack	40.00	25,920.00
146	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	225	pack	35.00	7,875.00
147	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	408	pack	40.00	16,320.00
148	Stamp pad Ink black 50ml	13	pc	45.00	585.00
149	Stamp Pad Ink Red 50ml	4	pc	45.00	180.00
150	Stamp Pad Ink violet 50ml	23	pc	45.00	1,035.00
151	Stamp Pad standard size black	7	pc	40.00	280.00
152	Stamp Pad standard size violet	4	pc	40.00	160.00
153	Staple wire #35	297	box	40.00	11,880.00
154	Stapler, #35 heavy duty with staple remover	57	unit	400.00	22,800.00
155	Stapler, long reach heavy duty	3	unit	500.00	1,500.00
156	Sticker Paper (High Gloss, Inkjet Friendly 10sheets/pack) A4size	75	pack	95.00	7,125.00
157	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), long	123	pack	100.00	12,300.00
158	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), short	55	pack	90.00	4,950.00
159	Sticky Notes (2"x1.5") 100 sheets/pad	126	pad	25.00	3,150.00
160	Sticky Notes (2"X2"), 100 sheets/pad	141	pad	30.00	4,230.00
161	Sticky Notes (3"X2"), 100 sheets/pad	127	pad	40.00	5,080.00
162	Sticky Notes (3"X3"), 100 sheets/pad	222	pad	40.00	8,880.00
163	Sticky Notes (3"X4), 100 sheets/pad	158	pad	50.00	7,900.00
164	Sticky Notes (3"x5"), 100 sheets/pad	215	pad	50.00	10,750.00
165	Super Glue / Shoe glue 3 grams	6	pc	50.00	300.00
166	Super Permanent Marker, Fine black (Industrial) (Sharpie)	35	pc	90.00	3,150.00
167	Tape Dispenser, heavy duty (1")	9	pc	150.00	1,350.00
168	Tape Double sided thin 24mm white	95	pc	40.00	3,800.00
169	Tape Double sided adhesive w/ foam green, 2"	94	roll	230.00	21,620.00
170	Tape Double sided adhesive w/ foam green, 1"	84	roll	150.00	12,600.00

171	Tape Duct, color blue 2"	62	roll	110.00	6,820.00
172	Tape Duct, color grey 2"	78	roll	110.00	8,580.00
173	Tape, masking, 1/2"	47	roll	21.00	987.00
174	Tape, masking, 24mm, 1", 100m	95	roll	35.00	3,325.00
175	Tape, masking, 48mm, 2", 100m	301	roll	70.00	21,070.00
176	Tape, packaging, 48mm, 2", 100m	88	roll	55.00	4,840.00
177	Tape, transparent, 24mm, 1", 100m	170	roll	30.00	5,100.00
178	Tape, transparent, 48mm, 2", 100m	126	roll	52.00	6,552.00
179	Tracing paper, per cut, 20x30, 8085 thick	2	pc	20.00	40.00
180	Whiteboard, 3ft x 4ft	7	pc	2,000.00	14,000.00
181	Whiteboard, 5ft x 3ft	6	pc	2,800.00	16,800.00
182	Air Freshener, 280ml (lemon fresh)	163	can	240.00	39,120.00
183	Air Freshener, Scented Gel, 180 grams	98	pc	220.00	21,560.00
184	Bathroom Cleaner (approx. 900ml)	29	bot	300.00	8,700.00
185	Bathroom Soap, 90 grams	16	pc	50.00	800.00
186	Bleach colored 1 ltr	62	bot	130.00	8,060.00
187	Bleach white 1 ltr	63	bot	100.00	6,300.00
188	Broom, Ceiling, bamboo	23	pc	170.00	3,910.00
189	Broom, soft	5	pc	170.00	850.00
190	Broom, Stick	14	pc	40.00	560.00
191	Car freshener 42 grams, Organic canister, assorted scent	63	can	240.00	15,120.00
192	Detergent Bar, long	12	bar	80.00	960.00
193	Detergent powder, w/ fabric conditioner 1kg	43	pack	150.00	6,450.00
194	Dishwashing liquid (250ml)	402	bot	70.00	28,140.00
195	Disinfectant spray, 170g	89	can	280.00	24,920.00
196	Door mat, cloth rectangle	105	pc	60.00	6,300.00
197	Dust pan, plastic big	2	pc	80.00	160.00

198	Fabric Conditioner 800 ml	14	bot	250.00	3,500.00
199	Face Towel (cotton), good morning	159	pc	30.00	4,770.00
200	Floor Mop with bucket (360degrees rotating micro fiber head)	3	set	1,500.00	4,500.00
201	Furniture Cleaner, 300ml	32	can	300.00	9,600.00
202	Garbage bag, black, gusseted type thick plastic, 10's/roll, (small)	55	roll	70.00	3,850.00
203	Garbage bag, black, thick plastic, 10's/pack, (large), heavy duty	145	pack	100.00	14,500.00
204	Garbage bag, black, thick plastic, 10's/pack, (XL) heavy duty	37	pack	130.00	4,810.00
205	Garbage bag, black, thick plastic, 10's/pack, (XXL) heavy duty	239	pack	150.00	35,850.00
206	Garbage bag, black, thick plastic, 10's/pack, (medium), heavy duty	168	pack	80.00	13,440.00
207	Glass cleaner, big sprayer type	7	bot	197.00	1,379.00
208	Glass Squeezer w/ handle	1	pc	125.00	125.00
209	Hand sanitizing gel, 60ml	15	bot	60.00	900.00
210	Insecticide Spray (aerosol) 400ml	73	can	350.00	25,550.00
211	Laundry Brush	4	pc	30.00	120.00
212	Laundry Gloves (medium)	1	pc	200.00	200.00
213	Liquid Handwash (antibacterial) 400ml	123	bot	140.00	17,220.00
214	Microfiber, cleaning cloth 35cm x 35cm	47	pc	60.00	2,820.00
215	Mop w/ squeezer (Squeez Mop)	26	pc	350.00	9,100.00
216	Pail w/ cover (16L)	18	pc	200.00	3,600.00
217	Paper Towel, Interfold	144	pack	120.00	17,280.00
218	Push Brush (floor brush)	20	pc	130.00	2,600.00
219	Scrub Sponge, heavy duty	116	pc	60.00	6,960.00
220	Scrubbing Pads, heavy duty	25	pc	40.00	1,000.00
221	Table Napkin, pre folded	13	pack	100.00	1,300.00
222	Tissue Paper, 2-ply, 12 rolls/pack	422	pack	180.00	75,960.00

223	Tissue paper, 3-ply, @ 4rolls/pack	213	pack	160.00	34,080.00
224	Toilet bowl brush w/ box	57	pc	92.00	5,244.00
225	Toilet bowl Pump	2	pc	60.00	120.00
226	Toilet Deodorant cake, 50 grams	108	pc	50.00	5,400.00
227	Trash bin, plastic w/ cover, 11L capacity	6	pc	150.00	900.00
228	Trash bin, plastic w/ cover, 25L capacity	1	pc	250.00	250.00
229	White facial tissue (200mmx200mm)2ply	210	box	110.00	23,100.00
230	CD Rewritable, 700mb 80min. w/ case	603	pc	50.00	30,150.00
231	DVD-Rewritable w/ case	6	pc	90.00	540.00
232	External hard drive (1 TB) USB 3.0	27	unit	4,700.00	126,900.00
233	External hard drive, SSD (1 TB) USB 3.0/Type C	15	unit	6,000.00	90,000.00
234	Flash drive, USB 16gb, plug in play	3	pc	490.00	1,470.00
235	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	42	pc	1,300.00	54,600.00
236	Flash drive, USB 32 GB	31	pc	1,000.00	31,000.00
237	Flash drive, USB 64 GB	119	pc	1,500.00	178,500.00
238	HDMI cable, 10m	5	pc	600.00	3,000.00
239	HDMI cable, 5m	3	pc	300.00	900.00
240	Keyboard, USB type	36	pc	450.00	16,200.00
241	Keyboard, wireless	5	pc	600.00	3,000.00
242	MicroSD memory card, 32GB	1	pc	1,000.00	1,000.00
243	MicroSD memory card, 64GB	2	pc	1,800.00	3,600.00
244	Mouse Optical, (USB)	15	pc	300.00	4,500.00
245	Mouse for laptop, optical	50	pc	440.00	22,000.00



246	Mouse Optical, wireless	21	pc	630.00	13,230.00
247	Mouse pad	119	pc	30.00	3,570.00
248	Powerbank 10000mAh	5	pc	1,500.00	7,500.00
249	Powerbank 20000mAh	50	pc	2,500.00	125,000.00
250	Uninterruptible Power Supply (UPS), 500VA - 600VA	12	pc	4,500.00	54,000.00
251	USB Hub, 3.0, 4 port	5	pc	500.00	2,500.00
252	USB Lan Wireless Adapter	8	unit	1,000.00	8,000.00
253	wireless USB Presenter	2	unit	2,200.00	4,400.00
254	Ink Brother, BT5000M, Magenta	36	bottle	490.00	17,640.00
255	ink Brother, BT5000M, Yellow	36	bottle	490.00	17,640.00
256	Ink Brother, BT5000M, Cyan	41	bottle	490.00	20,090.00
257	Ink Brother, BT6000M, Black	30	bottle	490.00	14,700.00
258	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	13	cart	1,600.00	20,800.00
259	Ink cartridge, Canon CL-811 colored	3	cart	2,000.00	6,000.00
260	Ink cartridge, canon PG-35, black (for canon mobile printer)	10	cart	1,100.00	11,000.00
261	Ink Cartridge, canon PG-810 (canon)	3	cart	1,900.00	5,700.00
262	Ink cartridge, HP62, black (HP office jet 200 mobile printer)	5	cart	1,500.00	7,500.00
263	Ink cartridge, HP62, tricolor (HP office jet 200 mobile printer)	5	cart	1,800.00	9,000.00
264	Ink, HP GT 51 black	2	bottle	400.00	800.00
265	Ink, HP GT 52 cyan	2	bottle	400.00	800.00
266	Ink, HP GT 52 magenta	2	bottle	400.00	800.00
267	Ink, HP GT 52 yellow	2	bottle	400.00	800.00
268	Ink Epson T6731 black (epson)	6	bottle	800.00	4,800.00

269	Ink Epson T6732 cyan (epson)	6	bottle	800.00	4,800.00
270	Ink Epson T6733 magenta (epson)	6	bottle	800.00	4,800.00
271	Ink Epson T6734 yellow (epson)	6	bottle	800.00	4,800.00
272	Ink Epson T6735, light cyan (epson)	3	bottle	800.00	2,400.00
273	Ink Epson T6736, light magenta (epson)	3	bottle	800.00	2,400.00
274	Ink epson, T6641, black 70ml	22	bottle	450.00	9,900.00
275	Ink epson, T6642, cyan 70ml	9	bottle	450.00	4,050.00
276	Ink epson, T6643, magenta 70ml	13	bottle	450.00	5,850.00
277	Ink epson, T6644, yellow 70ml	14	bottle	450.00	6,300.00
278	Ink epson, 001, black	179	bottle	700.00	125,300.00
279	Ink epson, 001, cyan	138	bottle	600.00	82,800.00
280	Ink epson, 001, magenta	138	bottle	600.00	82,800.00
281	Ink epson, 001, yellow	137	bottle	600.00	82,200.00
282	Ink epson, 003, black	679	bottle	500.00	339,500.00
283	Ink epson, 003, cyan	465	bottle	500.00	232500
284	Ink epson, 003, magenta	483	bottle	500.00	241,500.00
285	Ink epson, 003, yellow	451	bottle	500.00	225500
286	Ink epson, 008, black	37	bottle	1,200.00	44,400.00
287	Ink epson, 008, cyan	28	bottle	900.00	25,200.00
288	Ink epson, 008, magenta	29	bottle	900.00	26,100.00
289	Ink epson, 008, yellow	29	bottle	900.00	26,100.00
290	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	3	cart	5,400.00	16,200.00
291	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	1	cart	5,400.00	5,400.00

292	Toner Cartridge, HP laserjet P1102, CE285A (85A)	25	cart	5,000.00	125,000.00
293	Toner Cartridge, Kyocera (TK 1175) Monochrome	4	cart	9,500.00	38,000.00
294	Toner Cartridge, Sharp AR-6026N (MX-238FT)	5	cart	9,500.00	47,500.00
295	Toner Cartridge, Lexmark (MX321)	2	cart	10,000.00	20,000.00
296	HP Color Laserjet Toner 206a, Black	7	cart	9,500.00	66,500.00
297	HP Color Laserjet Toner 206a, Cyan	1	cart	9,500.00	9,500.00
298	HP Color Laserjet Toner 206a, Magenta	1	cart	9,500.00	9,500.00
299	HP Color Laserjet Toner 206a, Yellow	1	cart	9,500.00	9,500.00
300	Ink Brother BTD60BK	8	bottle	510.00	4,080.00
301	Certificate Holder, legal size w/ plastic cover	400	pc	60.00	24,000.00
302	Specialty Board, cream, A4 8.2x11.7, 10pcs/pack (B-Board)	300	pack	30.00	9,000.00
303	Specialty Board, white, A4 8.2x11.7, 10pcs/pack (B-Board)	105	pack	30.00	3,150.00
304	Ink Cartridge, HP 682, Black	3	cart	550.00	1,650.00
305	Ink Cartridge, HP 682, Tri-color	3	cart	550.00	1,650.00
306	Index Card (5"x8") 50s/pack	3	pack	65.00	195.00
307	Screw Fastener 1"	200	pc	7.00	1,400.00
308	Screw Fastener 2"	198	pc	8.00	1,584.00
309	Plastic Fastener (5 pcs/pack) double lock	220	pack	25.00	5,500.00
310	Notebook, A6 size, 200 pages	115	pc	60.00	6,900.00
311	Notebook, A7 size, 200 pages	100	pc	50.00	5,000.00
312	USB 3.1 OTG Flashdrive, Type C, 128 GB	51	pc	3,000.00	153,000.00
313	Notebook, A5 size, Soft leather cover, 200 sheets	80	pc	200.00	16,000.00
314	Gel Ink Sign Pen, 0.4	100	pc	90.00	9,000.00

315	Gel Ink Sign Pen, 0.3	100	pc	90.00	9,000.00
316	Toner Cartridge, Fujifilm Apeos 2150 NDA	5	cart	3,500.00	17,500.00
317	Whiteboard 2ft x 2 ft	2	piece	2,000.00	4,000.00
318	Clamp - stapler remover	5	pcs	30.00	150.00
319	Portable Bluetooth/Wireless Speaker with trolley (free microphone)	1	unit	6,695.00	6,695.00
320	Dishwashing Liquid DIY Kit, lemon scent (for 15-16 liters output)	25	set	400.00	10,000.00
321	Fabric Conditioner DIY Kit, sunrise fresh scent (for 20 liters output)	25	set	450.00	11,250.00
322	Liquid Handsoap DIY Kit, antibac scent (for 15-16 liters output)	25	set	400.00	10,000.00
323	Sack for 50kls capacity (size: 64cm X 104cm)	76	pc	15.00	1,140.00
324	Printer Ribbon, Epson LQ 310	2	cart	250.00	500.00
325	Stackable Storage Box with Cover and Wheels (155L)	3	pcs	1,100.00	3,300.00
<b>Total</b>					<b>6,294,122.50</b>
<b>Delivery Schedule: Delivery Schedule: sixty (60) working days from receipt of NTP</b>					
<b>Drop-off point: DA-RFO 1, City of San Fernando, La Union</b>					

Delivery of the goods is required within **sixty (60) 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 and inspect the Bidding Documents at the address given below during **office hours** from **8:00 AM to 5:00 PM, Monday to Friday**.

