



Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF EL SALVADOR CITY  
Zone 3, Tuburan, Poblacion El Salvador City

## **PHILIPPINE BIDDING DOCUMENTS**

### **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT OF THE DEPED DIVISION OF EL SALVADOR CITY FOR QUARTER 1 AND 2**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste

management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





**Republic of the Philippines**  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**INVITATION TO BID FOR**

**Supply and Delivery of various Office Supplies and Equipment of the  
DepEd Division of El Salvador City for Quarter 1 and 2**

1. The *Department of Education, Division of El Salvador City*, through the *General Appropriations Act of FY 2024* intends to apply the sum of *Three Hundred Eighty Four Thousand Six Hundred Twenty Two Pesos and Sixty Six Centavos (Php. 384,622.66)* being the ABC to payments under the contract for **PN-2024-03-0005**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

<b>Lot No.</b>	<b>Project Description</b>	<b>ABC</b>	<b>Contract Duration</b>
<b>1</b>	<b>Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2</b>	<b>Php. 384,622.66</b>	<b>15 Calendar Days</b>

2. The *Department of Education, Division of El Salvador City* now invites bids for the above Procurement Project. Delivery of the Goods is required **Fifteen (15) calendar days**. Bidders should have completed, within **One Year** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Department of Education, Division of El Salvador City and inspect the Bidding Documents at the address given below during *weekdays from 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 6, 2024**, from the given address and website(s) 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 Five Hundred Pesos (Php. 500.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

Department of Education  
Division of El Salvador City  
Conference Room, Jade Building  
Zone 3, Tuburan, Poblacion, 9017, El Salvador City  
<https://depedelsalvadorcity.net>

6. The *Department of Education, Division of El Salvador City* will hold a Pre-Bid Conference<sup>1</sup> on *March 13, 2024, 10:30 AM* at the Conference Room, Jade Building, Zone 3, Tuburan, Poblacion, 9017, El Salvador City and/or through video conferencing or webcasting, 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 on or before *March 26, 2024, at 10:20 o'clock* in the morning. 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 *March 26, 2024, at 10:30* in the morning at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Department of Education  
Division of El Salvador City  
Conference Room, Jade Building  
Zone 3, Tuburan, Poblacion, 9017, El Salvador City

10. The *Department of Education, Division of El Salvador City* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184,

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**Conniebel C. Nistal, PhD**

*BAC Chairperson*

*Bids and Awards Committee*

*Zone 3, Tuburan, Poblacion El Salvador City*

*bacsecretariat.elsalvadorcity@deped.gov.ph*

<https://depedelsalvadorcity.net>

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://depedelsalvadorcity.net/publication/procurement/2023-2/>

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

March 6, 2024

**CONNIEBEL C. NISTAL, PhD**

*BAC Chairperson*

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

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

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

## 1. Scope of Bid

The Procuring Entity *Department of Education, Division of El Salvador City*, wishes to receive Bids for the *Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2* with identification number **PN-2024-03-0005**.

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

The Procurement Project (referred to herein as “Project”) is composed of *One (1) Lot* the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2024* in the amount of *Three Hundred Eighty Four Thousand Six Hundred Twenty Two Pesos and Sixty Six Centavos (Php. 384,622.66)*.

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. *Not Applicable (Foreign Ownership)*
- 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:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

  - a. Subcontracting is not allowed.
- 7.2. *Not Applicable.*
- 7.3. *Not Applicable.*
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address: Department of Education, Division of El Salvador City, Conference Room, Jade Building, Zone 3, Tuburan, Poblacion, 9017, El Salvador City and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *One Year* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 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**.

12.2. *Not Applicable.*

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

13.1. Include if Framework Agreement will be useFor 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>2</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 *15 CD*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *Not Applicable.*

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

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

*The Procuring Entity prescribes that each bidder will submit three copies of the technical and financial component envelope.*

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

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

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

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *Not Applicable.*

## **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.

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<sup>2</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.

