

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

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 PUBLIC WORKS AND HIGHWAYS
Southern Mindoro District Engineering Office

INVITATION TO BID FOR 24GEI0164 – Furnishing and delivery of Office Supplies For use in the DPWH-Southern Mindoro District Engineering Office, 1st Quarter CY 2025, Dangay, Roxas, Oriental Mindoro

1. The **DPWH - Southern Mindoro District Engineering Office**, through the **GAA 2024** intends to apply the sum of **3,732,406.94** being the ABC to payments under the contract for **24GEI0164 – Furnishing and delivery of Office Supplies For use in the DPWH-Southern Mindoro District Engineering Office, 1st Quarter CY 2025, Dangay, Roxas, Oriental Mindoro**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DPWH - Southern Mindoro District Engineering Office** now invites bids for the above Procurement Project. Delivery of the Goods is required by **twenty five (25) calendar days**. Bidders should have completed, within **ten (10) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. 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 **DPWH - Southern Mindoro District Engineering Office** and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M.**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 6, 2024 to December 26, 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 **2,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
6. The DPWH - Southern Mindoro District Engineering Office will hold a Pre-Bid Conference on **December 13, 2024 @ 10:00 a.m** at **DPWH - Southern Mindoro**

District Engineering Office, Procurement Unit, Dangay, Roxas, Oriental Mindoro


7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 26 2024; 10:00 A.M.** 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 **December 26, 2024 @ 10:30 AM DPWH - Southern Mindoro District Engineering Office, Procurement Unit, Dangay, Roxas, Oriental Mindoro** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DPWH - Southern Mindoro District Engineering Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BAC Chairperson: Engr. Emmanuel A. Manalaysay
U. Manalaysay
Address: DPWH-SMDEO, Roxas, Or. Mindoro
Mindoro
Telephone No. 043 – 289 – 3102
Email address: fetalsanamr@dpwh.gov.ph
fetalsanamr@dpwh.gov.ph

BAC Secretariat Head: Engr. Aleli Olly
Address: DPWH-SMDEO, Roxas, Or.
Telephone No. 043 – 289 - 3102
Email address:

12. You may visit the following websites:
For downloading of Bidding Documents: <https://notices.philgeps.gov.ph> and
<https://www.dpwh.gov.ph/dpwh>

Approved by:



EMMANUEL A. MANALAYSAY
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, **DPWH - Southern Mindoro District Engineering Office** wishes to receive Bids for the **Furnishing and delivery of Office Supplies For use in the DPWH-Southern Mindoro District Engineering Office, 1st Quarter CY 2025, Dangay, Roxas, Oriental Mindoro**, with identification number **24GEI0164**.

The Procurement Project (referred to herein as “Project”) is composed of **215 items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GAA 2024** in the amount of **Four Million Seven Hundred Fifty Eight Thousand Five Hundred Forty Eight Pesos and 86/100 (3,732,406.94)**.

2.2. The source of funding is 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

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 "Subcontracting is not allowed."

8. 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.

9. 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 **ten (10) 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.

10. 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. 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. 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 Philippine Pesos.

13. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until not exceeding one hundred twenty **(120) calendar days** from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14. Sealing and Marking of Bids

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

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

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.

15. 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. 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.

17. 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. 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.
- Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
- 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.

19. 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**.

20. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Furnishing and Delivery of Common Office Use Supplies. b. completed within ten (10) years prior to the deadline for the submission and receipt of bids.
7.1	“Subcontracting is not allowed.”
12	No further instructions.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <u>Php 74,648.14</u> or irrevocable letter of credit; or b. The amount of not less than <u>Php 186,620.35</u> if bid security is in Surety Bond.
19.3	No further instructions.
20.2	<p>Bidders may submit manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS)</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
21.2	No further instructions.