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

5. A complete set of Bidding Documents may be acquired by interested Bidders from **January 7-27, 2025** from the address given and websites below 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.
6. The **DA-RFO 1** will hold a Pre-Bid Conference on **14 January 2025, 3:00 PM** at DA-RFO 1, 5<sup>th</sup> Floor Conference Room, Aguila Road, Sevilla, City of San Fernando, La Union, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before **27 January 2025, 3:00 PM**. **Late bids shall not be accepted.**
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. **Bid opening** shall be on **27 January 2025, 3:00 PM** at DA-RFO 1, 5<sup>th</sup> Floor Conference Room, Aguila Road, Sevilla, City of San Fernando, La Union. Bids will be opened in the presence of the bidders or their authorized representatives.

**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 (notarized), 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. The name/title of the project must be indicated in the authorization or SPA.
- 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;

The first component which is 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 second component being the **Financial Eligibility** 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.

The Technical and Financial Requirement each in separate envelopes, shall be enclosed in a mother envelope with the same sealing and markings.

Non-compliance with index tabbings shall not be a ground for outright disqualification or declaration of ineligibility. The improper index tabbings must be duly acknowledged by the bidder/representative and be subject to the bid evaluation and post-qualification of the Technical Working Group (TWG) as to their substance.

- d. All **documents** in the **Financial Requirements envelope** must be duly signed and/or 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 bidders.
12. For further information, please refer to:  
  
**DENNIS I. TACTAC, ABE**  
*Chairperson, Bids and Awards Committee*  
**Department of Agriculture - Regional Field Office 1**  
Aguila Road, Sevilla, City of San Fernando, La Union  
Tel. No. :(072) 242/1045-46, Ext. 07  
E-mail add: [bacsec@ilocos.da.gov.ph](mailto:bacsec@ilocos.da.gov.ph)
13. For downloading of Bidding Documents, you may visit the following websites:  
DA-RFO 1 Website: <https://ilocos.da.gov.ph/>  
PhilGEPS Website: <https://www.philgeps.gov.ph/>

January 6, 2025

**Approved:**

**(Sgd.) GILBERT D. RABARA, DVM**  
*Vice-Chairperson, Bids and Awards Committee*

**Invitation to Bid Identification No. DA-RFO 1-2025-GOODS-033**

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

## 1. Scope of Bid

The Procuring Entity, **Department of Agriculture - Regional Field Office 1 (DA-RFO 1)** wishes to receive Bids for the **SUPPLY AND DELIVERY OF VARIOUS COMMON-USED OFFICE SUPPLIES** with identification number **DA-RFO 1-2025-GOODS-033**.

The Procurement Project (referred to herein as “Project”) is composed of **SUPPLY AND DELIVERY OF VARIOUS COMMON-USED OFFICE SUPPLIES** 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 **FY 2025** in the amount of **Six Million Two Hundred Ninety-Four Thousand One Hundred Twenty-Two Pesos and Fifty Centavos (PhP6,294,122.50)**

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## 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. 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:
  - 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.
- 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 subcontracting is not allowed:

## 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, **DA-RFO 1 5th Floor Conference Room, Aguila Road, Sevilla, City of San Fernando, La Union** 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 **two years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **May 27, 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

## **16. Deadline for Submission of Bids**

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

## **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.

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

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to

Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

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

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

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

# Bid Data Sheet

ITB Clause																																																																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES</b></p> <p style="margin-left: 40px;">b. completed within 2 years prior to the deadline for the submission and receipt of bids.</p>																																																																								
7.1	N/A																																																																								
12	The price of the Goods shall be quoted DDP[ <i>state place of destination</i> ]or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																																								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <b><u>Php125,882.45</u></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <b><u>Php314,706.13</u></b> if bid security is in Surety Bond.</p>																																																																								
19.3	<p>The project will be awarded per item.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">SPECIFICATIONS</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Unit Cost</th> <th style="text-align: center;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Automatic Voltage Regulator (AVR), 3000W</td> <td style="text-align: center;">4</td> <td style="text-align: center;">unit</td> <td style="text-align: right;">5,500.00</td> <td style="text-align: right;">22,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Battery Charger for AA &amp; AAA, with AA rechargeable battery</td> <td style="text-align: center;">54</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">1,700.00</td> <td style="text-align: right;">91,800.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Battery, AA, alkaline, 4pcs/pack</td> <td style="text-align: center;">132</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">90.00</td> <td style="text-align: right;">11,880.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Battery, AA, rechargeable 2pcs/pack (2450 mah)</td> <td style="text-align: center;">63</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">700.00</td> <td style="text-align: right;">44,100.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Battery, AAA, Alkaline 4pcs/pack</td> <td style="text-align: center;">141</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">120.00</td> <td style="text-align: right;">16,920.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Battery, AAA, rechargeable 2pcs/pack (800 mah)</td> <td style="text-align: center;">9</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">4,500.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>CFL Bulb 18 watts</td> <td style="text-align: center;">59</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">11,800.00</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Extension Outlet 4 gang w/ switch (1.5m)</td> <td style="text-align: center;">18</td> <td style="text-align: center;">unit</td> <td style="text-align: right;">950.00</td> <td style="text-align: right;">17,100.00</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Flashlight, rechargeable</td> <td style="text-align: center;">5</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">400.00</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Laser pointer presenter</td> <td style="text-align: center;">7</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">5,600.00</td> </tr> <tr> <td style="text-align: center;">11</td> <td>LED, lightbulb (daylight 9 watt)</td> <td style="text-align: center;">70</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">14,000.00</td> </tr> </tbody> </table>	Item No.	SPECIFICATIONS	Qty.	Unit	Unit Cost	Total Cost	1	Automatic Voltage Regulator (AVR), 3000W	4	unit	5,500.00	22,000.00	2	Battery Charger for AA & AAA, with AA rechargeable battery	54	pc	1,700.00	91,800.00	3	Battery, AA, alkaline, 4pcs/pack	132	pack	90.00	11,880.00	4	Battery, AA, rechargeable 2pcs/pack (2450 mah)	63	pack	700.00	44,100.00	5	Battery, AAA, Alkaline 4pcs/pack	141	pack	120.00	16,920.00	6	Battery, AAA, rechargeable 2pcs/pack (800 mah)	9	pack	500.00	4,500.00	7	CFL Bulb 18 watts	59	pc	200.00	11,800.00	8	Extension Outlet 4 gang w/ switch (1.5m)	18	unit	950.00	17,100.00	9	Flashlight, rechargeable	5	pc	400.00	2,000.00	10	Laser pointer presenter	7	pc	800.00	5,600.00	11	LED, lightbulb (daylight 9 watt)	70	pc	200.00	14,000.00
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12	Tape, electrical, 19mm x 16mm	32	pc	60.00	1,920.00
13	Universal Extension wheel (10m)	12	unit	2,200.00	26,400.00
14	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	17	unit	1,200.00	20,400.00
15	Alcohol (500ml, isoprophyl 70%)	343	bot	110.00	37,730.00
16	Alcohol (gal, isoprophyl 70%)	46	gal	600.00	27,600.00
17	Ballpen, 0.5mm, fine black	4193	pc	10.00	41,930.00
18	Ballpen, 0.5mm, fine blue	2616	pc	10.00	26,160.00
19	Ballpen, 0.5mm, fine red	139	pc	10.00	1,390.00
20	Ballpen, 0.7mm, fine, black	1188	pc	12.00	14,256.00
21	Ballpen, 0.7mm, fine, blue	1142	pc	12.00	13,704.00
22	Ballpen, 0.7mm, fine, red	50	pc	12.00	600.00
23	Ballpen, BP-S Fine, black	679	pc	25.00	16,975.00
24	Ballpen, BP-S Fine, blue	406	pc	25.00	10,150.00
25	Ballpen, BP-S Fine, red	174	pc	25.00	4,350.00
26	Bank Envelope (11 x 7 inch)	75	pc	3.50	262.50
27	Bond Paper, (11"x17") Tabloid size, subs 24 / 80 gsm	20	ream	550.00	11,000.00
28	Bond paper, (8.5x11) letter, subs 20 / 70 gsm	78	ream	280.00	21,840.00
29	Bond paper, (8.5x11) letter, subs 24 / 80 gsm	49	ream	320.00	15,680.00
30	Bond paper, (8.5x13) legal, subs 20 / 70 gsm	686	ream	300.00	205,800.00
31	Bond paper, (8.5x13) legal, subs 24 / 80 gsm	490	ream	350.00	171,500.00
32	Bond paper, A3, subs. 20 / 70 gsm	50	ream	465.00	23,250.00
33	Bond paper, A3, subs. 24 / 80 gsm	20	ream	530.00	10,600.00
34	Bond paper, A4, subs 20 / 70 gsm	904	ream	290.00	262,160.00
35	Bond paper, A4, subs 24 / 80 gsm	558	ream	330.00	184,140.00
36	Book Ends, metal	5	pair	200.00	1,000.00
37	Carbon paper, long	2	pack	195.00	390.00
38	Cartolina, White, 20pcs/pack	15	pack	90.00	1,350.00



39	Certificate Holder, A4 size w/ plastic cover	623	pc	50.00	31,150.00
40	Clear Folder, Morocco Long, blue	30	book	22.00	660.00
41	Clear Folder, Morocco Short, blue	10	book	20.00	200.00
42	Clearbook Refil, 20 holes, 10pcs/pack	10	pack	50.00	500.00
43	Clip Board, data board. 8.5"x11"	22	pc	90.00	1,980.00
44	Clip Board, data board. 8.5"x13"	148	pc	100.00	14,800.00
45	Clip, Bulldog 2"	344	pc	8.00	2,752.00
46	Clip, bulldog 3"	324	pc	15.00	4,860.00
47	Colored Paper 8 1/2 x 11" 10's/pack	22	pack	30.00	660.00
48	Colored Paper, A4, light blue	37	ream	200.00	7,400.00
49	Columnar notebook, 10 cols	10	pad	35.00	350.00
50	Columnar notebook, 12 cols	18	pad	35.00	630.00
51	Construction paper (Assorted) 10 sheets per pack	40	pack	30.00	1,200.00
52	Corkboard, 2x3 ft	2	pc	900.00	1,800.00
53	Corkboard, 3ft x 4 ft	1	pc	2,000.00	2,000.00
54	Correction Pen	70	pc	20.00	1,400.00
55	Correction tape 5mm x 8m	562	pc	30.00	16,860.00
56	Cotton (500 grams)	1	roll	150.00	150.00
57	Crayons, 8 colors	12	pack	20.00	240.00
58	Cutter Blade, big	12	box	30.00	360.00
59	Cutter, heavy duty	46	pc	100.00	4,600.00
60	Dating and Stamping Machine, self inking (dated 2024 and up)	42	pc	500.00	21,000.00
61	Envelope, ordinary, long brown	1525	pc	4.00	6,100.00
62	Envelope, ordinary, short brown	243	pc	3.00	729.00
63	Eraser (for pencil)	161	pc	15.00	2,415.00

64	Expanding Envelope, kraft, legal size	335	pc	15.00	5,025.00
65	Expanding Envelope, Hard plastic with garter (pvc type), legal size	76	pc	90.00	6,840.00
66	Expanding Envelope, plastic long (thick)	230	pc	35.00	8,050.00
67	Expanding Envelope, plastic long with handle	355	pc	90.00	31,950.00
68	File Box w/ cover (blue)	233	pc	410.00	95,530.00
69	File box w/ cover (red)	136	pc	410.00	55,760.00
70	File Rack, 3 layers, heavy duty	24	pc	500.00	12,000.00
71	Film Index (with sign here note)	219	pack	55.00	12,045.00
72	Film Index Rainbow color	158	pack	45.00	7,110.00
73	Folder Expanding, legal size (green, glossy)	1574	pc	18.00	28,332.00
74	Folder Expanding, short (green, glossy)	50	pc	15.00	750.00
75	Folder long ordinary, kraft, thick	1196	pc	6.00	7,176.00
76	Folder long ordinary, white, thick	3869	pc	6.00	23,214.00
77	Folder Plastic clear w/ slide (A4) (thick plastic)	66	pc	35.00	2,310.00
78	Folder Plastic clear w/ slide (legal) (thick plastic)	178	pc	40.00	7,120.00
79	Folder, morocco, legal (blue) not glossy	140	pc	25.00	3,500.00
80	Folder, morocco, legal (green) not glossy	92	pc	25.00	2,300.00
81	Folder, morocco, short (blue) not glossy	107	pc	18.00	1,926.00
82	Folder, morocco, short (green) not glossy	35	pc	18.00	630.00
83	Glue Gun Heavy Duty big	8	pc	360.00	2,880.00
84	Glue Stick, big	102	pc	12.00	1,224.00
85	Glue, multi-purpose 240 grams	12	bot	150.00	1,800.00
86	Highlighter, blue	55	pc	40.00	2,200.00
87	Highlighter, green	95	pc	40.00	3,800.00
88	Highlighter, orange	83	pc	40.00	3,320.00

89	Highlighter, pink	78	pc	40.00	3,120.00
90	Highlighter, yellow	91	pc	40.00	3,640.00
91	I.D. Holder w/ lace 4"x6"	100	pc	45.00	4,500.00
92	Illustration board, 1 whole	15	pc	70.00	1,050.00
93	Index card (3"x5") 50s/pack	24	pack	45.00	1,080.00
94	Laminating Film A4 size 100pcs/pack 250 mic	34	pack	1,200.00	40,800.00
95	Lead, for mechanical pencil 0.5mm 12pc/tube	2	tube	30.00	60.00
96	Lever Arch File, blue, File top, Size: Approx. (11 x 13.5 x 2.5 inches)	20	pc	195.00	3,900.00
97	Lever Arch File, blue, landscape, Size: Approx. (11 x 13.5 x 2.5 inches)	40	pc	195.00	7,800.00
98	Lever Arch File, blue, size: approx. (15.5 x 9.5 x 3 inches)	45	pc	195.00	8,775.00
99	Magazine File box (5"x9"x15- 3/4")	60	pc	110.00	6,600.00
100	Mailing Envelope, white, 500pcs/box	18	b0x	290.00	5,220.00
101	Manila Paper 1 whole	276	sheet	5.00	1,380.00
102	Marker permanent ink refill 30ml, black (pilot)	36	bot	110.00	3,960.00
103	Marker permanent ink refill 30ml, blue (pilot)	32	bot	110.00	3,520.00
104	Notebook (80 leaves)	1040	pc	45.00	46,800.00
105	Official Record Book (300 pages) aprox. size: (8.5 x 11)	73	book	250.00	18,250.00
106	Official Record Book (500 pages) aprox. size: (8.5 x 11)	100	book	280.00	28,000.00
107	Paper cutter with board, wood base, 12x15	3	unit	1,200.00	3,600.00
108	Paper cutter, steel base w/ ruler & presser 15'x12'	1	unit	2,000.00	2,000.00
109	Paper fastener (plastic)	100	box	40.00	4,000.00
110	Paper fastener, (metal)	207	box	70.00	14,490.00