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *Not Applicable.*

## **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 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. *Not Applicable.*
- 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**.

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

- 21.2. *Not Applicable.*  
21.3. *Not Applicable.*  
21.4. *Not Applicable.*  
21.5. *Not Applicable.*

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2.</p> <p style="margin-left: 40px;">b. completed within <i>One-Year</i> prior to the deadline for the submission and receipt of bids.</p>										
7.1	<p><i>Not Applicable.</i></p> <p><i>Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.</i></p>										
12	<p>The price of the Goods shall be quoted DDP <i>El Salvador City, Misamis Oriental</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>										
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 Php. 7,692.45 (2%) of ABC, 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 Php. 19,231.13.00 (5%) of ABC if bid security is in Surety Bond.</p>										
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Project Description</th> <th style="text-align: center;">ABC</th> <th style="text-align: center;">Contract Duration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><b>Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2</b></td> <td style="text-align: center;"><b>Php. 384,622.66</b></td> <td style="text-align: center;"><b>15 Calendar Days</b></td> </tr> </tbody> </table>			Lot No.	Project Description	ABC	Contract Duration	1	<b>Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2</b>	<b>Php. 384,622.66</b>	<b>15 Calendar Days</b>
Lot No.	Project Description	ABC	Contract Duration								
1	<b>Supply and Delivery of various Office Supplies and Equipment of the DepEd Division of El Salvador City for Quarter 1 and 2</b>	<b>Php. 384,622.66</b>	<b>15 Calendar Days</b>								

20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable.</i>

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

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

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

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

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

## 1. **Scope of Contract**

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

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

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

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

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 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***

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><i>List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad, state: “The delivery terms applicable to the Contract are DDP delivered El Salvador City, Misamis Oriental. In accordance with INCOTERMS.”</i></p> <p><i>For Goods supplied from within the Philippines, state: “The delivery terms applicable to this Contract are delivered El Salvador City, Misamis Oriental. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Dexter A. Carang-carang.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ol>

	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>Specify additional incidental service requirements, as needed.</i></p> <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 –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate</i></p>

*here the time period specified. If not used indicate a time period of three times the warranty period].*

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

**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

	<p><b>Regular and Recurring Services –</b></p> <p>“The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<i>Not Applicable.</i>
4	The inspections and tests that will be conducted are: Checking the technical specifications, quality and <b><i>functionality of the equipment.</i></b>

## *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.

1	galloon	ALCOHOL, Ethyl, 1 Gallon	15	
2	box	CLEARBOOK, A4 size	17	
3	box	CLEARBOOK, Legal size	34	
4	piece	SIGN PEN, Extra Fine Tip, Black	154	
5	piece	SIGN PEN, Fine Tip, Black	95	
6	piece	SIGN PEN, Medium Tip, Black	96	
7	piece	SIGN PEN, Extra Fine Tip, Blue	115	
8	piece	SIGN PEN, Fine Tip, Blue	27	
9	piece	SIGN PEN, Medium Tip, Blue		40
10	piece	SIGN PEN, Extra Fine Tip, Red	9	
11	piece	SIGN PEN, Fine Tip, Red	3	
12	piece	SIGN PEN, Medium Tip, Red		4
13	pack	BATTERY, dry cell, size AA	26	
14	pack	BATTERY, dry cell, size AAA		22
15	piece	BROOM (Walis Tambo)	8	
16	piece	BROOM (Walis Ting-Ting)	5	
17	bottle	CLEANER, Toilet Bowl and Urinal	33	
18	can	CLEANER, Scouring Powder		24
19	bar	DETERGENT BAR	26	
20	pouch	DETERGENT POWDER, all purpose	12	
21	can	DISINFECTANT SPRAY	29	
22	piece	DUST PAN	5	
23	bottle	HAND SOAP, liquid	33	
24	kilo	RAGS	9	
25	pack	SCOURING PAD		2
26	pack/roll	TRASHBAG, XXL size		1
27	pack/roll	TRASHBAG, Large size		13
28	piece	WASTEBASKET		1
29	bottle	INK, for stamp pad		6
30	piece	PHILIPPINE NATIONAL FLAG		
	2			
31	piece	MONOBLOC CHAIR, beige		2
32	unit	EXTERNAL HARD DRIVE		2
33	piece	FLASH DRIVE		
	4			
34	unit	COMPUTER MOUSE, Wireless		4
35	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		
	2			
36	jar	GLUE, all-purpose		14
37	box	STAPLE WIRE, standard		26
38	roll	TAPE, masking, 24mm		7
39	roll	TAPE, masking, 48mm		1
40	roll	TAPE, packaging, 48mm		12