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	24GEI0164
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered DPWH - Southern Mindoro District Engineering Office, Dangay, Roxas, Oriental Mindoro. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Minerva G. Manongsong, Records Officer II/Acting Supply Officer II.</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>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
4	<p>The inspection that will be conducted is:</p> <p>Checking the quantity, quality and specifications of all items stated in the purchase order.</p>

Department of Public Works and Highways (DPWH)

Contract ID No: 24GEI0164

Name of Project: Furnishing and delivery of Office Supplies For use in the DPWH-Southern Mindoro District Engineering Office, 1st Quarter CY 2025, Dangay,

Location of the Contract: Roxas Oriental Mindoro

BILL OF QUANTITIES

WITH BID PRICES

Date of Bid Opening: December 26, 2024

No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Box	BALLPEN, Ballpoint Fine, Black	21		
2	Box	BALLPEN, Ballpoint Fine, Blue	1		
3	Tube	BALLPEN, Retractable Oil Gel Ink 0.7mm (black)	8		
4	Tube	BALLPEN, Super Fine Ball pen, Oil-based, comfortable grip, 0.5mm, Black	5		
5	Pack	BATTERY, AA Rechargeable 4pcs/pack	15		
6	Pack	BATTERY, dry cell, AA, 2 pieces per blister pack	118		
7	Pack	BATTERY, dry cell, AAA, 4 pieces per blister pack	78		
8	Box	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	45		
9	Box	BINDER CLIPS, 1" (25mm, 1 dozen./box)	54		
10	Box	BINDER CLIPS, 2" (51mm, 1 dozen./box)	23		
11	Rolls	BOND PAPER, A2 (420x150) 3" core	50		
12	Ream	BOND PAPER, A3 80 gsm	30		
13	Ream	BOND PAPER, A4 70 gsm	807		
14	Ream	BOND PAPER, A4 80 gsm	255		
15	Ream	BOND PAPER, Long 70 gsm	130		
16	Ream	BOND PAPER, Long 80 gsm	70		
17	Ream	BOND PAPER, Short 70 gsm	18		
18	Piece	BROWN ENVELOPE, A4	225		
19	Piece	BROWN ENVELOPE, Long	535		
20	Piece	BROWN ENVELOPE, Short	135		
21	Piece	CALCULATOR, 12 digit LCD Display, High Quality	26		
22	Piece	CARBON PAPER, Long (Black/Blue)	9		
23	Box	CD-R, Recordable, up to 700MB	4		
24	Piece	CD-R case, Jewel Case	15		
25	Piece	CHALK, Soapstone	15		

26	box	CARBON PAPER, Long (Black/Blue)	1		
27	Box	CHALK, Yellow/White)	5		
28	Piece	CLIPBOARD (Legal Size)	3		
29	Piece	Columnar Notes (6 Columns)	5		
30	Piece	CORRECTION PEN, Metal Tip, Quick Dry, 12ml	10		
31	Piece	CORRECTION TAPE, High Quality, 10m	172		
32	Rolls	COUPON BOND, 20"X30"	50		
33	Tube	CUTTER BLADE, Refill	16		
34	Piece	CUTTER, Heavy Duty	27		
35	Piece	DPWH Flag	2		
36	Set	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	2		
37	Set	Drum Cartridge S2520 (Xerox)	2		
38	set	Drum Cartridge V2060 (Xerox)	2		
39	set	Drum Cartridge-Apeos C5570(Black)	1		
40	set	Drum Cartridge-Apeos C5570(Cyan)	1		
41	set	Drum Cartridge-Apeos C5570(Magenta)	1		
42	set	Drum Cartridge-Apeos C5570(Yellow)	1		
43	Bottle	Eco Sys Tonner TK 6113	6		
44	Piece	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	28		
45	Piece	ENVELOPE, Expanded, Long (Portfolio) (Assorted Color)	175		
46	Box	FASTENER, Plastic, 7cm	33		
47	Box	FASTENER, Plastic, Long	5		
48	Piece	FILE BOX (Single box)	87		
49	Piece	FOLDER, Expanded, Long (Assorted Color)	230		
50	Piece	FOLDER, Expanded, Long (Brown)	15		
51	Piece	FOLDER, Expanded, Long (red)	25		
52	Piece	FOLDER, Expanded, Long Blue	70		
53	Piece	FOLDER, Expanded, Long Green	120		
54	Piece	FOLDER, Thick/Colored, Long	50		
55	Piece	FOLDER, Thick/White, A4	60		
56	Piece	FOLDER, Thick/White, Long	540		
57	pad	General Form # 103	6		
58	pad	General Form # 104	6		
59	Bottle	GLUE, all purpose, gross weight: 200 grams min	6		
60	Piece	HIGHLIGHTER, Assorted Color	74		
61	Box	INDEX TAB (Blue)	15		
62	Box	INDEX TAB (Green)	15		