111	Paper, ruled pad, 90 leaves (yellow pad)	35	pad	45.00	1,575.00
112	Parchment Paper, long, 10sheets/pack (cream)	48	pack	35.00	1,680.00
113	Parchment Paper, short, 10sheets/pack (cream)	58	pack	30.00	1,740.00
114	Paste with applicator, 200 grams	4	jar	80.00	320.00
115	Pencil with eraser no.2 (12pcs/box)	212	box	72.00	15,264.00
116	Pencil, mechanical, 0.5mm lead	56	pc	47.75	2,674.00
117	Permanent marker (black) (bullet type) (super color marker)	225	pc	45.00	10,125.00
118	Permanent marker (black) (chisel type) (super color marker)	174	pc	55.00	9,570.00
119	Permanent marker (blue) (bullet type) (super color marker)	195	pc	45.00	8,775.00
120	Permanent marker (blue) (chisel type) (super color marker)	117	pc	55.00	6,435.00
121	Permanent marker (red) (bullet type) (super color marker)	57	pc	45.00	2,565.00
122	Permanent marker (red) (chisel type) (super color marker)	70	pc	55.00	3,850.00
123	Philippine National Flag, size: 90cm x 150cm	12	pc	102.00	1,224.00
124	Photo paper, glossy, A4, 20pcs/pack	67	pack	150.00	10,050.00
125	Plastic Twine, one kilo per roll	18	roll	80.00	1,440.00
126	Puncher, heavy duty, 2 holes	12	unit	200.00	2,400.00
127	Push pin, hammer head type, assorted colors, 100s/box	13	box	50.00	650.00
128	Ring Binder, 1"	5	pc	45.00	225.00
129	Ring Binder, 1/2 "	5	pc	20.00	100.00
130	Rotary Pencil Sharpener	2	pc	300.00	600.00
131	Rubber band, large size	15	box	150.00	2,250.00

132	Ruler metal 12 inch	9	pc	50.00	450.00
133	Ruler plastic 12 inch	5	pc	20.00	100.00
134	Scissors heavy duty big 8" (stainless)	63	pair	120.00	7,560.00
135	Screw Fastener 3"	438	pc	10.00	4,380.00
136	Screw Fastener 4"	357	pc	12.00	4,284.00
137	Sign pen V5, black	415	pc	55.00	22,825.00
138	Sign pen V5, blue	387	pc	55.00	21,285.00
139	Sign pen V5, green	55	pc	55.00	3,025.00
140	Sign Pen, 1.0mm, black	177	pc	75.00	13,275.00
141	Sign Pen, 1.0mm, blue	146	pc	75.00	10,950.00
142	Sign Pen, black Pentel gel type 0.5	539	pc	95.00	51,205.00
143	Sign Pen, Blue Pentel gel type 0.5	400	pc	95.00	38,000.00
144	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	673	pack	35.00	23,555.00
145	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	648	pack	40.00	25,920.00
146	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	225	pack	35.00	7,875.00
147	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	408	pack	40.00	16,320.00
148	Stamp pad Ink black 50ml	13	pc	45.00	585.00
149	Stamp Pad Ink Red 50ml	4	pc	45.00	180.00
150	Stamp Pad Ink violet 50ml	23	pc	45.00	1,035.00
151	Stamp Pad standard size black	7	pc	40.00	280.00
152	Stamp Pad standard size violet	4	pc	40.00	160.00
153	Staple wire #35	297	box	40.00	11,880.00
154	Stapler, #35 heavy duty with staple remover	57	unit	400.00	22,800.00
155	Stapler, long reach heavy duty	3	unit	500.00	1,500.00
156	Sticker Paper (High Gloss, Inkjet Friendly 10sheets/pack) A4size	75	pack	95.00	7,125.00

157	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), long	123	pack	100.00	12,300.00
158	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), short	55	pack	90.00	4,950.00
159	Sticky Notes (2"x1.5") 100 sheets/pad	126	pad	25.00	3,150.00
160	Sticky Notes (2"X2"), 100 sheets/pad	141	pad	30.00	4,230.00
161	Sticky Notes (3"X2"), 100 sheets/pad	127	pad	40.00	5,080.00
162	Sticky Notes (3"X3"), 100 sheets/pad	222	pad	40.00	8,880.00
163	Sticky Notes (3"X4), 100 sheets/pad	158	pad	50.00	7,900.00
164	Sticky Notes (3"x5"), 100 sheets/pad	215	pad	50.00	10,750.00
165	Super Glue / Shoe glue 3 grams	6	pc	50.00	300.00
166	Super Permanent Marker, Fine black (Industrial) (Sharpie)	35	pc	90.00	3,150.00
167	Tape Dispenser, heavy duty (1")	9	pc	150.00	1,350.00
168	Tape Double sided thin 24mm white	95	pc	40.00	3,800.00
169	Tape Double sided adhesive w/ foam green, 2"	94	roll	230.00	21,620.00
170	Tape Double sided adhesive w/ foam green, 1"	84	roll	150.00	12,600.00
171	Tape Duct, color blue 2"	62	roll	110.00	6,820.00
172	Tape Duct, color grey 2"	78	roll	110.00	8,580.00
173	Tape, masking, 1/2"	47	roll	21.00	987.00
174	Tape, masking, 24mm, 1", 100m	95	roll	35.00	3,325.00
175	Tape, masking, 48mm, 2", 100m	301	roll	70.00	21,070.00
176	Tape, packaging, 48mm, 2", 100m	88	roll	55.00	4,840.00
177	Tape, transparent, 24mm, 1", 100m	170	roll	30.00	5,100.00
178	Tape, transparent, 48mm, 2", 100m	126	roll	52.00	6,552.00
179	Tracing paper, per cut, 20x30, 8085 thick	2	pc	20.00	40.00

180	Whiteboard, 3ft x 4ft	7	pc	2,000.00	14,000.00
181	Whiteboard, 5ft x 3ft	6	pc	2,800.00	16,800.00
182	Air Freshener, 280ml (lemon fresh)	163	can	240.00	39,120.00
183	Air Freshener, Scented Gel, 180 grams	98	pc	220.00	21,560.00
184	Bathroom Cleaner (approx. 900ml)	29	bot	300.00	8,700.00
185	Bathroom Soap, 90 grams	16	pc	50.00	800.00
186	Bleach colored 1 ltr	62	bot	130.00	8,060.00
187	Bleach white 1 ltr	63	bot	100.00	6,300.00
188	Broom, Ceiling, bamboo	23	pc	170.00	3,910.00
189	Broom, soft	5	pc	170.00	850.00
190	Broom, Stick	14	pc	40.00	560.00
191	Car freshener 42 grams, Organic canister, assorted scent	63	can	240.00	15,120.00
192	Detergent Bar, long	12	bar	80.00	960.00
193	Detergent powder, w/ fabric conditioner 1kg	43	pack	150.00	6,450.00
194	Dishwashing liquid (250ml)	402	bot	70.00	28,140.00
195	Disinfectant spray, 170g	89	can	280.00	24,920.00
196	Door mat, cloth rectangle	105	pc	60.00	6,300.00
197	Dust pan, plastic big	2	pc	80.00	160.00
198	Fabric Conditioner 800 ml	14	bot	250.00	3,500.00
199	Face Towel (cotton), good morning	159	pc	30.00	4,770.00
200	Floor Mop with bucket (360degrees rotating micro fiber head)	3	set	1,500.00	4,500.00
201	Furniture Cleaner, 300ml	32	can	300.00	9,600.00
202	Garbage bag, black, gusseted type thick plastic, 10's/roll, (small)	55	roll	70.00	3,850.00
203	Garbage bag, black, thick plastic, 10's/pack, (large), heavy duty	145	pack	100.00	14,500.00

204	Garbage bag, black, thick plastic, 10's/pack, (XL) heavy duty	37	pack	130.00	4,810.00
205	Garbage bag, black, thick plastic, 10's/pack, (XXL) heavy duty	239	pack	150.00	35,850.00
206	Garbage bag, black, thick plastic, 10's/pack, (medium), heavy duty	168	pack	80.00	13,440.00
207	Glass cleaner, big sprayer type	7	bot	197.00	1,379.00
208	Glass Squeezer w/ handle	1	pc	125.00	125.00
209	Hand sanitizing gel, 60ml	15	bot	60.00	900.00
210	Insecticide Spray (aerosol) 400ml	73	can	350.00	25,550.00
211	Laundry Brush	4	pc	30.00	120.00
212	Laundry Gloves (medium)	1	pc	200.00	200.00
213	Liquid Handwash (antibacterial) 400ml	123	bot	140.00	17,220.00
214	Microfiber, cleaning cloth 35cm x 35cm	47	pc	60.00	2,820.00
215	Mop w/ squeezer (Squeez Mop)	26	pc	350.00	9,100.00
216	Pail w/ cover (16L)	18	pc	200.00	3,600.00
217	Paper Towel, Interfold	144	pack	120.00	17,280.00
218	Push Brush (floor brush)	20	pc	130.00	2,600.00
219	Scrub Sponge, heavy duty	116	pc	60.00	6,960.00
220	Scrubbing Pads, heavy duty	25	pc	40.00	1,000.00
221	Table Napkin, pre folded	13	pack	100.00	1,300.00
222	Tissue Paper, 2-ply, 12 rolls/pack	422	pack	180.00	75,960.00
223	Tissue paper, 3-ply, @ 4rolls/pack	213	pack	160.00	34,080.00
224	Toilet bowl brush w/ box	57	pc	92.00	5,244.00
225	Toilet bowl Pump	2	pc	60.00	120.00



226	Toilet Deodorant cake, 50 grams	108	pc	50.00	5,400.00
227	Trash bin, plastic w/ cover, 11L capacity	6	pc	150.00	900.00
228	Trash bin, plastic w/ cover, 25L capacity	1	pc	250.00	250.00
229	White facial tissue (200mmx200mm)2ply	210	box	110.00	23,100.00
230	CD Rewritable, 700mb 80min. w/ case	603	pc	50.00	30,150.00
231	DVD-Rewritable w/ case	6	pc	90.00	540.00
232	External hard drive (1 TB) USB 3.0	27	unit	4,700.00	126,900.00
233	External hard drive, SSD (1 TB) USB 3.0/Type C	15	unit	6,000.00	90,000.00
234	Flash drive , USB 16gb, plug in play	3	pc	490.00	1,470.00
235	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	42	pc	1,300.00	54,600.00
236	Flash drive, USB 32 GB	31	pc	1,000.00	31,000.00
237	Flash drive, USB 64 GB	119	pc	1,500.00	178,500.00
238	HDMI cable, 10m	5	pc	600.00	3,000.00
239	HDMI cable, 5m	3	pc	300.00	900.00
240	Keyboard, USB type	36	pc	450.00	16,200.00
241	Keyboard, wireless	5	pc	600.00	3,000.00
242	MicroSD memory card, 32GB	1	pc	1,000.00	1,000.00
243	MicroSD memory card, 64GB	2	pc	1,800.00	3,600.00
244	Mouse Optical, (USB)	15	pc	300.00	4,500.00
245	Mouse for laptop, optical	50	pc	440.00	22,000.00
246	Mouse Optical, wireless	21	pc	630.00	13,230.00
247	Mouse pad	119	pc	30.00	3,570.00
248	Powerbank 10000mAh	5	pc	1,500.00	7,500.00

249	Powerbank 20000mAh	50	pc	2,500.00	125,000.00
250	Uninterruptible Power Supply (UPS), 500VA - 600VA	12	pc	4,500.00	54,000.00
251	USB Hub, 3.0, 4 port	5	pc	500.00	2,500.00
252	USB Lan Wireless Adapter	8	unit	1,000.00	8,000.00
253	wireless USB Presenter	2	unit	2,200.00	4,400.00
254	Ink Brother, BT5000M, Magenta	36	bottle	490.00	17,640.00
255	ink Brother, BT5000M, Yellow	36	bottle	490.00	17,640.00
256	Ink Brother, BT5000M, Cyan	41	bottle	490.00	20,090.00
257	Ink Brother, BT6000M, Black	30	bottle	490.00	14,700.00
258	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	13	cart	1,600.00	20,800.00
259	Ink cartridge, Canon CL-811 colored	3	cart	2,000.00	6,000.00
260	Ink cartridge, canon PG-35, black (for canon mobile printer)	10	cart	1,100.00	11,000.00
261	Ink Cartridge, canon PG-810 (canon)	3	cart	1,900.00	5,700.00
262	Ink cartridge, HP62, black (HP office jet 200 mobile printer)	5	cart	1,500.00	7,500.00
263	Ink cartridge, HP62, tricolor (HP office jet 200 mobile printer)	5	cart	1,800.00	9,000.00
264	Ink, HP GT 51 black	2	bottle	400.00	800.00
265	Ink, HP GT 52 cyan	2	bottle	400.00	800.00
266	Ink, HP GT 52 magenta	2	bottle	400.00	800.00
267	Ink, HP GT 52 yellow	2	bottle	400.00	800.00
268	Ink Epson T6731 black (epson)	6	bottle	800.00	4,800.00
269	Ink Epson T6732 cyan (epson)	6	bottle	800.00	4,800.00
270	Ink Epson T6733 magenta (epson)	6	bottle	800.00	4,800.00

271	Ink Epson T6734 yellow (epson)	6	bottle	800.00	4,800.00
272	Ink Epson T6735, light cyan (epson)	3	bottle	800.00	2,400.00
273	Ink Epson T6736, light magenta (epson)	3	bottle	800.00	2,400.00
274	Ink epson, T6641, black 70ml	22	bottle	450.00	9,900.00
275	Ink epson, T6642, cyan 70ml	9	bottle	450.00	4,050.00
276	Ink epson, T6643, magenta 70ml	13	bottle	450.00	5,850.00
277	Ink epson, T6644, yellow 70ml	14	bottle	450.00	6,300.00
278	Ink epson, 001, black	179	bottle	700.00	125,300.00
279	Ink epson, 001, cyan	138	bottle	600.00	82,800.00
280	Ink epson, 001, magenta	138	bottle	600.00	82,800.00
281	Ink epson, 001, yellow	137	bottle	600.00	82,200.00
282	Ink epson, 003, black	679	bottle	500.00	339,500.00
283	Ink epson, 003, cyan	465	bottle	500.00	232500
284	Ink epson, 003, magenta	483	bottle	500.00	241,500.00
285	Ink epson, 003, yellow	451	bottle	500.00	225500
286	Ink epson, 008, black	37	bottle	1,200.00	44,400.00
287	Ink epson, 008, cyan	28	bottle	900.00	25,200.00
288	Ink epson, 008, magenta	29	bottle	900.00	26,100.00
289	Ink epson, 008, yellow	29	bottle	900.00	26,100.00
290	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	3	cart	5,400.00	16,200.00
291	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	1	cart	5,400.00	5,400.00
292	Toner Cartridge, HP laserjet P1102, CE285A (85A)	25	cart	5,000.00	125,000.00

293	Toner Cartridge, Kyocera (TK 1175) Monochrome	4	cart	9,500.00	38,000.00
294	Toner Cartridge, Sharp AR-6026N (MX-238FT)	5	cart	9,500.00	47,500.00
295	Toner Cartridge, Lexmark (MX321)	2	cart	10,000.00	20,000.00
296	HP Color Laserjet Toner 206a, Black	7	cart	9,500.00	66,500.00
297	HP Color Laserjet Toner 206a, Cyan	1	cart	9,500.00	9,500.00
298	HP Color Laserjet Toner 206a, Magenta	1	cart	9,500.00	9,500.00
299	HP Color Laserjet Toner 206a, Yellow	1	cart	9,500.00	9,500.00
300	Ink Brother BTD60BK	8	bottle	510.00	4,080.00
301	Certificate Holder, legal size w/ plastic cover	400	pc	60.00	24,000.00
302	Specialty Board, cream, A4 8.2x11.7, 10pcs/pack (B-Board)	300	pack	30.00	9,000.00
303	Specialty Board, white, A4 8.2x11.7, 10pcs/pack (B-Board)	105	pack	30.00	3,150.00
304	Ink Cartridge, HP 682, Black	3	cart	550.00	1,650.00
305	Ink Cartridge, HP 682, Tri-color	3	cart	550.00	1,650.00
306	Index Card (5"x8") 50s/pack	3	pack	65.00	195.00
307	Screw Fastener 1"	200	pc	7.00	1,400.00
308	Screw Fastener 2"	198	pc	8.00	1,584.00
309	Plastic Fastener (5 pcs/pack) double lock	220	pack	25.00	5,500.00
310	Notebook, A6 size, 200 pages	115	pc	60.00	6,900.00
311	Notebook, A7 size, 200 pages	100	pc	50.00	5,000.00
312	USB 3.1 OTG Flashdrive, Type C, 128 GB	51	pc	3,000.00	153,000.00
313	Notebook, A5 size, Soft leather cover, 200 sheets	80	pc	200.00	16,000.00
314	Gel Ink Sign Pen, 0.4	100	pc	90.00	9,000.00

	315	Gel Ink Sign Pen, 0.3	100	pc	90.00	9,000.00
	316	Toner Cartridge, Fujifilm Apeos 2150 NDA	5	cart	3,500.00	17,500.00
	317	Whiteboard 2ft x 2 ft	2	piece	2,000.00	4,000.00
	318	Clamp - stapler remover	5	pcs	30.00	150.00
	319	Portable Bluetooth/Wireless Speaker with trolley (free microphone)	1	unit	6,695.00	6,695.00
	320	Dishwashing Liquid DIY Kit, lemon scent (for 15-16 liters output)	25	set	400.00	10,000.00
	321	Fabric Conditioner DIY Kit, sunrise fresh scent (for 20 liters output)	25	set	450.00	11,250.00
	322	Liquid Handsoap DIY Kit, antibac scent (for 15-16 liters output)	25	set	400.00	10,000.00
	323	Sack for 50kls capacity (size: 64cm X 104cm)	76	pc	15.00	1,140.00
	324	Printer Ribbon, Epson LQ 310	2	cart	250.00	500.00
	325	Stackable Storage Box with Cover and Wheels (155L)	3	pcs	1,100.00	3,300.00
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**.