41	roll	TAPE, transparent, 24mm	38
42	roll	TAPE, transparent, 48mm	11
43	roll	TWINE , plastic	1
44	tube	BLADE, for general purpose cutter/utility knife	3
45	unit	CALCULATOR, Compact	7
46	box	CLIP, backfold, 19mm	
	45		
47	box	CLIP, backfold, 25mm	
	27		
48	box	CLIP, backfold, 32mm	
	42		
49	box	CLIP, backfold, 50mm	
	26		
50	piece	CORRECTION TAPE	
	102		
51	piece	CUTTER/UTILITY KNIFE, for general purpose	6
52	box	CLIP, backfold, 50mm	
	26		
53	piece	DATA FILE BOX	17
54	piece	DATA FOLDER	1
55	piece	DATER STAMP	1
56	box	ENVELOPE, Mailing	1
57	box	FASTENER	6
58	piece	FILE ORGANIZER, expanded, plastic, legal	
	8		
59	pack	FOLDER, L-type, A4	2
60	pack	FOLDER, L-type, Legal	1
61	pack	FOLDER with tab, Legal	3
62	piece	MAGAZINE FILE BOX, Large	
	2		
63	set	MARKER, Flourescent	2
64	piece	MARKER, Permanent, Black	20
65	piece	MARKER, Permanet, Blue	2
66	piece	MARKER, Whiteboard, Black	
	7		
67	piece	MARKER, Whiteboard, Blue	2
68	box	PAPER CLIP, vinly/plastic coated, 33mm	20
69	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	10
70	box	PENCIL, lead/graphite, with eraser	1
71	piece	PENCIL SHARPENER	2
72	piece	PUNCHER, paper, heavy duty	3
73	box	RUBBER BAND No. 18	1
74	piece	STAMP PAD, felt	4
75	piece	STAPLER, standard type	7
76	unit	STAPLER, heavy duty (binder)	1
77	piece	STAPLER REMOVER, plier-type	2
78	piece	TAPE DISPENCER, table top	
	5		
79	pack	CARTOLINA, assorted colors	
	1		