63	Box	INDEX TAB (Red)	15		
64	Box	INDEX TAB (Assorted)	18		
65	Box	INDEX TAB (White)	39		
66	Piece	INK, #810 (Black)	18		
67	Piece	INK, #811 (colored)	18		
68	Bottle	INK, 70ml. (GT-51)-Black	10		
69	Bottle	INK, 70ml. (GT-52)-Cyan	10		
70	Bottle	INK, 70ml. (GT-52)-Magenta	10		
71	Bottle	INK, 70ml. (GT-52)-Yellow	10		
72	Bottle	INK, 70ml. (T6641)-Black	4		
73	Bottle	INK, 70ml. (T6642)- Cyan	3		
74	Bottle	INK, 70ml. (T6643)- Magenta	3		
75	Bottle	INK, 70ml. (T6644) - yellow	3		
76	Bottle	INK, Epson Ink (#003)-Black	97		
77	Bottle	INK, Epson Ink (#003)-Cyan	50		
78	Bottle	INK, Epson Ink (#003)-Magenta	50		
79	Bottle	INK, Epson Ink (#003)-Yellow	50		
80	Piece	INK, HP Ink #712 (Black)	20		
81	Piece	INK, HP Ink #712 (Cyan)	5		
82	Piece	INK, HP Ink #712 (Magenta)	5		
83	Piece	INK, HP Ink #712 (Yellow)	5		
84	Piece	INK, HP766-300ml Magenta XL 3600 Ink	3		
85	Piece	INK, HP766-300ml Yellow XL 3600 Ink	3		
86	Piece	INK, HP766-300ml-Cyan XL 3600 Ink	3		
87	Piece	INK, HP766-300ml-Gray XL 3600 Ink	5		
88	Piece	INK, HP766-300ml-Matte XL 3600 Ink	5		
89	Piece	INK, HP766-300ml-Photo Black XL 3600 Ink	5		
90	Pack	INK, LC535XL (Cyan)	3		
91	Pack	INK, LC535XL (Magenta)	3		
92	Pack	INK, LC535XL (Yellow)	3		
93	Pack	INK, LC539XL (Black)	3		
94	Piece	INK, Pentel pen Ink (Black)	1		
95	Bottle	INK, Printer Ink #008 (Black)	13		
96	Bottle	INK, Printer Ink #008 (Cyan)	7		
97	Bottle	INK, Printer Ink #008 (Magenta)	7		
98	Bottle	INK, Printer Ink #008 (Yellow)	7		
99	Piece	INK, Printer Ink (975K) Black	10		
100	Piece	INK, Printer Ink (975C) Cyan	6		
101	Piece	INK, Printer Ink (975M) Magenta	6		
102	Piece	INK, Printer Ink (975Y) Yellow	6		
103	Bottle	INK, Printer Ink (-001) Cyan	10		
104	Bottle	INK, Printer Ink (-001) Black	16		