## 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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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



## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause																																																										
1	<p><del><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></del></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>Delivery Schedule:</b> sixty (60) working days from receipt of NTP</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>[refer abovementioned]</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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;">Item No.</th> <th style="width: 42%;">Item Description</th> <th style="width: 8%;">Qty.</th> <th style="width: 8%;">Unit</th> <th style="width: 14%;">Total Cost</th> <th style="width: 20%;">Delivered, Weeks/Months</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Automatic Voltage Regulator (AVR), 3000W</td> <td style="text-align: center;">4</td> <td style="text-align: center;">unit</td> <td style="text-align: right;">22,000.00</td> <td rowspan="10" style="text-align: center; vertical-align: middle;">sixty (60) working days from receipt of NTP</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Battery Charger for AA &amp; AAA, with AA rechargeable battery</td> <td style="text-align: center;">54</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">91,800.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Battery, AA, alkaline, 4pcs/pack</td> <td style="text-align: center;">132</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">11,880.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Battery, AA, rechargeable 2pcs/pack (2450 mah)</td> <td style="text-align: center;">63</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">44,100.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Battery, AAA, Alkaline 4pcs/pack</td> <td style="text-align: center;">141</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">16,920.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Battery, AAA, rechargeable 2pcs/pack (800 mah)</td> <td style="text-align: center;">9</td> <td style="text-align: center;">pack</td> <td style="text-align: right;">4,500.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>CFL Bulb 18 watts</td> <td style="text-align: center;">59</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">11,800.00</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Extension Outlet 4 gang w/ switch (1.5m)</td> <td style="text-align: center;">18</td> <td style="text-align: center;">unit</td> <td style="text-align: right;">17,100.00</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Flashlight, rechargeable</td> <td style="text-align: center;">5</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Laser pointer presenter</td> <td style="text-align: center;">7</td> <td style="text-align: center;">pc</td> <td style="text-align: right;">5,600.00</td> </tr> </tbody> </table>	Item No.	Item Description	Qty.	Unit	Total Cost	Delivered, Weeks/Months	1	Automatic Voltage Regulator (AVR), 3000W	4	unit	22,000.00	sixty (60) working days from receipt of NTP	2	Battery Charger for AA & AAA, with AA rechargeable battery	54	pc	91,800.00	3	Battery, AA, alkaline, 4pcs/pack	132	pack	11,880.00	4	Battery, AA, rechargeable 2pcs/pack (2450 mah)	63	pack	44,100.00	5	Battery, AAA, Alkaline 4pcs/pack	141	pack	16,920.00	6	Battery, AAA, rechargeable 2pcs/pack (800 mah)	9	pack	4,500.00	7	CFL Bulb 18 watts	59	pc	11,800.00	8	Extension Outlet 4 gang w/ switch (1.5m)	18	unit	17,100.00	9	Flashlight, rechargeable	5	pc	2,000.00	10	Laser pointer presenter	7	pc	5,600.00
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11	LED, lightbulb (daylight 9 watt)	70	pc	14,000.00
12	Tape, electrical, 19mm x 16mm	32	pc	1,920.00
13	Universal Extension wheel (10m)	12	unit	26,400.00
14	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	17	unit	20,400.00
15	Alcohol (500ml, isoprophyl 70%)	343	bot	37,730.00
16	Alcohol (gal, isoprophyl 70%)	46	gal	27,600.00
17	Ballpen, 0.5mm, fine black	4193	pc	41,930.00
18	Ballpen, 0.5mm, fine blue	2616	pc	26,160.00
19	Ballpen, 0.5mm, fine red	139	pc	1,390.00
20	Ballpen, 0.7mm, fine, black	1188	pc	14,256.00
21	Ballpen, 0.7mm, fine, blue	1142	pc	13,704.00
22	Ballpen, 0.7mm, fine, red	50	pc	600.00
23	Ballpen, BP-S Fine, black	679	pc	16,975.00
24	Ballpen, BP-S Fine, blue	406	pc	10,150.00
25	Ballpen, BP-S Fine, red	174	pc	4,350.00
26	Bank Envelope (11 x 7 inch)	75	pc	262.50
27	Bond Paper, (11"x17") Tabloid size, subs 24 / 80 gsm	20	ream	11,000.00
28	Bond paper, (8.5x11) letter, subs 20 / 70 gsm	78	ream	21,840.00
29	Bond paper, (8.5x11) letter, subs 24 / 80 gsm	49	ream	15,680.00
30	Bond paper, (8.5x13) legal, subs 20 / 70 gsm	686	ream	205,800.00
31	Bond paper, (8.5x13) legal, subs 24 / 80 gsm	490	ream	171,500.00
32	Bond paper, A3, subs. 20 / 70 gsm	50	ream	23,250.00
33	Bond paper, A3, subs. 24 / 80 gsm	20	ream	10,600.00
34	Bond paper, A4, subs 20 / 70 gsm	904	ream	262,160.00
35	Bond paper, A4, subs 24 / 80 gsm	558	ream	184,140.00
36	Book Ends, metal	5	pair	1,000.00
37	Carbon paper, long	2	pack	390.00

38	Cartolina, White, 20pcs/pack	15	pack	1,350.00
39	Certificate Holder, A4 size w/ plastic cover	623	pc	31,150.00
40	Clear Folder, Morocco Long, blue	30	book	660.00
41	Clear Folder, Morocco Short, blue	10	book	200.00
42	Clearbook Refil, 20 holes, 10pcs/pack	10	pack	500.00
43	Clip Board, data board. 8.5"x11"	22	pc	1,980.00
44	Clip Board, data board. 8.5"x13"	148	pc	14,800.00
45	Clip, Bulldog 2"	344	pc	2,752.00
46	Clip, bulldog 3"	324	pc	4,860.00
47	Colored Paper 8 1/2 x 11" 10's/pack	22	pack	660.00
48	Colored Paper, A4, light blue	37	ream	7,400.00
49	Columnar notebook, 10 cols	10	pad	350.00
50	Columnar notebook, 12 cols	18	pad	630.00
51	Construction paper (Assorted) 10 sheets per pack	40	pack	1,200.00
52	Corkboard, 2x3 ft	2	pc	1,800.00
53	Corkboard, 3ft x 4 ft	1	pc	2,000.00
54	Correction Pen	70	pc	1,400.00
55	Correction tape 5mm x 8m	562	pc	16,860.00
56	Cotton (500 grams)	1	roll	150.00
57	Crayons, 8 colors	12	pack	240.00
58	Cutter Blade, big	12	box	360.00
59	Cutter, heavy duty	46	pc	4,600.00
60	Dating and Stamping Machine, self inking (dated 2024 and up)	42	pc	21,000.00
61	Envelope, ordinary, long brown	1525	pc	6,100.00
62	Envelope, ordinary, short brown	243	pc	729.00
63	Eraser (for pencil)	161	pc	2,415.00
64	Expanding Envelope, kraft, legal size	335	pc	5,025.00

65	Expanding Envelope, Hard plastic with garter (pvc type), legal size	76	pc	6,840.00
66	Expanding Envelope, plastic long (thick)	230	pc	8,050.00
67	Expanding Envelope, plastic long with handle	355	pc	31,950.00
68	File Box w/ cover (blue)	233	pc	95,530.00
69	File box w/ cover (red)	136	pc	55,760.00
70	File Rack, 3 layers, heavy duty	24	pc	12,000.00
71	Film Index (with sign here note)	219	pack	12,045.00
72	Film Index Rainbow color	158	pack	7,110.00
73	Folder Expanding, legal size (green, glossy)	1574	pc	28,332.00
74	Folder Expanding, short (green, glossy)	50	pc	750.00
75	Folder long ordinary, kraft, thick	1196	pc	7,176.00
76	Folder long ordinary, white, thick	3869	pc	23,214.00
77	Folder Plastic clear w/ slide (A4) (thick plastic)	66	pc	2,310.00
78	Folder Plastic clear w/ slide (legal) (thick plastic)	178	pc	7,120.00
79	Folder, morocco, legal (blue) not glossy	140	pc	3,500.00
80	Folder, morocco, legal (green) not glossy	92	pc	2,300.00
81	Folder, morocco, short (blue) not glossy	107	pc	1,926.00
82	Folder, morocco, short (green) not glossy	35	pc	630.00
83	Glue Gun Heavy Duty big	8	pc	2,880.00
84	Glue Stick, big	102	pc	1,224.00
85	Glue, multi-purpose 240 grams	12	bot	1,800.00
86	Highlighter, blue	55	pc	2,200.00
87	Highlighter, green	95	pc	3,800.00
88	Highlighter, orange	83	pc	3,320.00
89	Highlighter, pink	78	pc	3,120.00
90	Highlighter, yellow	91	pc	3,640.00

91	I.D. Holder w/ lace 4"x6"	100	pc	4,500.00
92	Illustration board, 1 whole	15	pc	1,050.00
93	Index card (3"x5") 50s/pack	24	pack	1,080.00
94	Laminating Film A4 size 100pcs/pack 250 mic	34	pack	40,800.00
95	Lead, for mechanical pencil 0.5mm 12pc/tube	2	tube	60.00
96	Lever Arch File, blue, File top, Size: Approx. (11 x 13.5 x 2.5 inches)	20	pc	3,900.00
97	Lever Arch File, blue, landscape, Size: Approx. (11 x 13.5 x 2.5 inches)	40	pc	7,800.00
98	Lever Arch File, blue, size: approx. (15.5 x 9.5 x 3 inches)	45	pc	8,775.00
99	Magazine File box (5"x9"x15- 3/4")	60	pc	6,600.00
100	Mailing Envelope, white, 500pcs/box	18	b0x	5,220.00
101	Manila Paper 1 whole	276	sheet	1,380.00
102	Marker permanent ink refill 30ml, black (pilot)	36	bot	3,960.00
103	Marker permanent ink refill 30ml, blue (pilot)	32	bot	3,520.00
104	Notebook (80 leaves)	1040	pc	46,800.00
105	Official Record Book (300 pages) aprox. size: (8.5 x 11)	73	book	18,250.00
106	Official Record Book (500 pages) aprox. size: (8.5 x 11)	100	book	28,000.00
107	Paper cutter with board, wood base, 12x15	3	unit	3,600.00
108	Paper cutter, steel base w/ ruler & presser 15'x12'	1	unit	2,000.00
109	Paper fastener (plastic)	100	box	4,000.00
110	Paper fastener, (metal)	207	box	14,490.00
111	Paper, ruled pad, 90 leaves (yellow pad)	35	pad	1,575.00
112	Parchment Paper, long, 10sheets/pack (cream)	48	pack	1,680.00

113	Parchment Paper, short, 10sheets/pack (cream)	58	pack	1,740.00
114	Paste with applicator, 200 grams	4	jar	320.00
115	Pencil with eraser no.2 (12pcs/box)	212	box	15,264.00
116	Pencil, mechanical, 0.5mm lead	56	pc	2,674.00
117	Permanent marker (black) (bullet type) (super color marker)	225	pc	10,125.00
118	Permanent marker (black) (chisel type) (super color marker)	174	pc	9,570.00
119	Permanent marker (blue) (bullet type) (super color marker)	195	pc	8,775.00
120	Permanent marker (blue) (chisel type) (super color marker)	117	pc	6,435.00
121	Permanent marker (red) (bullet type) (super color marker)	57	pc	2,565.00
122	Permanent marker (red) (chisel type) (super color marker)	70	pc	3,850.00
123	Philippine National Flag, size: 90cm x 150cm	12	pc	1,224.00
124	Photo paper, glossy, A4, 20pcs/pack	67	pack	10,050.00
125	Plastic Twine, one kilo per roll	18	roll	1,440.00
126	Puncher, heavy duty, 2 holes	12	unit	2,400.00
127	Push pin, hammer head type, assorted colors, 100s/box	13	box	650.00
128	Ring Binder, 1"	5	pc	225.00
129	Ring Binder, 1/2 "	5	pc	100.00
130	Rotary Pencil Sharpener	2	pc	600.00
131	Rubber band, large size	15	box	2,250.00
132	Ruler metal 12 inch	9	pc	450.00
133	Ruler plastic 12 inch	5	pc	100.00
134	Scissors heavy duty big 8" (stainless)	63	pair	7,560.00
135	Screw Fastener 3"	438	pc	4,380.00
136	Screw Fastener 4"	357	pc	4,284.00

137	Sign pen V5, black	415	pc	22,825.00
138	Sign pen V5, blue	387	pc	21,285.00
139	Sign pen V5, green	55	pc	3,025.00
140	Sign Pen, 1.0mm, black	177	pc	13,275.00
141	Sign Pen, 1.0mm, blue	146	pc	10,950.00
142	Sign Pen, black Pentel gel type 0.5	539	pc	51,205.00
143	Sign Pen, Blue Pentel gel type 0.5	400	pc	38,000.00
144	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	673	pack	23,555.00
145	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	648	pack	25,920.00
146	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	225	pack	7,875.00
147	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	408	pack	16,320.00
148	Stamp pad Ink black 50ml	13	pc	585.00
149	Stamp Pad Ink Red 50ml	4	pc	180.00
150	Stamp Pad Ink violet 50ml	23	pc	1,035.00
151	Stamp Pad standard size black	7	pc	280.00
152	Stamp Pad standard size violet	4	pc	160.00
153	Staple wire #35	297	box	11,880.00
154	Stapler, #35 heavy duty with staple remover	57	unit	22,800.00
155	Stapler, long reach heavy duty	3	unit	1,500.00
156	Sticker Paper (High Gloss, Inkjet Friendly 10sheets/pack) A4size	75	pack	7,125.00
157	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), long	123	pack	12,300.00
158	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), short	55	pack	4,950.00
159	Sticky Notes (2"x1.5") 100 sheets/pad	126	pad	3,150.00
160	Sticky Notes (2"X2"), 100 sheets/pad	141	pad	4,230.00
161	Sticky Notes (3"X2"), 100 sheets/pad	127	pad	5,080.00