80	pad	NOTEPAD, stick-on, 50mm x 76mm	33
81	pad	NOTEPAD, stick-on, 76mm x 100mm	21
82	pad	NOTEPAD, stick-on, 76mm x 76mm	20
83	ream	PAPER, MULTICOPY A4	225
84	ream	PAPER, MULTICOPY LEGAL	105
85	ream	PAPER, MULTIPURPOSE A4,	124
86	ream	PAPER, MULTIPURPOSE LEGAL	21
87	pad	PAD PAPER, ruled	1
88	box	PAPER, parchment	8
89	book	RECORD BOOK, 300 PAGES	4
90	book	RECORD BOOK, 500 PAGES	7
91	pack	TISSUE, INTERFOLD PAPER TOWEL	49
92	pack	TOILET TISSUE PAPER, 2ply	52
93	bottle	HAND SANITIZER	6
94	can	INSECTICIDE	
	5		
95	book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	3
96	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	4
97	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	4
98	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	
	4		
99	cart	INK CARTRIDGE, EPSON C13T664300 (T6644), Yellow	3
100	piece	BALLPEN	37
101	unit	MULTIFUNCTION PRINTER	
	1		
102	pack	PHOTO PAPER	5
103	bottle	DISHWASHING LIQUID	70
104	pack	PUSH PIN	4
105	piece	DOOR MAT	1
106	piece	PLASTIC ENVELOPE	
	3		
107	pack	TOILET TISSUE PAPER, 12 rolls per pack, 2 ply	125
108	piece	FOLDER, Pressboard, long, green	78
109	piece	FOLDER, Tagboard, long	140
110	piece	ARCH FILE FOLDER, legal size, ring binder, blue	10
111	box	ARCHIVAL BOX	12
112	piece	DATA FILE BOX, Large	
	16		
113	box	CORRECTION TAPE REFILL, 5mm x 6mm, 10 pieces per box	4
114	roll	DOUBLE SIDED TAPE, 1 inches	7
115	roll	DOUBLE SIDED TAPE, 2 inches	9
116	piece	PENCIL, #2, Graphite	3
117	piece	BALLPEN, Black	89
118	piece	BALLPEN, Blue	56
119	pack	STICKER PAPER, A4, for inkjet printer, high quality, 10pcs/pack	4
120	pack	STICKER PAPER, A4, Vinyl Matte Pearl, Waterproof, 20pcs/pack	2
121	pack	PHOTO STICKER PAPER, A4, 20pcs/pack	1
122	pack	PHOTO PAPER, A4 size, Glossy, 10pcs/pack	2

123	pack	PHOTO PAPER, A4 size, Glossy, 20pcs/pack	25
124	pack	PHOTO PAPER, A4 size, Matte, 10pcs/pack	2
125	pack	PHOTO PAPER, A4 size, Matte, 20pcs/pack	3
126	piece	GUN TACKER, Heavy Duty	4
127	box	GUN TACKER STAPLE WIRE	5
128	piece	ENVELOPE, Expandable, Legal	10
129	piece	ENVELOPE, Expandable, Legal, Black	3
130	piece	GLUE STICK, for glue gun, Small	10
131	piece	GLUE STICK, for glue gun, Big	20
132	piece	GLUE GUN, small, with on & off switch	1
133	piece	GLUE GUN, Big with on & off switch	
	2		
134	pack	CONSTRUCTION PAPER, 20's, Assorted Color	7
135	pack	SPECIALTY PAPER, A4, 180gsm, 10's	18
136	pack	VELLUM BOARD PAPER. A4, 180gsm, 10's	
	13		
137	piece	CERTIFICATE HOLDER, A4	53
138	pack	LAMINATING FILM, 125microns, A4, 100's	
	2		
139	pack	LAMINATING FILM, 250microns, A4, 100's	
	2		
140	pack	LAMINATING FILM, 125microns, Legal, 100's	2
141	box	PAPER FASTENER, Plastic, 6" size, 50pcs/box	4
142	piece	RING BINDER, Plastic, 1/2 inch	4
143	piece	RING BINDER, Plastic, 1 1/2 inch	1
144	piece	RING BINDER, Plastic, 2 inches	1
145	pad	DAILY TIME RECORD FORM 48 (DTR)	
	7		
146	box	PUSH PIN, assorted color, 100's	1
147	bottle	INK, for Brother Printer, Genuine, BT5000, CYAN	2
148	bottle	INK, for Brother Printer, Genuine, BT5000, MAGENTA	2
149	bottle	INK, for Brother Printer, Genuine, BT5000, YELLOW	2
150	bottle	INK, for EPSON, Genuine, 003, BLACK	22
151	bottle	INK, for EPSON, Genuine, 003, CYAN	30
152	bottle	INK, for EPSON, Genuine, 003, MAGENTA	
	29		
153	bottle	INK, for EPSON, Genuine, 003, YELLOW	28
154	unit	HARD DRIVE, 1TB, compatible with window 7/ window 8/ window 10/ Mac OS, USB-C/USB 3.0 Reading	3
155	unit	HARD DRIVE, 120 GB, 2.5 SSD	1
156	unit	STORAGE BOX, 120L capacity, Snap lock	7
157	unit	STORAGE BOX, 50L capacity, Snap lock	12
158	unit	STORAGE BOX, 34L capacity, Snap lock	1
159	pack	PAPER CUP, 12oz	1
160	pack	PAPER PLATE, Aluminum	2
161	piece	EXTENSION CORD WIRE, Heavy Duty, 4 Gang, Universal Outlet, 5 Meters w/ switch	6
162	piece	EXTENSION CORD WIRE, Heavy Duty, 4 Gang, Universal Outlet, 10 Meters	4