105	Bottle	INK, Printer Ink (-001) Magenta	10		
106	Bottle	INK, Printer Ink (-001) Yellow	10		
107	Bottle	INK, Printer Ink GI-790 Black	33		
108	Bottle	INK, Printer Ink GI-790 Cyan	33		
109	Bottle	INK, Printer Ink GI-790 Magenta	33		
110	Bottle	INK, Printer Ink GI-790 Yellow	33		
111	Bottle	INK, Printer Ink BT D60 - Black	6		
112	Bottle	INK, Printer Ink-BT 5000 (Cyan)	5		
113	Bottle	INK, Printer Ink-BT 5000 (Magenta)	5		
114	Bottle	INK, Printer Ink-BT 5000 (Yellow)	5		
115	Pack	INK, Printer Ink-LC3617 Black	6		
116	Pack	INK, Printer Ink-LC3617 Cyan	3		
117	Pack	INK, Printer Ink-LC3617 Magenta	3		
118	Pack	INK, Printer Ink-LC3617 Yellow	3		
119	Piece	INK, Printer Ink-HP 768B, 500ml, Cyan, XL 3800 Ink Cartridge Pigment	3		
120	Piece	INK, Printer Ink-HP 768B, 500ml, Magenta, XL 3800 Ink Cartridge Pigment	3		
121	Piece	INK, Printer Ink-HP 768B, 500ml, Yellow, XL 3800 Ink Cartridge Pigment	3		
122	Piece	INK, Printer Ink-HP 768B, 500ml, Black, XL 3800 Ink Cartridge Pigment	4		
123	Piece	PRINthead, HP 769 Black Magenta 1-2 Designjet	3		
124	Piece	PRINthead, HP 769 Cyan Yellow 3-4 Designjet	3		
125	Piece	PRINthead, HP 769 Magenta Black 5-6 Designjet	3		
126	set	HP 768 Designjet Maintenance Box	1		
127	Pack	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, A4	6		
128	Pack	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	6		
129	Pack	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Short	5		
130	Piece	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	200		
131	Piece	Materials Engineer's Logbook(customized)	25		
132	Pack	NOTE PAD, stick on, "Sign Here"	26		
133	Pad	NOTE PAD, stick on, (0.5 X 1.75)	32		
134	Pad	NOTE PAD, stick on, (3 X 3)	16		
135	Pad	NOTE PAD, stick on, (3 X 4)	42		
136	Pad	NOTE PAD, stick on, (2 X 1.5)	10		

137	Pad	NOTE PAD, stick on, 1 7/8 X 3"	12		
138	Pad	NOTE PAD, stick on, 3 X 5"	33		
139	Box	PAPER CLIP, Big	36		
140	Box	PAPER CLIP, Small	28		
141	Piece	PASTE, Big	19		
142	Piece	PENCIL SHARPENER, Big, Heavy Duty	8		
143	Box	PENCIL, No. 2 Lead Hardness, non-toxic	28		
144	Piece	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	42		
145	Piece	PERMANENT MARKER, Xylene-free, pigment-based ink (Blue)	2		
146	Piece	PERMANENT MARKER, Xylene-free, pigment-based ink (Red)	1		
147	Piece	PHILIPPINE FLAG, Extra Large	3		
148	Pack	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	25		
149	Piece	Project Engineer's Logbook(customized)	25		
150	Piece	PUNCHER, Big, Heavy Duty	24		
151	Box	PUSH PIN, 50 pcs, assorted colors	9		
152	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	58		
153	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	49		
154	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 150-Pages (paged)	28		
155	Piece	RINGBIND, 1"	15		
156	Piece	RINGBIND, 1/2"	7		
157	Piece	RINGBIND, 3/4"	12		
158	Box	RUBBER BAND, Long	3		
159	Piece	RUBBER ERASER, High-quality PVC-free vinyl	47		
160	Piece	RULER, 12"	41		
161	Piece	SCISSORS, Big, Heavy Duty	34		
162	Rolls	Scotch Tape Big 1"	158		
163	Box	Sign Pen Dong-A (Black) Refill	6		
164	Box	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip (Roller Ball-Blue)	8		
165	Box	SIGN PEN, Fine Line Drawing Pen (0.5mm tip) Pigment-based ink, Black	1		
166	Box	SIGN PEN, Fine Line Drawing Pen (0.7mm tip) Pigment-based ink,	1		