162	Sticky Notes (3"X3"), 100 sheets/pad	222	pad	8,880.00
163	Sticky Notes (3"X4), 100 sheets/pad	158	pad	7,900.00
164	Sticky Notes (3"x5"), 100 sheets/pad	215	pad	10,750.00
165	Super Glue / Shoe glue 3 grams	6	pc	300.00
166	Super Permanent Marker, Fine black (Industrial) (Sharpie)	35	pc	3,150.00
167	Tape Dispenser, heavy duty (1")	9	pc	1,350.00
168	Tape Double sided thin 24mm white	95	pc	3,800.00
169	Tape Double sided adhesive w/ foam green, 2"	94	roll	21,620.00
170	Tape Double sided adhesive w/ foam green, 1"	84	roll	12,600.00
171	Tape Duct, color blue 2"	62	roll	6,820.00
172	Tape Duct, color grey 2"	78	roll	8,580.00
173	Tape, masking, 1/2"	47	roll	987.00
174	Tape, masking, 24mm, 1", 100m	95	roll	3,325.00
175	Tape, masking, 48mm, 2", 100m	301	roll	21,070.00
176	Tape, packaging, 48mm, 2", 100m	88	roll	4,840.00
177	Tape, transparent, 24mm, 1", 100m	170	roll	5,100.00
178	Tape, transparent, 48mm, 2", 100m	126	roll	6,552.00
179	Tracing paper, per cut, 20x30, 8085 thick	2	pc	40.00
180	Whiteboard, 3ft x 4ft	7	pc	14,000.00
181	Whiteboard, 5ft x 3ft	6	pc	16,800.00
182	Air Freshener, 280ml (lemon fresh)	163	can	39,120.00
183	Air Freshener, Scented Gel, 180 grams	98	pc	21,560.00
184	Bathroom Cleaner (approx. 900ml)	29	bot	8,700.00
185	Bathroom Soap, 90 grams	16	pc	800.00
186	Bleach colored 1 ltr	62	bot	8,060.00
187	Bleach white 1 ltr	63	bot	6,300.00

188	Broom, Ceiling, bamboo	23	pc	3,910.00
189	Broom, soft	5	pc	850.00
190	Broom, Stick	14	pc	560.00
191	Car freshener 42 grams, Organic canister, assorted scent	63	can	15,120.00
192	Detergent Bar, long	12	bar	960.00
193	Detergent powder, w/ fabric conditioner 1kg	43	pack	6,450.00
194	Dishwashing liquid (250ml)	402	bot	28,140.00
195	Disinfectant spray, 170g	89	can	24,920.00
196	Door mat, cloth rectangle	105	pc	6,300.00
197	Dust pan, plastic big	2	pc	160.00
198	Fabric Conditioner 800 ml	14	bot	3,500.00
199	Face Towel (cotton), good morning	159	pc	4,770.00
200	Floor Mop with bucket (360degrees rotating micro fiber head)	3	set	4,500.00
201	Furniture Cleaner, 300ml	32	can	9,600.00
202	Garbage bag, black, gusseted type thick plastic, 10's/roll, (small)	55	roll	3,850.00
203	Garbage bag, black, thick plastic, 10's/pack, (large), heavy duty	145	pack	14,500.00
204	Garbage bag, black, thick plastic, 10's/pack, (XL) heavy duty	37	pack	4,810.00
205	Garbage bag, black, thick plastic, 10's/pack, (XXL) heavy duty	239	pack	35,850.00
206	Garbage bag, black, thick plastic, 10's/pack, (medium), heavy duty	168	pack	13,440.00
207	Glass cleaner, big sprayer type	7	bot	1,379.00
208	Glass Squeezer w/ handle	1	pc	125.00
209	Hand sanitizing gel, 60ml	15	bot	900.00
210	Insecticide Spray (aerosol) 400ml	73	can	25,550.00

211	Laundry Brush	4	pc	120.00
212	Laundry Gloves (medium)	1	pc	200.00
213	Liquid Handwash (antibacterial) 400ml	123	bot	17,220.00
214	Microfiber, cleaning cloth 35cm x 35cm	47	pc	2,820.00
215	Mop w/ squeezer (Squeez Mop)	26	pc	9,100.00
216	Pail w/ cover (16L)	18	pc	3,600.00
217	Paper Towel, Interfold	144	pack	17,280.00
218	Push Brush (floor brush)	20	pc	2,600.00
219	Scrub Sponge, heavy duty	116	pc	6,960.00
220	Scrubbing Pads, heavy duty	25	pc	1,000.00
221	Table Napkin, pre folded	13	pack	1,300.00
222	Tissue Paper, 2-ply, 12 rolls/pack	422	pack	75,960.00
223	Tissue paper, 3-ply, @ 4rolls/pack	213	pack	34,080.00
224	Toilet bowl brush w/ box	57	pc	5,244.00
225	Toilet bowl Pump	2	pc	120.00
226	Toilet Deodorant cake, 50 grams	108	pc	5,400.00
227	Trash bin, plastic w/ cover, 11L capacity	6	pc	900.00
228	Trash bin, plastic w/ cover, 25L capacity	1	pc	250.00
229	White facial tissue (200mmx200mm)2ply	210	box	23,100.00
230	CD Rewritable, 700mb 80min. w/ case	603	pc	30,150.00
231	DVD-Rewritable w/ case	6	pc	540.00
232	External hard drive (1 TB) USB 3.0	27	unit	126,900.00
233	External hard drive, SSD (1 TB) USB 3.0/Type C	15	unit	90,000.00
234	Flash drive , USB 16gb, plug in play	3	pc	1,470.00
235	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	42	pc	54,600.00
236	Flash drive, USB 32 GB	31	pc	31,000.00

237	Flash drive, USB 64 GB	119	pc	178,500.00
238	HDMI cable, 10m	5	pc	3,000.00
239	HDMI cable, 5m	3	pc	900.00
240	Keyboard, USB type	36	pc	16,200.00
241	Keyboard, wireless	5	pc	3,000.00
242	MicroSD memory card, 32GB	1	pc	1,000.00
243	MicroSD memory card, 64GB	2	pc	3,600.00
244	Mouse Optical, (USB)	15	pc	4,500.00
245	Mouse for laptop, optical	50	pc	22,000.00
246	Mouse Optical, wireless	21	pc	13,230.00
247	Mouse pad	119	pc	3,570.00
248	Powerbank 10000mAh	5	pc	7,500.00
249	Powerbank 20000mAh	50	pc	125,000.00
250	Uninterruptible Power Supply (UPS), 500VA - 600VA	12	pc	54,000.00
251	USB Hub, 3.0, 4 port	5	pc	2,500.00
252	USB Lan Wireless Adapter	8	unit	8,000.00
253	wireless USB Presenter	2	unit	4,400.00
254	Ink Brother, BT5000M, Magenta	36	bottle	17,640.00
255	ink Brother, BT5000M, Yellow	36	bottle	17,640.00
256	Ink Brother, BT5000M, Cyan	41	bottle	20,090.00
257	Ink Brother, BT6000M, Black	30	bottle	14,700.00
258	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	13	cart	20,800.00
259	Ink cartridge, Canon CL-811 colored	3	cart	6,000.00
260	Ink cartridge, canon PG-35, black (for canon mobile printer)	10	cart	11,000.00

261	Ink Cartridge, canon PG-810 (canon)	3	cart	5,700.00
262	Ink cartridge, HP62, black (HP office jet 200 mobile printer)	5	cart	7,500.00
263	Ink cartridge, HP62, tricolor (HP office jet 200 mobile printer)	5	cart	9,000.00
264	Ink, HP GT 51 black	2	bottle	800.00
265	Ink, HP GT 52 cyan	2	bottle	800.00
266	Ink, HP GT 52 magenta	2	bottle	800.00
267	Ink, HP GT 52 yellow	2	bottle	800.00
268	Ink Epson T6731 black (epson)	6	bottle	4,800.00
269	Ink Epson T6732 cyan (epson)	6	bottle	4,800.00
270	Ink Epson T6733 magenta (epson)	6	bottle	4,800.00
271	Ink Epson T6734 yellow (epson)	6	bottle	4,800.00
272	Ink Epson T6735, light cyan (epson)	3	bottle	2,400.00
273	Ink Epson T6736, light magenta (epson)	3	bottle	2,400.00
274	Ink epson, T6641, black 70ml	22	bottle	9,900.00
275	Ink epson, T6642, cyan 70ml	9	bottle	4,050.00
276	Ink epson, T6643, magenta 70ml	13	bottle	5,850.00
277	Ink epson, T6644, yellow 70ml	14	bottle	6,300.00
278	Ink epson, 001, black	179	bottle	125,300.00
279	Ink epson, 001, cyan	138	bottle	82,800.00
280	Ink epson, 001, magenta	138	bottle	82,800.00
281	Ink epson, 001, yellow	137	bottle	82,200.00
282	Ink epson, 003, black	679	bottle	339,500.00
283	Ink epson, 003, cyan	465	bottle	232500
284	Ink epson, 003, magenta	483	bottle	241,500.00
285	Ink epson, 003, yellow	451	bottle	225500

286	Ink epson, 008, black	37	bottle	44,400.00
287	Ink epson, 008, cyan	28	bottle	25,200.00
288	Ink epson, 008, magenta	29	bottle	26,100.00
289	Ink epson, 008, yellow	29	bottle	26,100.00
290	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	3	cart	16,200.00
291	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	1	cart	5,400.00
292	Toner Cartridge, HP laserjet P1102, CE285A (85A)	25	cart	125,000.00
293	Toner Cartridge, Kyocera (TK 1175) Monochrome	4	cart	38,000.00
294	Toner Cartridge, Sharp AR-6026N (MX-238FT)	5	cart	47,500.00
295	Toner Cartridge, Lexmark (MX321)	2	cart	20,000.00
296	HP Color Laserjet Toner 206a, Black	7	cart	66,500.00
297	HP Color Laserjet Toner 206a, Cyan	1	cart	9,500.00
298	HP Color Laserjet Toner 206a, Magenta	1	cart	9,500.00
299	HP Color Laserjet Toner 206a, Yellow	1	cart	9,500.00
300	Ink Brother BTD60BK	8	bottle	4,080.00
301	Certificate Holder, legal size w/ plastic cover	400	pc	24,000.00
302	Specialty Board, cream, A4 8.2x11.7, 10pcs/pack (B-Board)	300	pack	9,000.00
303	Specialty Board, white, A4 8.2x11.7, 10pcs/pack (B-Board)	105	pack	3,150.00
304	Ink Cartridge, HP 682, Black	3	cart	1,650.00
305	Ink Cartridge, HP 682, Tri-color	3	cart	1,650.00
306	Index Card (5"x8") 50s/pack	3	pack	195.00
307	Screw Fastener 1"	200	pc	1,400.00

308	Screw Fastener 2"	198	pc	1,584.00
309	Plastic Fastener (5 pcs/pack) double lock	220	pack	5,500.00
310	Notebook, A6 size, 200 pages	115	pc	6,900.00
311	Notebook, A7 size, 200 pages	100	pc	5,000.00
312	USB 3.1 OTG Flashdrive, Type C, 128 GB	51	pc	153,000.00
313	Notebook, A5 size, Soft leather cover, 200 sheets	80	pc	16,000.00
314	Gel Ink Sign Pen, 0.4	100	pc	9,000.00
315	Gel Ink Sign Pen, 0.3	100	pc	9,000.00
316	Toner Cartridge, Fujifilm Apeos 2150 NDA	5	cart	17,500.00
317	Whiteboard 2ft x 2 ft	2	piece	4,000.00
318	Clamp - stapler remover	5	pcs	150.00
319	Portable Bluetooth/Wireless Speaker with trolley (free microphone)	1	unit	6,695.00
320	Dishwashing Liquid DIY Kit, lemon scent (for 15-16 liters output)	25	set	10,000.00
321	Fabric Conditioner DIY Kit, sunrise fresh scent (for 20 liters output)	25	set	11,250.00
322	Liquid Handsoap DIY Kit, antibac scent (for 15-16 liters output)	25	set	10,000.00
323	Sack for 50kls capacity (size: 64cm X 104cm)	76	pc	1,140.00
324	Printer Ribbon, Epson LQ 310	2	cart	500.00
325	Stackable Storage Box with Cover and Wheels (155L)	3	pcs	3,300.00

For purposes of this Clause the Procuring Entity's Representative at the Project Site is [indicate name(s)]

**Drop-off point:** DA-RFO 1, City of San Fernando, La Union

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

	<p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of unloading of the supplied Goods to identified drop-off point;</li> <li>b. performance or supervision on the retrieval and replacement of goods not compliant to the specifications as per the set specifications, immediately upon the receipt of notice;</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Spare Parts – N/A</b></p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Drop-off Point, 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</p>



	ready for shipment and the actual date of shipment the period of delay will be considered force majeure.
	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> <li>- full payment upon the recommendation of the inspection committee.</li> </ul>
4	<p>The inspections and tests that will be conducted are as follows:</p> <ul style="list-style-type: none"> <li>- Inspection will be conducted by concerned DA- RFO I inspector</li> </ul>

## *Section VI. Schedule of Requirements*

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

<b>Item No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Total Cost</b>	<b>Delivered, Weeks/Months</b>
1	Automatic Voltage Regulator (AVR), 3000W	4	unit	22,000.00	sixty (60) working days from receipt of NTP
2	Battery Charger for AA & AAA, with AA rechargeable battery	54	pc	91,800.00	
3	Battery, AA, alkaline, 4pcs/pack	132	pack	11,880.00	
4	Battery, AA, rechargeable 2pcs/pack (2450 mah)	63	pack	44,100.00	
5	Battery, AAA, Alkaline 4pcs/pack	141	pack	16,920.00	
6	Battery, AAA, rechargeable 2pcs/pack (800 mah)	9	pack	4,500.00	
7	CFL Bulb 18 watts	59	pc	11,800.00	
8	Extension Outlet 4 gang w/ switch (1.5m)	18	unit	17,100.00	
9	Flashlight, rechargeable	5	pc	2,000.00	
10	Laser pointer presenter	7	pc	5,600.00	
11	LED, lightbulb (daylight 9 watt)	70	pc	14,000.00	
12	Tape, electrical, 19mm x 16mm	32	pc	1,920.00	
13	Universal Extension wheel (10m)	12	unit	26,400.00	
14	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	17	unit	20,400.00	
15	Alcohol (500ml, isoprophyl 70%)	343	bot	37,730.00	
16	Alcohol (gal, isoprophyl 70%)	46	gal	27,600.00	
17	Ballpen, 0.5mm, fine black	4193	pc	41,930.00	
18	Ballpen, 0.5mm, fine blue	2616	pc	26,160.00	
19	Ballpen, 0.5mm, fine red	139	pc	1,390.00	
20	Ballpen, 0.7mm, fine, black	1188	pc	14,256.00	
21	Ballpen, 0.7mm, fine, blue	1142	pc	13,704.00	
22	Ballpen, 0.7mm, fine, red	50	pc	600.00	

23	Ballpen, BP-S Fine, black	679	pc	16,975.00
24	Ballpen, BP-S Fine, blue	406	pc	10,150.00
25	Ballpen, BP-S Fine, red	174	pc	4,350.00
26	Bank Envelope (11 x 7 inch)	75	pc	262.50
27	Bond Paper, (11"x17") Tabloid size, subs 24 / 80 gsm	20	ream	11,000.00
28	Bond paper, (8.5x11) letter, subs 20 / 70 gsm	78	ream	21,840.00
29	Bond paper, (8.5x11) letter, subs 24 / 80 gsm	49	ream	15,680.00
30	Bond paper, (8.5x13) legal, subs 20 / 70 gsm	686	ream	205,800.00
31	Bond paper, (8.5x13) legal, subs 24 / 80 gsm	490	ream	171,500.00
32	Bond paper, A3, subs. 20 / 70 gsm	50	ream	23,250.00
33	Bond paper, A3, subs. 24 / 80 gsm	20	ream	10,600.00
34	Bond paper, A4, subs 20 / 70 gsm	904	ream	262,160.00
35	Bond paper, A4, subs 24 / 80 gsm	558	ream	184,140.00
36	Book Ends, metal	5	pair	1,000.00
37	Carbon paper, long	2	pack	390.00
38	Cartolina, White, 20pcs/pack	15	pack	1,350.00
39	Certificate Holder, A4 size w/ plastic cover	623	pc	31,150.00
40	Clear Folder, Morocco Long, blue	30	book	660.00
41	Clear Folder, Morocco Short, blue	10	book	200.00
42	Clearbook Refil, 20 holes, 10pcs/pack	10	pack	500.00
43	Clip Board, data board. 8.5"x11"	22	pc	1,980.00
44	Clip Board, data board. 8.5"x13"	148	pc	14,800.00
45	Clip, Bulldog 2"	344	pc	2,752.00
46	Clip, bulldog 3"	324	pc	4,860.00
47	Colored Paper 8 1/2 x 11" 10's/pack	22	pack	660.00
48	Colored Paper, A4, light blue	37	ream	7,400.00
49	Columnar notebook, 10 cols	10	pad	350.00