163	piece 3	MOUSE , Optocal Wired, Egonomic, 1200 DPI, USB	
164	unit	TRASH BIN, 50 L capacity, Swivel Cover	1
165	unit	TRASH BIN, 25 L capacity, Swivel Cover	2
166	set	HAND DRILL, Portable, Wired	1
167	piece	DUSTPAN, Plastic	1
168	piece	DRINKING GLASS, transparent, 200ml	3
169	piece 10	LIGHT BULB, 25watts, Daylight, LED	
170	unit	SLIDING PAPER CUTTER, heavy duty, A3	1
171	piece	SPOON, Stainless, Plain with no design	10
172	piece	FORK, Stainless, Plain with no design	10
173	piece 4	TOILET BRUSH, with handle	
174	unit	REMOTE, 2.4GHz Wireless Presenter for Presentation USB Control PowerPoint Ppt Clicker, Works with Windows 10	4
175	piece	HDMI SPLITTER SWITCHER, 4K, 1 Input 4 Output Converter	1
176	piece	HDMI CABLE, 10m , 4K	1
177	piece	FEATHER DUSTER	2
178	unit	STORAGE SHELF, Wooden, 4 Layers, Dimension (WxDxH): 31.3 x 23.5 x 106.3 cm	2
179	unit	CABINET, Mini mobile pedestal 3-drawer, white, Dimension (WxDxH): 40 x 56.5 x 65.5 cm	1
180	unit	FILING CABINET, 3-layer steel, Dimension (WxDxH): 45.6 x 62 x 103 cm 1	
181	piece	CHARGER , for (2) AA Batteries	1
182	pack	BATTERY, Heavy Duty Chargeable Batteries (AA) (2 per pack) 800mAh for demanding devices, Nickel-Metal	1
183	bottle	MURIATIC ACID, 500ml	12
184	piece	SPONGE, for dishwashing	22
185	piece	ENVELOPE, Documentary, Brown, Legal	45
186	piece	ADAPTER, universal power plug	3
187	piece	USB, 16GB	2
188	bottle	INK, for EPSON, Genuine, 001, BLACK	2
189	bottle	INK, for EPSON, Genuine, 001, CYAN	2
190	bottle 2	INK, for EPSON, Genuine, 001, MAGENTA	
191	bottle	INK, for EPSON, Genuine, 001, YELLOW	1
192	piece	CORRECTABLE FILM RIBBON, for Brother Typewriter, Reorder Number 1030	1
193	unit	WATER DISPENSER, Bottom Load, Hot, Cold & Normal, Stainless Steel & weld water tank	1
194	piece 1	NUMERIC KEYPAD, for desktop or Laptop, Wireless	
195	can 48	AIR FRESHENER, aerosol, 280ml/150g min	
196	box	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

Please refer to the terms of reference (TOR) attached for additional requirements to be complied with. Signifying “Comply” in the technical specifications would mean that all other tasks indicated in the TOR must be executed during implementation.