		Black			
167	Box	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	10		
168	Box	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Black	17		
169	Box	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Blue	10		
170	Box	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	5		
171	Box	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Red	1		
172	box	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Black	13		
173	Box	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Blue	10		
174	Box	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	5		
175	Box	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	2		
176	Box	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	3		
177	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	10		
178	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	1		
179	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	11		
180	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Blue)	1		
181	Piece	SLIDING FOLDER, Long	45		
182	Piece	SLIDING FOLDER, Short	10		
183	Pack	SPECIALTY PAPER, A4-220 gsm	20		
184	Piece	STAMP PAD, Felt	9		
185	Piece	STAMP PAD INK, with Applicator (Violet)	15		
186	Piece	STAMP PAD INK, with Applicator (Black)	3		
187	Piece	STAPLE REMOVER (Plier Type)	2		
188	box	STAPLE WIRE, #35	46		
189	Piece	STAPLER, Heavy Duty with Wing	25		
190	Pack	STICKER PAPER, Waterproof, Inkjet Printer Compatible	29		
191	Piece	Stock Card (Gen. Form # 18)	50		
192	Piece	Storage box with packet (Buffalo skin) black (11"x15 3/8"x11)	5		
193	Piece	TAPE DISPENSER, Big, Heavy Duty	22		
194	Piece	TAPE, Double Sided 1/2"	5		
195	Roll	TAPE, Double Sided, 1"	26		

196	Rolls	TAPE, Masking, Big, 1/2"	5		
197	Rolls	TAPE, Masking, Big, 1"	29		
198	Rolls	TAPE, Packaging, 2"	2		
199	Bottle	TONER CARTRIDGE- ApeosPort-IV 3065 (Fuji Xerox)	6		
200	Piece	TONER CARTRIDGE S2520 (Xerox)	15		
201	Box	TONER CARTRIDGE TK-7120	1		
202	Tube	TONER CARTRIDGE-Apeos C5570(Black)	1		
203	Tube	TONER CARTRIDGE-Apeos C5570(Cyan)	1		
204	Tube	TONER CARTRIDGE-Apeos C5570(Magenta)	1		
205	Tube	TONER CARTRIDGE-Apeos C5570(Yellow)	1		
206	Rolls	TRACING PAPER, (20"x50 yds.)100 Microns	40		
207	Rolls	TRACING PAPER, (24"x20 mtrs.)100 Microns	40		
208	Piece	TYPEWRITER RIBBON, Black	4		
209	Piece	USB, 3.0 or higher, 16GB	22		
210	Piece	USB, 3.0 or higher, 32GB	9		
211	Piece	USB, 3.0 or higher, 64GB	36		
212	Piece	USB, 3.0 or higher, 8GB	29		
213	Roll	ACETATE,A2 Size	1		
214	Piece	WHITE BOARD ERASER, Felt	11		
215	Box	WHITE BOARD MARKER (Black)	18		
GRAND TOTAL:					

Bid Validity:_____

Name and Signature of Bidder:_____

Address:_____

Telephone/Mobile No. _____

Name of Representative:_____

Signature of Representative:_____

Note: Columns 1 to 4 are to be filled up by the Procuring Entity. Columns 5 to 7 shall be filled up by the Bidder.

See attached Schedules of Prices for (a) Goods Offered from Abroad and (b) Goods Offered from within the Philippines.