50	Columnar notebook, 12 cols	18	pad	630.00
51	Construction paper (Assorted) 10 sheets per pack	40	pack	1,200.00
52	Corkboard, 2x3 ft	2	pc	1,800.00
53	Corkboard, 3ft x 4 ft	1	pc	2,000.00
54	Correction Pen	70	pc	1,400.00
55	Correction tape 5mm x 8m	562	pc	16,860.00
56	Cotton (500 grams)	1	roll	150.00
57	Crayons, 8 colors	12	pack	240.00
58	Cutter Blade, big	12	box	360.00
59	Cutter, heavy duty	46	pc	4,600.00
60	Dating and Stamping Machine, self inking (dated 2024 and up)	42	pc	21,000.00
61	Envelope, ordinary, long brown	1525	pc	6,100.00
62	Envelope, ordinary, short brown	243	pc	729.00
63	Eraser (for pencil)	161	pc	2,415.00
64	Expanding Envelope, kraft, legal size	335	pc	5,025.00
65	Expanding Envelope, Hard plastic with garter (pvc type), legal size	76	pc	6,840.00
66	Expanding Envelope, plastic long (thick)	230	pc	8,050.00
67	Expanding Envelope, plastic long with handle	355	pc	31,950.00
68	File Box w/ cover (blue)	233	pc	95,530.00
69	File box w/ cover (red)	136	pc	55,760.00
70	File Rack, 3 layers, heavy duty	24	pc	12,000.00
71	Film Index (with sign here note)	219	pack	12,045.00
72	Film Index Rainbow color	158	pack	7,110.00
73	Folder Expanding, legal size (green, glossy)	1574	pc	28,332.00
74	Folder Expanding, short (green, glossy)	50	pc	750.00
75	Folder long ordinary, kraft, thick	1196	pc	7,176.00

76	Folder long ordinary, white, thick	3869	pc	23,214.00
77	Folder Plastic clear w/ slide (A4) (thick plastic)	66	pc	2,310.00
78	Folder Plastic clear w/ slide (legal) (thick plastic)	178	pc	7,120.00
79	Folder, morocco, legal (blue) not glossy	140	pc	3,500.00
80	Folder, morocco, legal (green) not glossy	92	pc	2,300.00
81	Folder, morocco, short (blue) not glossy	107	pc	1,926.00
82	Folder, morocco, short (green) not glossy	35	pc	630.00
83	Glue Gun Heavy Duty big	8	pc	2,880.00
84	Glue Stick, big	102	pc	1,224.00
85	Glue, multi-purpose 240 grams	12	bot	1,800.00
86	Highlighter, blue	55	pc	2,200.00
87	Highlighter, green	95	pc	3,800.00
88	Highlighter, orange	83	pc	3,320.00
89	Highlighter, pink	78	pc	3,120.00
90	Highlighter, yellow	91	pc	3,640.00
91	I.D. Holder w/ lace 4"x6"	100	pc	4,500.00
92	Illustration board, 1 whole	15	pc	1,050.00
93	Index card (3"x5") 50s/pack	24	pack	1,080.00
94	Laminating Film A4 size 100pcs/pack 250 mic	34	pack	40,800.00
95	Lead, for mechanical pencil 0.5mm 12pc/tube	2	tube	60.00
96	Lever Arch File, blue, File top, Size: Approx. (11 x 13.5 x 2.5 inches)	20	pc	3,900.00
97	Lever Arch File, blue, landscape, Size: Approx. (11 x 13.5 x 2.5 inches)	40	pc	7,800.00
98	Lever Arch File, blue, size: approx. (15.5 x 9.5 x 3 inches)	45	pc	8,775.00
99	Magazine File box (5"x9"x15-3/4")	60	pc	6,600.00

100	Mailing Envelope, white, 500pcs/box	18	b0x	5,220.00
101	Manila Paper 1 whole	276	sheet	1,380.00
102	Marker permanent ink refill 30ml, black (pilot)	36	bot	3,960.00
103	Marker permanent ink refill 30ml, blue (pilot)	32	bot	3,520.00
104	Notebook (80 leaves)	1040	pc	46,800.00
105	Official Record Book (300 pages) aprox. size: (8.5 x 11)	73	book	18,250.00
106	Official Record Book (500 pages) aprox. size: (8.5 x 11)	100	book	28,000.00
107	Paper cutter with board, wood base, 12x15	3	unit	3,600.00
108	Paper cutter, steel base w/ ruler & presser 15'x12'	1	unit	2,000.00
109	Paper fastener (plastic)	100	box	4,000.00
110	Paper fastener, (metal)	207	box	14,490.00
111	Paper, ruled pad, 90 leaves (yellow pad)	35	pad	1,575.00
112	Parchment Paper, long, 10sheets/pack (cream)	48	pack	1,680.00
113	Parchment Paper, short, 10sheets/pack (cream)	58	pack	1,740.00
114	Paste with applicator, 200 grams	4	jar	320.00
115	Pencil with eraser no.2 (12pcs/box)	212	box	15,264.00
116	Pencil, mechanical, 0.5mm lead	56	pc	2,674.00
117	Permanent marker (black) (bullet type) (super color marker)	225	pc	10,125.00
118	Permanent marker (black) (chisel type) (super color marker)	174	pc	9,570.00
119	Permanent marker (blue) (bullet type) (super color marker)	195	pc	8,775.00
120	Permanent marker (blue) (chisel type) (super color marker)	117	pc	6,435.00
121	Permanent marker (red) (bullet type) (super color marker)	57	pc	2,565.00
122	Permanent marker (red) (chisel type) (super color marker)	70	pc	3,850.00

123	Philippine National Flag, size: 90cm x 150cm	12	pc	1,224.00
124	Photo paper, glossy, A4, 20pcs/pack	67	pack	10,050.00
125	Plastic Twine, one kilo per roll	18	roll	1,440.00
126	Puncher, heavy duty, 2 holes	12	unit	2,400.00
127	Push pin, hammer head type, assorted colors, 100s/box	13	box	650.00
128	Ring Binder, 1"	5	pc	225.00
129	Ring Binder, 1/2 "	5	pc	100.00
130	Rotary Pencil Sharpener	2	pc	600.00
131	Rubber band, large size	15	box	2,250.00
132	Ruler metal 12 inch	9	pc	450.00
133	Ruler plastic 12 inch	5	pc	100.00
134	Scissors heavy duty big 8" (stainless)	63	pair	7,560.00
135	Screw Fastener 3"	438	pc	4,380.00
136	Screw Fastener 4"	357	pc	4,284.00
137	Sign pen V5, black	415	pc	22,825.00
138	Sign pen V5, blue	387	pc	21,285.00
139	Sign pen V5, green	55	pc	3,025.00
140	Sign Pen, 1.0mm, black	177	pc	13,275.00
141	Sign Pen, 1.0mm, blue	146	pc	10,950.00
142	Sign Pen, black Pentel gel type 0.5	539	pc	51,205.00
143	Sign Pen, Blue Pentel gel type 0.5	400	pc	38,000.00
144	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	673	pack	23,555.00
145	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	648	pack	25,920.00
146	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	225	pack	7,875.00
147	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	408	pack	16,320.00
148	Stamp pad Ink black 50ml	13	pc	585.00
149	Stamp Pad Ink Red 50ml	4	pc	180.00
150	Stamp Pad Ink violet 50ml	23	pc	1,035.00
151	Stamp Pad standard size black	7	pc	280.00

152	Stamp Pad standard size violet	4	pc	160.00
153	Staple wire #35	297	box	11,880.00
154	Stapler, #35 heavy duty with staple remover	57	unit	22,800.00
155	Stapler, long reach heavy duty	3	unit	1,500.00
156	Sticker Paper (High Gloss, Inkjet Friendly 10sheets/pack) A4size	75	pack	7,125.00
157	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), long	123	pack	12,300.00
158	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), short	55	pack	4,950.00
159	Sticky Notes (2"x1.5") 100 sheets/pad	126	pad	3,150.00
160	Sticky Notes (2"X2"), 100 sheets/pad	141	pad	4,230.00
161	Sticky Notes (3"X2"), 100 sheets/pad	127	pad	5,080.00
162	Sticky Notes (3"X3"), 100 sheets/pad	222	pad	8,880.00
163	Sticky Notes (3"X4), 100 sheets/pad	158	pad	7,900.00
164	Sticky Notes (3"x5"), 100 sheets/pad	215	pad	10,750.00
165	Super Glue / Shoe glue 3 grams	6	pc	300.00
166	Super Permanent Marker, Fine black (Industrial) (Sharpie)	35	pc	3,150.00
167	Tape Dispenser, heavy duty (1")	9	pc	1,350.00
168	Tape Double sided thin 24mm white	95	pc	3,800.00
169	Tape Double sided adhesive w/ foam green, 2"	94	roll	21,620.00
170	Tape Double sided adhesive w/ foam green, 1"	84	roll	12,600.00
171	Tape Duct, color blue 2"	62	roll	6,820.00
172	Tape Duct, color grey 2"	78	roll	8,580.00
173	Tape, masking, 1/2"	47	roll	987.00
174	Tape, masking, 24mm, 1", 100m	95	roll	3,325.00
175	Tape, masking, 48mm, 2", 100m	301	roll	21,070.00
176	Tape, packaging, 48mm, 2", 100m	88	roll	4,840.00



177	Tape, transparent, 24mm, 1", 100m	170	roll	5,100.00
178	Tape, transparent, 48mm, 2", 100m	126	roll	6,552.00
179	Tracing paper, per cut, 20x30, 8085 thick	2	pc	40.00
180	Whiteboard, 3ft x 4ft	7	pc	14,000.00
181	Whiteboard, 5ft x 3ft	6	pc	16,800.00
182	Air Freshener, 280ml (lemon fresh)	163	can	39,120.00
183	Air Freshener, Scented Gel, 180 grams	98	pc	21,560.00
184	Bathroom Cleaner (approx. 900ml)	29	bot	8,700.00
185	Bathroom Soap, 90 grams	16	pc	800.00
186	Bleach colored 1 ltr	62	bot	8,060.00
187	Bleach white 1 ltr	63	bot	6,300.00
188	Broom, Ceiling, bamboo	23	pc	3,910.00
189	Broom, soft	5	pc	850.00
190	Broom, Stick	14	pc	560.00
191	Car freshener 42 grams, Organic canister, assorted scent	63	can	15,120.00
192	Detergent Bar, long	12	bar	960.00
193	Detergent powder, w/ fabric conditioner 1kg	43	pack	6,450.00
194	Dishwashing liquid (250ml)	402	bot	28,140.00
195	Disinfectant spray, 170g	89	can	24,920.00
196	Door mat, cloth rectangle	105	pc	6,300.00
197	Dust pan, plastic big	2	pc	160.00
198	Fabric Conditioner 800 ml	14	bot	3,500.00
199	Face Towel (cotton), good morning	159	pc	4,770.00
200	Floor Mop with bucket (360degrees rotating micro fiber head)	3	set	4,500.00
201	Furniture Cleaner, 300ml	32	can	9,600.00
202	Garbage bag, black, gusseted type thick plastic, 10's/roll, (small)	55	roll	3,850.00

203	Garbage bag, black, thick plastic, 10's/pack, (large), heavy duty	145	pack	14,500.00
204	Garbage bag, black, thick plastic, 10's/pack, (XL) heavy duty	37	pack	4,810.00
205	Garbage bag, black, thick plastic, 10's/pack, (XXL) heavy duty	239	pack	35,850.00
206	Garbage bag, black, thick plastic, 10's/pack, (medium), heavy duty	168	pack	13,440.00
207	Glass cleaner, big sprayer type	7	bot	1,379.00
208	Glass Squeezer w/ handle	1	pc	125.00
209	Hand sanitizing gel, 60ml	15	bot	900.00
210	Insecticide Spray (aerosol) 400ml	73	can	25,550.00
211	Laundry Brush	4	pc	120.00
212	Laundry Gloves (medium)	1	pc	200.00
213	Liquid Handwash (antibacterial) 400ml	123	bot	17,220.00
214	Microfiber, cleaning cloth 35cm x 35cm	47	pc	2,820.00
215	Mop w/ squeezer (Squeez Mop)	26	pc	9,100.00
216	Pail w/ cover (16L)	18	pc	3,600.00
217	Paper Towel, Interfold	144	pack	17,280.00
218	Push Brush (floor brush)	20	pc	2,600.00
219	Scrub Sponge, heavy duty	116	pc	6,960.00
220	Scrubbing Pads, heavy duty	25	pc	1,000.00
221	Table Napkin, pre folded	13	pack	1,300.00
222	Tissue Paper, 2-ply, 12 rolls/pack	422	pack	75,960.00
223	Tissue paper, 3-ply, @ 4rolls/pack	213	pack	34,080.00
224	Toilet bowl brush w/ box	57	pc	5,244.00
225	Toilet bowl Pump	2	pc	120.00
226	Toilet Deodorant cake, 50 grams	108	pc	5,400.00
227	Trash bin, plastic w/ cover, 11L capacity	6	pc	900.00
228	Trash bin, plastic w/ cover, 25L capacity	1	pc	250.00

229	White facial tissue (200mmx200mm)2ply	210	box	23,100.00
230	CD Rewritable, 700mb 80min. w/ case	603	pc	30,150.00
231	DVD-Rewritable w/ case	6	pc	540.00
232	External hard drive (1 TB) USB 3.0	27	unit	126,900.00
233	External hard drive, SSD (1 TB) USB 3.0/Type C	15	unit	90,000.00
234	Flash drive , USB 16gb, plug in play	3	pc	1,470.00
235	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	42	pc	54,600.00
236	Flash drive, USB 32 GB	31	pc	31,000.00
237	Flash drive, USB 64 GB	119	pc	178,500.00
238	HDMI cable, 10m	5	pc	3,000.00
239	HDMI cable, 5m	3	pc	900.00
240	Keyboard, USB type	36	pc	16,200.00
241	Keyboard, wireless	5	pc	3,000.00
242	MicroSD memory card, 32GB	1	pc	1,000.00
243	MicroSD memory card, 64GB	2	pc	3,600.00
244	Mouse Optical, (USB)	15	pc	4,500.00
245	Mouse for laptop, optical	50	pc	22,000.00
246	Mouse Optical, wireless	21	pc	13,230.00
247	Mouse pad	119	pc	3,570.00
248	Powerbank 10000mAh	5	pc	7,500.00
249	Powerbank 20000mAh	50	pc	125,000.00
250	Uninterruptible Power Supply (UPS), 500VA - 600VA	12	pc	54,000.00
251	USB Hub, 3.0, 4 port	5	pc	2,500.00
252	USB Lan Wireless Adapter	8	unit	8,000.00
253	wireless USB Presenter	2	unit	4,400.00