LOT NO.	Specification	Statement of Compliance	
		<i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances</i>	
	1.ALCOHOL, Ethyl, 1 Gallon		15
	2.CLEARBOOK, A4 size		17
	3.CLEARBOOK, Legal size		34
	4.SIGN PEN, Extra Fine Tip, Black		154
	5.SIGN PEN, Fine Tip, Black		95
	6.SIGN PEN, Medium Tip, Black		96
	7.SIGN PEN, Extra Fine Tip, Blue		115
	8.SIGN PEN, Fine Tip, Blue		27
	9.SIGN PEN, Medium Tip, Blue		40
	10.SIGN PEN, Extra Fine Tip, Red		9
	11.SIGN PEN, Fine Tip, Red		3
	12.SIGN PEN, Medium Tip, Red		4
	13.BATTERY, dry cell, size AA	26	

14.BATTERY, dry cell, size AAA	22
15.BROOM (Walis Tambo)	8
16.BROOM (Walis Ting-Ting)	5
17.CLEANER, Toilet Bowl and Urinal	33
18.CLEANER, Scouring Powder	24
19.DETERGENT BAR	26
20.DETERGENT POWDER, all purpose	12
21.DISENFECTANT SPRAY	29
22.DUST PAN	5
23.HAND SOAP, liquid	33
24.RAGS	9
25.SCOURING PAD	2
26.TRASHBAG, XXL size	1
27.TRASHBAG, Large Size	13
28.WASTEBASKET	1
29.INK, for stamp pad	6
30.PHILIPPINE NATIONAL FLAG	2

31.MONOBLOC CHAIR, beige	2
32.EXTERNAL HARD DRIVE	2
33.FLASH DRIVE	4
34.COMPUTER MOUSE, Wireless	4
35.LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	2
36.GLUE, all-purpose	14
37.STAPLE WIRE, standard	26
38.TAPE, masking, 24mm	7
39.TAPE, masking, 48mm	1
40.TAPE, packaging, 48mm	12
41.TAPE, transparent, 24mm	38
42.TAPE, transparent, 48mm	11
43.TWINE , plastic	1
44.BLADE, for general purpose cutter/utility knife	3
45.CALCULATOR, Compact	7
46.CLIP, backfold, 19mm	45
47.CLIP, backfold, 25mm	27



48.CLIP, backfold, 32mm	42
49.CLIP, backfold, 50mm	26
50.CORRECTION TAPE	102
51.CUTTER/UTILITY KNIFE, for general purpose	6
52.CLIP, backfold, 50mm	26
53.DATA FILE BOX	17
54.DATA FOLDER	1
55.DATER STAMP	1
56.ENVELOPE, Mailing	1
57.FASTENER	6
58.FILE ORGANIZER, expanded, plastic, legal	8
59.FOLDER, L-type, A4	2
60.FOLDER, L-type, Legal	1
61.FOLDER with tab, Legal	3
62.MAGAZINE FILE BOX, Large	2
63.MARKER, Flourescent	2
64.MARKER, Permanent, Black	20
65.MARKER, Permanet, Blue	2

66.MARKER, Whiteboard, Black	7
67.MARKER, Whiteboard, Blue	2
68.PAPER CLIP, vinly/plastic coated, 33mm	20
69.PAPER CLIP, vinly/plastic coated, jumbo, 50mm	10
70.PENCIL, lead/graphite, with eraser	1
71.PENCIL SHARPENER	2
72.PUNCHER, paper, heavy duty	3
73.RUBBER BAND No. 18	1
74.STAMP PAD, felt	4
75.STAPLER, standard type	7
76.STAPLER, heavy duty (binder)	1
77.STAPLER REMOVER, plier-type	2
78.TAPE DISPENCER, table top	5
79.CARTOLINA, assorted colors	1
80.NOTEPAD, stick-on, 50mm x 76mm	33