Department of Public Works and Highways (DPWH)

Contract ID No: 24GEI0164

Name of Project: *Furnishing and delivery of Office Supplies For use in the DPWH-Southern Mindoro District Engineering Office, 1st Quarter CY 2025, Dangay,*

Location of the Contract: *Roxas Oriental Mindoro*

Schedule of Prices For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid² Number _____. 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 Insurance 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 of Bidder)

(Signature Over Printed Name of Authorized Representative)

(Designation)

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BALLPEN, Ballpoint Fine, Black	21		
2	BALLPEN, Ballpoint Fine, Blue	1		
3	BALLPEN, Retractable Oil Gel Ink 0.7mm (black)	8		
4	BALLPEN, Super Fine Ball pen, Oil-based, comfortable grip, 0.5mm, Black	5		
5	BATTERY, AA Rechargeable 4pcs/pack	15		
6	BATTERY, dry cell, AA, 2 pieces per blister pack	118		
7	BATTERY, dry cell, AAA, 4 pieces per blister pack	78		
8	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	45		
9	BINDER CLIPS, 1" (25mm, 1 dozen./box)	54		
10	BINDER CLIPS, 2" (51mm, 1 dozen./box)	23		
11	BOND PAPER, A2 (420x150) 3" core	50		
12	BOND PAPER, A3 80 gsm	30		
13	BOND PAPER, A4 70 gsm	807		
14	BOND PAPER, A4 80 gsm	255		
15	BOND PAPER, Long 70 gsm	130		
16	BOND PAPER, Long 80 gsm	70		

17	BOND PAPER, Short 70 gsm	18		
18	BROWN ENVELOPE, A4	225		
19	BROWN ENVELOPE, Long	535		
20	BROWN ENVELOPE, Short	135		
21	CALCULATOR, 12 digit LCD Display, High Quality	26		
22	CALCULATOR, Scientific, Advance Math, Multi-line Display	9		
23	CARBON PAPER, Long (Black/Blue)	4		
24	CD-R, Recordable, up to 700MB	15		
25	CD-R case, Jewel Case	15		
26	CHALK, Soapstone	1		
27	CHALK, Yellow/White)	5		
28	CLIPBOARD (Legal Size)	3		
29	Columnar Notes (6 Columns)	5		
30	CORRECTION PEN, Metal Tip, Quick Dry, 12ml	10		
31	CORRECTION TAPE, High Quality, 10m	172		
32	COUPON BOND, 20"X30"	50		
33	CUTTER BLADE, Refill	16		
34	CUTTER, Heavy Duty	27		
35	DPWH Flag	2		
36	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	2		
37	Drum Cartridge S2520 (Xerox)	2		

38	Drum Cartridge V2060 (Xerox)	2		
39	Drum Cartridge-Apeos C5570(Black)	1		
40	Drum Cartridge-Apeos C5570(Cyan)	1		
41	Drum Cartridge-Apeos C5570(Magenta)	1		
42	Drum Cartridge-Apeos C5570(Yellow)	1		
43	Eco Sys Tonner TK 6113	6		
44	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	28		
45	ENVELOPE, Expanded, Long (Portfolio) (Assorted Color)	175		
46	FASTENER, Plastic, 7cm	33		
47	FASTENER, Plastic, Long	5		
48	FILE BOX (Single box)	87		
49	FOLDER, Expanded, Long (Assorted Color)	230		
50	FOLDER, Expanded, Long (Brown)	15		
51	FOLDER, Expanded, Long (red)	25		
52	FOLDER, Expanded, Long Blue	70		
53	FOLDER, Expanded, Long Green	120		
54	FOLDER, Thick/Colored, Long	50		
55	FOLDER, Thick/White, A4	60		
56	FOLDER, Thick/White, Long	540		

57	General Form # 103	6		
58	General Form # 104	6		
59	GLUE, all purpose, gross weight: 200 grams min	6		
60	HIGHLIGHTER, Assorted Color	74		
61	INDEX TAB (Blue)	15		
62	INDEX TAB (Green)	15		
63	INDEX TAB (Red)	15		
64	INDEX TAB (Assorted)	18		
65	INDEX TAB (White)	39		
66	INK, #810 (Black)	18		
67	INK, #811 (colored)	18		
68	INK, 70ml. (GT-51)-Black	10		
69	INK, 70ml. (GT-52)-Cyan	10		
70	INK, 70ml. (GT-52)-Magenta	10		
71	INK, 70ml. (GT-52)-Yellow	10		
72	INK, 70ml. (T6641)-Black	4		
73	INK, 70ml. (T6642)- Cyan	3		
74	INK, 70ml. (T6643)-Magenta	3		
75	INK, 70ml. (T6644) - yellow	3		
76	INK, Epson Ink (#003)- Black	97		
77	INK, Epson Ink (#003)-Cyan	50		
78	INK, Epson Ink (#003)-Magenta	50		
79	INK, Epson Ink (#003)-	50		