254	Ink Brother, BT5000M, Magenta	36	bottle	17,640.00
255	ink Brother, BT5000M, Yellow	36	bottle	17,640.00
256	Ink Brother, BT5000M, Cyan	41	bottle	20,090.00
257	Ink Brother, BT6000M, Black	30	bottle	14,700.00
258	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	13	cart	20,800.00
259	Ink cartridge, Canon CL-811 colored	3	cart	6,000.00
260	Ink cartridge, canon PG-35, black (for canon mobile printer)	10	cart	11,000.00
261	Ink Cartridge, canon PG-810 (canon)	3	cart	5,700.00
262	Ink cartridge, HP62, black (HP office jet 200 mobile printer)	5	cart	7,500.00
263	Ink cartridge, HP62, tricolor (HP office jet 200 mobile printer)	5	cart	9,000.00
264	Ink, HP GT 51 black	2	bottle	800.00
265	Ink, HP GT 52 cyan	2	bottle	800.00
266	Ink, HP GT 52 magenta	2	bottle	800.00
267	Ink, HP GT 52 yellow	2	bottle	800.00
268	Ink Epson T6731 black (epson)	6	bottle	4,800.00
269	Ink Epson T6732 cyan (epson)	6	bottle	4,800.00
270	Ink Epson T6733 magenta (epson)	6	bottle	4,800.00
271	Ink Epson T6734 yellow (epson)	6	bottle	4,800.00
272	Ink Epson T6735, light cyan (epson)	3	bottle	2,400.00
273	Ink Epson T6736, light magenta (epson)	3	bottle	2,400.00
274	Ink epson, T6641, black 70ml	22	bottle	9,900.00
275	Ink epson, T6642, cyan 70ml	9	bottle	4,050.00
276	Ink epson, T6643, magenta 70ml	13	bottle	5,850.00
277	Ink epson, T6644, yellow 70ml	14	bottle	6,300.00

278	Ink epson, 001, black	179	bottle	125,300.00
279	Ink epson, 001, cyan	138	bottle	82,800.00
280	Ink epson, 001, magenta	138	bottle	82,800.00
281	Ink epson, 001, yellow	137	bottle	82,200.00
282	Ink epson, 003, black	679	bottle	339,500.00
283	Ink epson, 003, cyan	465	bottle	232500
284	Ink epson, 003, magenta	483	bottle	241,500.00
285	Ink epson, 003, yellow	451	bottle	225500
286	Ink epson, 008, black	37	bottle	44,400.00
287	Ink epson, 008, cyan	28	bottle	25,200.00
288	Ink epson, 008, magenta	29	bottle	26,100.00
289	Ink epson, 008, yellow	29	bottle	26,100.00
290	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	3	cart	16,200.00
291	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	1	cart	5,400.00
292	Toner Cartridge, HP laserjet P1102, CE285A (85A)	25	cart	125,000.00
293	Toner Cartridge, Kyocera (TK 1175) Monochrome	4	cart	38,000.00
294	Toner Cartridge, Sharp AR-6026N (MX-238FT)	5	cart	47,500.00
295	Toner Cartridge, Lexmark (MX321)	2	cart	20,000.00
296	HP Color Laserjet Toner 206a, Black	7	cart	66,500.00
297	HP Color Laserjet Toner 206a, Cyan	1	cart	9,500.00
298	HP Color Laserjet Toner 206a, Magenta	1	cart	9,500.00
299	HP Color Laserjet Toner 206a, Yellow	1	cart	9,500.00
300	Ink Brother BTD60BK	8	bottle	4,080.00

301	Certificate Holder, legal size w/ plastic cover	400	pc	24,000.00
302	Specialty Board, cream, A4 8.2x11.7, 10pcs/pack (B-Board)	300	pack	9,000.00
303	Specialty Board, white, A4 8.2x11.7, 10pcs/pack (B-Board)	105	pack	3,150.00
304	Ink Cartridge, HP 682, Black	3	cart	1,650.00
305	Ink Cartridge, HP 682, Tri-color	3	cart	1,650.00
306	Index Card (5"x8") 50s/pack	3	pack	195.00
307	Screw Fastener 1"	200	pc	1,400.00
308	Screw Fastener 2"	198	pc	1,584.00
309	Plastic Fastener (5 pcs/pack) double lock	220	pack	5,500.00
310	Notebook, A6 size, 200 pages	115	pc	6,900.00
311	Notebook, A7 size, 200 pages	100	pc	5,000.00
312	USB 3.1 OTG Flashdrive, Type C, 128 GB	51	pc	153,000.00
313	Notebook, A5 size, Soft leather cover, 200 sheets	80	pc	16,000.00
314	Gel Ink Sign Pen, 0.4	100	pc	9,000.00
315	Gel Ink Sign Pen, 0.3	100	pc	9,000.00
316	Toner Cartridge, Fujifilm Apeos 2150 NDA	5	cart	17,500.00
317	Whiteboard 2ft x 2 ft	2	piece	4,000.00
318	Clamp - stapler remover	5	pcs	150.00
319	Portable Bluetooth/Wireless Speaker with trolley (free microphone)	1	unit	6,695.00
320	Dishwashing Liquid DIY Kit, lemon scent (for 15-16 liters output)	25	set	10,000.00
321	Fabric Conditioner DIY Kit, sunrise fresh scent (for 20 liters output)	25	set	11,250.00
322	Liquid Handsoap DIY Kit, antibac scent (for 15-16 liters output)	25	set	10,000.00
323	Sack for 50kls capacity (size: 64cm X 104cm)	76	pc	1,140.00
324	Printer Ribbon, Epson LQ 310	2	cart	500.00
325	Stackable Storage Box with Cover and Wheels (155L)	3	pcs	3,300.00

## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance		
	<b>SUPPLY AND DELIVERY OF VARIOUS COMMON-USED OFFICE SUPPLIES</b>	<p><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/goods 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:</i></u></p> <p style="text-align: center;"><i>* Pictures/ Brochures</i></p> <p><u><i>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></u></p>		
Item No.	Item Description	Qty	Unit	
1	Automatic Voltage Regulator (AVR), 3000W	4	unit	
2	Battery Charger for AA & AAA, with AA rechargeable battery	54	pc	
3	Battery, AA, alkaline, 4pcs/pack	132	pack	
4	Battery, AA, rechargeable 2pcs/pack	63	pack	



	(2450 mah)			
5	Battery, AAA, Alkaline 4pcs/pack	141	pack	
6	Battery, AAA, rechargeable 2pcs/pack (800 mah)	9	pack	
7	CFL Bulb 18 watts	59	pc	
8	Extension Outlet 4 gang w/ switch (1.5m)	18	unit	
9	Flashlight, rechargeable	5	pc	
10	Laser pointer presenter	7	pc	
11	LED, lightbulb (daylight 9 watt)	70	pc	
12	Tape, electrical, 19mm x 16mm	32	pc	
13	Universal Extension wheel (10m)	12	unit	
14	Universal outlet extension cord, 6 gang w/ switch, 2-3 meters cord length	17	unit	
15	Alcohol (500ml, isoprophyl 70%)	343	bot	
16	Alcohol (gal, isoprophyl 70%)	46	gal	
17	Ballpen, 0.5mm, fine black	4193	pc	
18	Ballpen, 0.5mm, fine blue	2616	pc	
19	Ballpen, 0.5mm, fine red	139	pc	
20	Ballpen, 0.7mm, fine, black	1188	pc	
21	Ballpen, 0.7mm, fine, blue	1142	pc	
22	Ballpen, 0.7mm, fine, red	50	pc	
23	Ballpen, BP-S Fine, black	679	pc	
24	Ballpen, BP-S Fine, blue	406	pc	
25	Ballpen, BP-S Fine, red	174	pc	
26	Bank Envelope (11 x 7 inch)	75	pc	
27	Bond Paper, (11"x17") Tabloid size, subs 24 / 80 gsm	20	ream	
28	Bond paper, (8.5x11) letter, subs 20 / 70 gsm	78	ream	
29	Bond paper, (8.5x11) letter, subs 24 / 80 gsm	49	ream	
30	Bond paper, (8.5x13) legal, subs 20 / 70 gsm	686	ream	
31	Bond paper, (8.5x13) legal, subs 24 / 80 gsm	490	ream	
32	Bond paper, A3, subs. 20 / 70 gsm	50	ream	
33	Bond paper, A3, subs. 24 / 80 gsm	20	ream	
34	Bond paper, A4, subs 20 / 70 gsm	904	ream	
35	Bond paper, A4, subs 24 / 80 gsm	558	ream	
36	Book Ends, metal	5	pair	
37	Carbon paper, long	2	pack	
38	Cartolina, White, 20pcs/pack	15	pack	
39	Certificate Holder, A4 size w/ plastic cover	623	pc	
40	Clear Folder, Morocco Long, blue	30	book	
41	Clear Folder, Morocco Short, blue	10	book	
42	Clearbook Refill, 20 holes, 10pcs/pack	10	pack	

43	Clip Board, data board. 8.5"x11"	22	pc	
44	Clip Board, data board. 8.5"x13"	148	pc	
45	Clip, Bulldog 2"	344	pc	
46	Clip, bulldog 3"	324	pc	
47	Colored Paper 8 1/2 x 11" 10's/pack	22	pack	
48	Colored Paper, A4, light blue	37	ream	
49	Columnar notebook, 10 cols	10	pad	
50	Columnar notebook, 12 cols	18	pad	
51	Construction paper (Assorted) 10 sheets per pack	40	pack	
52	Corkboard, 2x3 ft	2	pc	
53	Corkboard, 3ft x 4 ft	1	pc	
54	Correction Pen	70	pc	
55	Correction tape 5mm x 8m	562	pc	
56	Cotton (500 grams)	1	roll	
57	Crayons, 8 colors	12	pack	
58	Cutter Blade, big	12	box	
59	Cutter, heavy duty	46	pc	
60	Dating and Stamping Machine, self-inking (dated 2024 and up)	42	pc	
61	Envelope, ordinary, long brown	1525	pc	
62	Envelope, ordinary, short brown	243	pc	
63	Eraser (for pencil)	161	pc	
64	Expanding Envelope, kraft, legal size	335	pc	
65	Expanding Envelope, Hard plastic with garter (pvc type), legal size	76	pc	
66	Expanding Envelope, plastic long (thick)	230	pc	
67	Expanding Envelope, plastic long with handle	355	pc	
68	File Box w/ cover (blue)	233	pc	
69	File box w/ cover (red)	136	pc	
70	File Rack, 3 layers, heavy duty	24	pc	
71	Film Index (with sign here note)	219	pack	
72	Film Index Rainbow color	158	pack	
73	Folder Expanding, legal size (green, glossy)	1574	pc	
74	Folder Expanding, short (green, glossy)	50	pc	
75	Folder long ordinary, kraft, thick	1196	pc	
76	Folder long ordinary, white, thick	3869	pc	
77	Folder Plastic clear w/ slide (A4) (thick plastic)	66	pc	
78	Folder Plastic clear w/ slide (legal) (thick plastic)	178	pc	
79	Folder, morocco, legal (blue) not glossy	140	pc	
80	Folder, morocco, legal (green) not glossy	92	pc	
81	Folder, morocco, short (blue) not glossy	107	pc	

82	Folder, morocco, short (green) not glossy	35	pc	
83	Glue Gun Heavy Duty big	8	pc	
84	Glue Stick, big	102	pc	
85	Glue, multi-purpose 240 grams	12	bot	
86	Highlighter, blue	55	pc	
87	Highlighter, green	95	pc	
88	Highlighter, orange	83	pc	
89	Highlighter, pink	78	pc	
90	Highlighter, yellow	91	pc	
91	I.D. Holder w/ lace 4"x6"	100	pc	
92	Illustration board, 1 whole	15	pc	
93	Index card (3"x5") 50s/pack	24	pack	
94	Laminating Film A4 size 100pcs/pack 250 mic	34	pack	
95	Lead, for mechanical pencil 0.5mm 12pc/tube	2	tube	
96	Lever Arch File, blue, File top, Size: Approx. (11 x 13.5 x 2.5 inches)	20	pc	
97	Lever Arch File, blue, landscape, Size: Approx. (11 x 13.5 x 2.5 inches)	40	pc	
98	Lever Arch File, blue, size: approx. (15.5 x 9.5 x 3 inches)	45	pc	
99	Magazine File box (5"x9"x15-3/4")	60	pc	
100	Mailing Envelope, white, 500pcs/box	18	b0x	
101	Manila Paper 1 whole	276	sheet	
102	Marker permanent ink refill 30ml, black (pilot)	36	bot	
103	Marker permanent ink refill 30ml, blue (pilot)	32	bot	
104	Notebook (80 leaves)	1040	pc	
105	Official Record Book (300 pages) aprox. size: (8.5 x 11)	73	book	
106	Official Record Book (500 pages) aprox. size: (8.5 x 11)	100	book	
107	Paper cutter with board, wood base, 12x15	3	unit	
108	Paper cutter, steel base w/ ruler & presser 15'x12'	1	unit	
109	Paper fastener (plastic)	100	box	
110	Paper fastener, (metal)	207	box	
111	Paper, ruled pad, 90 leaves (yellow pad)	35	pad	
112	Parchment Paper, long, 10sheets/pack (cream)	48	pack	
113	Parchment Paper, short, 10sheets/pack (cream)	58	pack	
114	Paste with applicator, 200 grams	4	jar	
115	Pencil with eraser no.2 (12pcs/box)	212	box	
116	Pencil, mechanical, 0.5mm lead	56	pc	

117	Permanent marker (black) (bullet type) (super color marker)	225	pc	
118	Permanent marker (black) (chisel type) (super color marker)	174	pc	
119	Permanent marker (blue) (bullet type) (super color marker)	195	pc	
120	Permanent marker (blue) (chisel type) (super color marker)	117	pc	
121	Permanent marker (red) (bullet type) (super color marker)	57	pc	
122	Permanent marker (red) (chisel type) (super color marker)	70	pc	
123	Philippine National Flag, size: 90cm x 150cm	12	pc	
124	Photo paper, glossy, A4, 20pcs/pack	67	pack	
125	Plastic Twine, one kilo per roll	18	roll	
126	Puncher, heavy duty, 2 holes	12	unit	
127	Push pin, hammer head type, assorted colors, 100s/box	13	box	
128	Ring Binder, 1"	5	pc	
129	Ring Binder, 1/2 "	5	pc	
130	Rotary Pencil Sharpener	2	pc	
131	Rubber band, large size	15	box	
132	Ruler metal 12 inch	9	pc	
133	Ruler plastic 12 inch	5	pc	
134	Scissors heavy duty big 8" (stainless)	63	pair	
135	Screw Fastener 3"	438	pc	
136	Screw Fastener 4"	357	pc	
137	Sign pen V5, black	415	pc	
138	Sign pen V5, blue	387	pc	
139	Sign pen V5, green	55	pc	
140	Sign Pen, 1.0mm, black	177	pc	
141	Sign Pen, 1.0mm, blue	146	pc	
142	Sign Pen, black Pentel gel type 0.5	539	pc	
143	Sign Pen, Blue Pentel gel type 0.5	400	pc	
144	Specialty Board, cream, 8.5x11, 10pcs/pack (B-Board)	673	pack	
145	Specialty Board, cream, 8.5x13, 10pcs/pack (B-Board)	648	pack	
146	Specialty Board, white, 8.5x11, 10pcs/pack (B-Board)	225	pack	
147	Specialty Board, white, 8.5x13, 10pcs/pack (B-Board)	408	pack	
148	Stamp pad Ink black 50ml	13	pc	
149	Stamp Pad Ink Red 50ml	4	pc	
150	Stamp Pad Ink violet 50ml	23	pc	
151	Stamp Pad standard size black	7	pc	
152	Stamp Pad standard size violet	4	pc	
153	Staple wire #35	297	box	
154	Stapler, #35 heavy duty with staple remover	57	unit	