81.NOTEPAD, stick-on, 76mm x 100mm	21
82.NOTEPAD, stick-on, 76mm x 76mm	20
83.PAPER, MULTICOPY A4, 80 gsm	225
84.PAPER, MULTICOPY LEGAL, 80 gsm	105
85.PAPER, MULTIPURPOSE A4, 70 gsm	124
86.PAPER, MULTIPURPOSE LEGAL, 70 gsm	21
87.PAD PAPER, ruled, 55 gsm, 216mmx330mm, .07mm, 90 sheets	1
88.PAPER, parchment, 210mmx297mm, 80gsm	8
89.RECORD BOOK, 300 PAGES	4
90.RECORD BOOK, 500 PAGES	7
91.TISSUE, INTERFOLD PAPER TOWEL	49
92.TOILET TISSUE PAPER, 2ply	52
93.HAND SANITIZER	6
94.INSECTICIDE	5

95.HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	3
96.INK CARTRIDGE, EPSON C13T664100 (T6641), Black	4
97.INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	4
98.INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	4
99.INK CARTRIDGE, EPSON C13T664300 (T6644), Yellow	3
100.BALLPEN	37
101. MULTIFUNCTION PRINTER, 3 in 1 A4 size scan	1
102.PHOTO PAPER, A4 size	5
103.DISHWASHING LIQUID	70
104.PUSH PIN	4
105.DOOR MAT	1
106.PLASTIC ENVELOPE, letter size	3
107.TOILET TISSUE PAPER, 12 rolls per pack, 2 ply	125
108.FOLDER, Pressboard, long, green	78

109.FOLDER, Tagboard, long	140
110.ARCH FILE FOLDER, legal size, ring binder, blue	10
111.ARCHIVAL BOX	12
112.DATA FILE BOX, Large	16
113.CORRECTION TAPE REFILL, 5mm x 6mm, 10 pieces per box	4
114.DOUBLE SIDED TAPE, 1 inches	7
115.DOUBLE SIDED TAPE, 2 inches	9
116.PENCIL, #2, Graphite	3
117.BALLPEN, Black	89
118.BALLPEN, Blue	56
119.STICKER PAPER, A4, for inkjet printer, high quality, 10pcs/pack	4
120.STICKER PAPER, A4, Vinyl Matte Pearl, Waterproof, 20pcs/pack	2
121.PHOTO STICKER PAPER, A4, 20pcs/pack	1

122.PHOTO PAPER, A4 size, Glossy, 10pcs/pack	2
123.PHOTO PAPER, A4 size, Glossy, 20pcs/pack	25
124.PHOTO PAPER, A4 size, Matte, 10pcs/pack	2
125.PHOTO PAPER, A4 size, Matte, 20pcs/pack	3
126.GUN TACKER, Heavy Duty	4
127.GUN TACKER STAPLE WIRE	5
128.ENVELOPE, Expandable, Legal	10
129.ENVELOPE, Expandable, Legal, Black	3
130. GLUE STICK, for glue gun, Small	10
131.GLUE STICK, for glue gun, Big	20
132.GLUE GUN, small, with on & off switch	1
133.GLUE GUN, Big with on & off switch	2
134.CONSTRUCTION PAPER, 20's, Assorted Color	7
135.SPECIALTY PAPER, A4, 180gsm, 10's	18

136.VELLUM BOARD PAPER. A4, 180gsm, 10's	13
137.CERTIFICATE HOLDER, A4	53
138.LAMINATING FILM, 125microns, A4, 100's	2
139.LAMINATING FILM, 250microns, A4, 100's	2
140.LAMINATING FILM, 125microns, Legal, 100's	2
141.PAPER FASTENER, Plastic, 6" size, 50pcs/box	4
142.RING BINDER, Plastic, 1/2 inch	4
143.RING BINDER, Plastic, 1 1/2 inch	1
144.RING BINDER, Plastic, 2 inches	1
145.DAILY TIME RECORD FORM 48 (DTR)	7
146.PUSH PIN, assorted color, 100's	1
147.INK, for Brother Printer, Genuine, BT5000, CYAN	2
148.INK, for Brother Printer, Genuine, BT5000, MAGENTA	2
149.INK, for Brother Printer, Genuine, BT5000, YELLOW	2