	Yellow			
80	INK, HP Ink #712 (Black)	20		
81	INK, HP Ink #712 (Cyan)	5		
82	INK, HP Ink #712 (Magenta)	5		
83	INK, HP Ink #712 (Yellow)	5		
84	INK, HP766-300ml Magenta XL 3600 Ink	3		
85	INK, HP766-300ml Yellow XL 3600 Ink	3		
86	INK, HP766-300ml-Cyan XL 3600 Ink	3		
87	INK, HP766-300ml-Gray XL 3600 Ink	5		
88	INK, HP766-300ml-Matte XL 3600 Ink	5		
89	INK, HP766-300ml-Photo Black XL 3600 Ink	5		
90	INK, LC535XL (Cyan)	3		
91	INK, LC535XL (Magenta)	3		
92	INK, LC535XL (Yellow)	3		
93	INK, LC539XL (Black)	3		
94	INK, Pentel pen Ink (Black)	1		
95	INK, Printer Ink #008 (Black)	13		
96	INK, Printer Ink #008 (Cyan)	7		
97	INK, Printer Ink #008 (Magenta)	7		
98	INK, Printer Ink #008 (Yellow)	7		
99	INK, Printer Ink (975K)	10		

	Black			
100	INK, Printer Ink (975C) Cyan	6		
101	INK, Printer Ink (975M) Magenta	6		
102	INK, Printer Ink (975Y) Yellow	6		
103	INK, Printer Ink (-001) Cyan	10		
104	INK, Printer Ink (-001) Black	16		
105	INK, Printer Ink (-001) Magenta	10		
106	INK, Printer Ink (-001) Yellow	10		
107	INK, Printer Ink GI-790 Black	33		
108	INK, Printer Ink GI-790 Cyan	33		
109	INK, Printer Ink GI-790 Magenta	33		
110	INK, Printer Ink GI-790 Yellow	33		
111	INK, Printer Ink BT D60 - Black	6		
112	INK, Printer Ink-BT 5000 (Cyan)	5		
113	INK, Printer Ink-BT 5000 (Magenta)	5		
114	INK, Printer Ink-BT 5000 (Yellow)	5		
115	INK, Printer Ink-LC3617 Black	6		
116	INK, Printer Ink-LC3617 Cyan	3		
117	INK, Printer Ink-LC3617	3		

	Magenta			
118	INK, Printer Ink-LC3617 Yellow	3		
119	INK, Printer Ink-HP 768B, 500ml, Cyan, XL 3800 Ink Cartridge Pigment	3		
120	INK, Printer Ink-HP 768B, 500ml, Magenta, XL 3800 Ink Cartridge Pigment	3		
121	INK, Printer Ink-HP 768B, 500ml, Yellow, XL 3800 Ink Cartridge Pigment	3		
122	INK, Printer Ink-HP 768B, 500ml, Black, XL 3800 Ink Cartridge Pigment	4		
123	PRINthead, HP 769 Black Magenta 1-2 Designjet	3		
124	PRINthead, HP 769 Cyan Yellow 3-4 Designjet	3		
125	PRINthead, HP 769 Magenta Black 5-6 Designjet	3		
126	HP 768 Designjet Maintenance Box	1		
127	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, A4	6		
128	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	6		
129	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Short	5		
130	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	200		
131	Materials Engineer's Logbook(customized)	25		
132	NOTE PAD, stick on, "Sign	26		