155	Stapler, long reach heavy duty	3	unit	
156	Sticker Paper (High Gloss, Inkjet Friendly 10sheets/pack) A4size	75	pack	
157	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), long	123	pack	
158	Sticker paper (High Gloss, Inkjet Friendly 10sheets/pack), short	55	pack	
159	Sticky Notes (2"x1.5") 100 sheets/pad	126	pad	
160	Sticky Notes (2"X2"), 100 sheets/pad	141	pad	
161	Sticky Notes (3"X2"), 100 sheets/pad	127	pad	
162	Sticky Notes (3"X3"), 100 sheets/pad	222	pad	
163	Sticky Notes (3"X4), 100 sheets/pad	158	pad	
164	Sticky Notes (3"x5"), 100 sheets/pad	215	pad	
165	Super Glue / Shoe glue 3 grams	6	pc	
166	Super Permanent Marker, Fine black (Industrial) (Sharpie)	35	pc	
167	Tape Dispenser, heavy duty (1")	9	pc	
168	Tape Double sided thin 24mm white	95	pc	
169	Tape Double sided adhesive w/ foam green, 2"	94	roll	
170	Tape Double sided adhesive w/ foam green, 1"	84	roll	
171	Tape Duct, color blue 2"	62	roll	
172	Tape Duct, color grey 2"	78	roll	
173	Tape, masking, 1/2"	47	roll	
174	Tape, masking, 24mm, 1", 100m	95	roll	
175	Tape, masking, 48mm, 2", 100m	301	roll	
176	Tape, packaging, 48mm, 2", 100m	88	roll	
177	Tape, transparent, 24mm, 1", 100m	170	roll	
178	Tape, transparent, 48mm, 2", 100m	126	roll	
179	Tracing paper, per cut, 20x30, 8085 thick	2	pc	
180	Whiteboard, 3ft x 4ft	7	pc	
181	Whiteboard, 5ft x 3ft	6	pc	
182	Air Freshener, 280ml (lemon fresh)	163	can	
183	Air Freshener, Scented Gel, 180 grams	98	pc	
184	Bathroom Cleaner (approx. 900ml)	29	bot	
185	Bathroom Soap, 90 grams	16	pc	
186	Bleach colored 1 ltr	62	bot	
187	Bleach white 1 ltr	63	bot	
188	Broom, Ceiling, bamboo	23	pc	
189	Broom, soft	5	pc	
190	Broom, Stick	14	pc	
191	Car freshener 42 grams, Organic canister, assorted scent	63	can	
192	Detergent Bar, long	12	bar	
193	Detergent powder, w/ fabric conditioner 1kg	43	pack	

194	Dishwashing liquid (250ml)	402	bot	
195	Disinfectant spray, 170g	89	can	
196	Door mat, cloth rectangle	105	pc	
197	Dust pan, plastic big	2	pc	
198	Fabric Conditioner 800 ml	14	bot	
199	Face Towel (cotton), good morning	159	pc	
200	Floor Mop with bucket (360degrees rotating micro fiber head)	3	set	
201	Furniture Cleaner, 300ml	32	can	
202	Garbage bag, black, gusseted type thick plastic, 10's/roll, (small)	55	roll	
203	Garbage bag, black, thick plastic, 10's/pack, (large), heavy duty	145	pack	
204	Garbage bag, black, thick plastic, 10's/pack, (XL) heavy duty	37	pack	
205	Garbage bag, black, thick plastic, 10's/pack, (XXL) heavy duty	239	pack	
206	Garbage bag, black, thick plastic, 10's/pack, (medium), heavy duty	168	pack	
207	Glass cleaner, big sprayer type	7	bot	
208	Glass Squeezer w/ handle	1	pc	
209	Hand sanitizing gel, 60ml	15	bot	
210	Insecticide Spray (aerosol) 400ml	73	can	
211	Laundry Brush	4	pc	
212	Laundry Gloves (medium)	1	pc	
213	Liquid Handwash (antibacterial) 400ml	123	bot	
214	Microfiber, cleaning cloth 35cm x 35cm	47	pc	
215	Mop w/ squeezer (Squeez Mop)	26	pc	
216	Pail w/ cover (16L)	18	pc	
217	Paper Towel, Interfold	144	pack	
218	Push Brush (floor brush)	20	pc	
219	Scrub Sponge, heavy duty	116	pc	
220	Scrubbing Pads, heavy duty	25	pc	
221	Table Napkin, pre folded	13	pack	
222	Tissue Paper, 2-ply, 12 rolls/pack	422	pack	
223	Tissue paper, 3-ply, @ 4rolls/pack	213	pack	
224	Toilet bowl brush w/ box	57	pc	
225	Toilet bowl Pump	2	pc	
226	Toilet Deodorant cake, 50 grams	108	pc	
227	Trash bin, plastic w/ cover, 11L capacity	6	pc	
228	Trash bin, plastic w/ cover, 25L capacity	1	pc	
229	White facial tissue (200mmx200mm)2ply	210	box	
230	CD Rewritable, 700mb 80min. w/ case	603	pc	
231	DVD-Rewritable w/ case	6	pc	
232	External hard drive (1 TB) USB 3.0	27	unit	

233	External hard drive, SSD (1 TB) USB 3.0/Type C	15	unit	
234	Flash drive, USB 16gb, plug in play	3	pc	
235	Flash drive, 32Gb ultra USB driver (OTG); Micro-USB & USB connectors	42	pc	
236	Flash drive, USB 32 GB	31	pc	
237	Flash drive, USB 64 GB	119	pc	
238	HDMI cable, 10m	5	pc	
239	HDMI cable, 5m	3	pc	
240	Keyboard, USB type	36	pc	
241	Keyboard, wireless	5	pc	
242	MicroSD memory card, 32GB	1	pc	
243	MicroSD memory card, 64GB	2	pc	
244	Mouse Optical, (USB)	15	pc	
245	Mouse for laptop, optical	50	pc	
246	Mouse Optical, wireless	21	pc	
247	Mouse pad	119	pc	
248	Powerbank 10000mAh	5	pc	
249	Powerbank 20000mAh	50	pc	
250	Uninterruptible Power Supply (UPS), 500VA - 600VA	12	pc	
251	USB Hub, 3.0, 4 port	5	pc	
252	USB Lan Wireless Adapter	8	unit	
253	wireless USB Presenter	2	unit	
254	Ink Brother, BT5000M, Magenta	36	bottle	
255	ink Brother, BT5000M, Yellow	36	bottle	
256	Ink Brother, BT5000M, Cyan	41	bottle	
257	Ink Brother, BT6000M, Black	30	bottle	
258	Ink cartridge, Canon CL-36, colored (for canon mobile printer)	13	cart	
259	Ink cartridge, Canon CL-811 colored	3	cart	
260	Ink cartridge, canon PG-35, black (for canon mobile printer)	10	cart	
261	Ink Cartridge, canon PG-810 (canon)	3	cart	
262	Ink cartridge, HP62, black (HP office jet 200 mobile printer)	5	cart	
263	Ink cartridge, HP62, tricolor (HP office jet 200 mobile printer)	5	cart	
264	Ink, HP GT 51 black	2	bottle	
265	Ink, HP GT 52 cyan	2	bottle	
266	Ink, HP GT 52 magenta	2	bottle	
267	Ink, HP GT 52 yellow	2	bottle	
268	Ink Epson T6731 black (epson)	6	bottle	
269	Ink Epson T6732 cyan (epson)	6	bottle	
270	Ink Epson T6733 magenta (epson)	6	bottle	
271	Ink Epson T6734 yellow (epson)	6	bottle	
272	Ink Epson T6735, light cyan (epson)	3	bottle	
273	Ink Epson T6736, light magenta (epson)	3	bottle	

274	Ink epson, T6641, black 70ml	22	bottle	
275	Ink epson, T6642, cyan 70ml	9	bottle	
276	Ink epson, T6643, magenta 70ml	13	bottle	
277	Ink epson, T6644, yellow 70ml	14	bottle	
278	Ink epson, 001, black	179	bottle	
279	Ink epson, 001, cyan	138	bottle	
280	Ink epson, 001, magenta	138	bottle	
281	Ink epson, 001, yellow	137	bottle	
282	Ink epson, 003, black	679	bottle	
283	Ink epson, 003, cyan	465	bottle	
284	Ink epson, 003, magenta	483	bottle	
285	Ink epson, 003, yellow	451	bottle	
286	Ink epson, 008, black	37	bottle	
287	Ink epson, 008, cyan	28	bottle	
288	Ink epson, 008, magenta	29	bottle	
289	Ink epson, 008, yellow	29	bottle	
290	Toner Cartridge, Fuji Xerox S1810/S2010/S2220/S2420 (CT201911)	3	cart	
291	Toner cartridge, Fuji Xerox S2011/S2320/S2520 (CT202384)	1	cart	
292	Toner Cartridge, HP laserjet P1102, CE285A (85A)	25	cart	
293	Toner Cartridge, Kyocera (TK 1175) Monochrome	4	cart	
294	Toner Cartridge, Sharp AR-6026N (MX-238FT)	5	cart	
295	Toner Cartridge, Lexmark (MX321)	2	cart	
296	HP Color Laserjet Toner 206a, Black	7	cart	
297	HP Color Laserjet Toner 206a, Cyan	1	cart	
298	HP Color Laserjet Toner 206a, Magenta	1	cart	
299	HP Color Laserjet Toner 206a, Yellow	1	cart	
300	Ink Brother BTD60BK	8	bottle	
301	Certificate Holder, legal size w/ plastic cover	400	pc	
302	Specialty Board, cream, A4 8.2x11.7, 10pcs/pack (B-Board)	300	pack	
303	Specialty Board, white, A4 8.2x11.7, 10pcs/pack (B-Board)	105	pack	
304	Ink Cartridge, HP 682, Black	3	cart	
305	Ink Cartridge, HP 682, Tri-color	3	cart	
306	Index Card (5"x8") 50s/pack	3	pack	
307	Screw Fastener 1"	200	pc	
308	Screw Fastener 2"	198	pc	
309	Plastic Fastener (5 pcs/pack) double lock	220	pack	
310	Notebook, A6 size, 200 pages	115	pc	
311	Notebook, A7 size, 200 pages	100	pc	
312	USB 3.1 OTG Flashdrive, Type C,	51	pc	



	128 GB			
313	Notebook, A5 size, Soft leather cover, 200 sheets	80	pc	
314	Gel Ink Sign Pen, 0.4	100	pc	
315	Gel Ink Sign Pen, 0.3	100	pc	
316	Toner Cartridge, Fujifilm Apeos 2150 NDA	5	cart	
317	Whiteboard 2ft x 2 ft	2	piece	
318	Clamp - stapler remover	5	pcs	
319	Portable Bluetooth/Wireless Speaker with trolley (free microphone)	1	unit	
320	Dishwashing Liquid DIY Kit, lemon scent (for 15-16 liters output)	25	set	
321	Fabric Conditioner DIY Kit, sunrise fresh scent (for 20 liters output)	25	set	
322	Liquid Handsoap DIY Kit, antibac scent (for 15-16 liters output)	25	set	
323	Sack for 50kls capacity (size: 64cm X 104cm)	76	pc	
324	Printer Ribbon, Epson LQ 310	2	cart	
325	Stackable Storage Box with Cover and Wheels (155L)	3	pcs	

	<b>Statement of Compliance</b>
<b>Delivery Schedule: Delivery Schedule:</b> sixty (60) working days from receipt of NTP	
<b>Drop-off point:</b> DA-RFO 1, City of San Fernando, La Union	

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s)

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

- (k) *[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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



**DEPARTMENT OF AGRICULTURE-REGIONAL FIELD OFFICE 1**  
*NAME OF PROCURING ENTITY*

PROJECT REFERENCE NO.: \_\_\_\_\_  
 NAME OF PROJECT: \_\_\_\_\_

**STATEMENT OF ALL ON-GOING 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**

**CONTRACT TO BE BID:** \_\_\_\_\_  
**BUSINESS NAME:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_

Name of Contract/ Location Project Cost	a. Owner's Name b. Address c. Telephone Nos.	NATURE OF WORK	CONTRACTOR'S ROLE		a. Date Awarded b. Date Started c. Date of delivery	% Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	

Note: This statement shall be supported with:  
 1. Notice of Award and/or Contract  
 2. Notice to Proceed issued by the Owner

Submitted by:

Name of Representative of Bidder  
Position  
 Date: \_\_\_\_\_

**DEPARTMENT OF AGRICULTURE-REGIONAL FIELD OFFICE 1**  
**NAME OF PROCURING ENTITY**

Project Reference No.: \_\_\_\_\_  
 Name of the Project: \_\_\_\_\_  
 Location of the Project: \_\_\_\_\_

Standard Form Number SF-GOODS-13b  
 Revised on July 28, 2004

**Statement identifying the Bidder's Single Largest Completed Contract (SLCC) similar in nature  
 within the relevant period (2 years) as provided in the bidding documents**

Contract to be Bid: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	Title of the Project in the Contract	Nature of Work	a. Date Awarded b. Contract Effectivity c. Date Completed	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		a. Total Contract Value at Award b. Total Contract Value at Completion c. Contract Duration
					Description	%	
<u>Government</u>							
<u>Private</u>							

Note: This statement shall be supported with:

1. Notice of Award
2. Notice to Proceed
3. Contract
4. Owner's Certificate of Acceptance, or
5. Sales Invoice, or
6. Official Receipt (OR) of last payment made relative to the contract

Submitted by : \_\_\_\_\_  
 (Printed Name and Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: **DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1**  
**City of San Fernando, La Union**

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**THE BIDS AND AWARDS COMMITTEE**

Department of Agriculture Regional Field Office 1  
San Fernando City, La Union

Subject: **Production/Delivery Schedule**

Dear Sirs/Madams:

This has reference to the bidding for the supply and delivery of \_\_\_\_\_ for DA RFO 1 scheduled on \_\_\_\_\_.

Please be informed that we will deliver the required Goods within \_\_\_\_\_ days after receipt of the corresponding Purchase Order (PO) or as needed by the end-user.

Very respectfully yours,

\_\_\_\_\_



**THE BIDS AND AWARDS COMMITTEE**

Department of Agriculture Regional Field Office 1  
San Fernando City, La Union

Subject: **Manpower Requirements**

Dear Sirs/Madams:

This has reference to the bidding for the supply and delivery of \_\_\_\_\_  
for DA RFO 1 scheduled on \_\_\_\_\_.

Please be informed that we will engage \_\_\_\_\_ manpower for the delivery of the GOODS  
needed by the end-user with the following functions:

\_\_\_\_\_

Very respectfully yours,

\_\_\_\_\_

**THE BIDS AND AWARDS COMMITTEE**  
Department of Agriculture Regional Field Office 1  
San Fernando City, La Union

Subject: **After Sales Service**

Dear Sirs/Madams:

This has reference to the bidding for the supply and delivery of \_\_\_\_\_  
for DA RFO 1 scheduled on \_\_\_\_\_.

Please be informed that we will undertake to assist the end-user of the project in regard  
to after sales services of the GOODS supplied by the undersigned.

Very respectfully yours,

\_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

Summary of the Applicant Supplier's/Distributor's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent for the immediately preceding year.

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

The Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, based on the above data is calculated as follows:

**NFCC** = [(Current asset minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started

Or,

If the prospective bidder opts to submit a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid and shall be confirmed or authenticated by a local universal or commercial bank.

Name	of	Bank		Amount

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement Stamped "RECEIVED" by the BIR authorized collecting agent for the immediately preceding year.

Submitted by:

*Name of Supplier/Distributor/Manufacturer*

*Printed Name and Signature of Authorized Representative*  
*Date:*

# Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

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## BID FORM

Date: \_\_\_\_\_

Project Identification No.: \_\_\_\_\_

To: **DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 1**  
*City of San Fernando, La Union*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIF named place  (specify border point or place of destination)	Total CIF or CIF price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP  (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_