150.INK, for EPSON, Genuine, 003, BLACK	22
151.INK, for EPSON, Genuine, 003, CYAN	30
152.INK, for EPSON, Genuine, 003, MAGENTA	29
153.INK, for EPSON, Genuine, 003, YELLOW	28
154.HARD DRIVE, 1TB, compatible with window 7/window 8/window 10/Mac OS, USB-C/USB 3.0 Reading	3
155.HARD DRIVE, 120 GB, 2.5 SSD	1
156.STORAGE BOX, 120L capacity, Snap lock	7
157.STORAGE BOX, 50L capacity, Snap lock	12
158.STORAGE BOX, 34L capacity, Snap lock	1
159.PAPER CUP, 12oz	1
160.PAPER PLATE, Aluminum	2
161.EXTENSION CORD WIRE, Heavy Duty, 4 Gang, Universal outlet, 5 Meters w/ switch	6
162.EXTENSION CORD WIRE, Heavy	



Duty, 4 Gang, Universal Outlet, 10 Meters	4
163.MOUSE , Optocal Wired, Egonomic, 1200 DPI, USB	3
164.TRASH BIN, 50 L capacity, Swivel Cover	1
165.TRASH BIN, 25 L capacity, Swivel Cover	2
166.HAND DRILL, Portable, Wired	1
167.DUSTPAN, Plastic	1
168.DRINKING GLASS, transparent, 200ml	3
169.LIGHT BULB, 25watts, Daylight, LED	10
170.SLIDING PAPER CUTTER, heavy duty, A3	1
171.SPOON, Stainless, Plain with no design	10
172.FORK, Stainless, Plain with no design	10
173. TOILET BRUSH, with handle	4
174.REMOTE, 2.4GHz Wireless Presenter for Presentation USB Control Powerpoint PPT clicker,	4

Works with Windows 10	
175.HDMI SPLITTER SWITCHER, 4K, 1 Input 4 Output Converter	1
176.HDMI CABLE, 10m , 4K	1
177.FEATHER DUSTER	2
178.STORAGE SHELF, Wooden, 4 Layers, Dimension (WxDxH): 31.3 x 23.5 x 106.3 cm	2
179.CABINET, Mini mobile pedestal 3-drawer, white, Dimension (WxDxH): 40 x 56.5 x 65.5 cm	1
180.FILING CABINET, 3-layer steel, Dimension (WxDxH): 45.6 x 62 x 103 cm	1
181.CHARGER , for (2) AA Batteries	1
182.BATTERY, Heavy Duty Chargeable Batteries (AA) (2 per pack)800 mAh for demanding Devices, Nickel-Metal	1
183.MURIATIC ACID, 500ml	12

184.SPONGE, for dishwashing	22
185.ENVELOPE, Documentary, Brown, Legal	45
186.ADAPTER, universal power plug	3
187.USB, 16GB	2
188.INK, for EPSON, Genuine, 001, BLACK	2
189.INK, for EPSON, Genuine, 001, CYAN	2
190.INK, for EPSON, Genuine, 001, MAGENTA	2
191.INK, for EPSON, Genuine, 001, YELLOW	1
192.CORRECTABLE FILM RIBBON, for Brother Typewriter, Reorder Number 1030	1
193.WATER DISPENSER, Bottom Load, Hot, Cold & Normal, Stainless Steel & weld water tank	1
194.NUMERIC KEYPAD, for desktop or Laptop, Wireless	1
195.AIR FRESHENER, aerosol, 280ml/150g min	48

	196.ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	1	
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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**
  - ✓ Registration Certificate (SEC/DTI/CDA)
  - ✓ Mayors Permit
  - ✓ Tax Clearance

#### 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.

- (g) Latest Audited Financial Statement

Financial Documents

- (h) 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***

- (i) 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**

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

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

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