	Here"			
133	NOTE PAD, stick on, (0.5 X 1.75)	32		
134	NOTE PAD, stick on, (3 X 3)	16		
135	NOTE PAD, stick on, (3 X 4)	42		
136	NOTE PAD, stick on, (2 X 1.5)	10		
137	NOTE PAD, stick on, 1 7/8 X 3"	12		
138	NOTE PAD, stick on, 3 X 5"	33		
139	PAPER CLIP, Big	36		
140	PAPER CLIP, Small	28		
141	PASTE, Big	19		
142	PENCIL SHARPENER, Big, Heavy Duty	8		
143	PENCIL, No. 2 Lead Hardness, non-toxic	28		
144	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	42		
145	PERMANENT MARKER, Xylene-free, pigment-based ink (Blue)	2		
146	PERMANENT MARKER, Xylene-free, pigment-based ink (Red)	1		
147	PHILIPPINE FLAG, Extra Large	3		
148	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	25		
149	Project Engineer's Logbook(customized)	25		

150	PUNCHER, Big, Heavy Duty	24		
151	PUSH PIN, 50 pcs, assorted colors	9		
152	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	58		
153	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	49		
154	RECORD BOOK, Hard-bound, sewn, water resistant, 150-Pages (paged)	28		
155	RINGBIND, 1"	15		
156	RINGBIND, 1/2"	7		
157	RINGBIND, 3/4"	12		
158	RUBBER BAND, Long	3		
159	RUBBER ERASER, High-quality PVC-free vinyl	47		
160	RULER, 12"	41		
161	SCISSORS, Big, Heavy Duty	34		
162	Scotch Tape Big 1"	158		
163	Sign Pen Dong-A (Black) Refill	6		
164	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip (Roller Ball-Blue)	8		
165	SIGN PEN, Fine Line Drawing Pen (0.5mm tip) Pigment-based ink, Black	1		
166	SIGN PEN, Fine Line Drawing Pen (0.7mm tip) Pigment-based ink, Black	1		
167	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	10		

168	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Black	17		
169	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Blue	10		
170	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	5		
171	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Red	1		
172	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Black	13		
173	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Blue	10		
174	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	5		
175	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	2		
176	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	3		
177	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	10		
178	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	1		
179	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	11		
180	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Blue)	1		
181	SLIDING FOLDER, Long	45		
182	SLIDING FOLDER, Short	10		
183	SPECIALTY PAPER, A4-220 gsm	20		

184	STAMP PAD, Felt	9		
185	STAMP PAD INK, with Applicator (Violet)	15		
186	STAMP PAD INK, with Applicator (Black)	3		
187	STAPLE REMOVER (Plier Type)	2		
188	STAPLE WIRE, #35	46		
189	STAPLER, Heavy Duty with Wing	25		
190	STICKER PAPER, Waterproof, Inkjet Printer Compatible	29		
191	Stock Card (Gen. Form # 18)	50		
192	Storage box with packet (Buffalo skin) black (11"x15 3/8"x11)	5		
193	TAPE DISPENSER, Big, Heavy Duty	22		
194	TAPE, Double Sided 1/2"	5		
195	TAPE, Double Sided, 1"	26		
196	TAPE, Masking, Big, 1/2"	5		
197	TAPE, Masking, Big, 1"	29		
198	TAPE, Packaging, 2"	2		
199	TONER CARTRIDGE-ApeosPort-IV 3065 (Fuji Xerox)	6		
200	TONER CARTRIDGE S2520 (Xerox)	15		
201	TONER CARTRIDGE TK-7120	1		
202	TONER CARTRIDGE-Apeos C5570(Black)	1		

203	TONER CARTRIDGE-Apeos C5570(Cyan)	1		
204	TONER CARTRIDGE-Apeos C5570(Magenta)	1		
205	TONER CARTRIDGE-Apeos C5570(Yellow)	1		
206	TRACING PAPER, (20"x50 yds.)100 Microns	40		
207	TRACING PAPER, (24"x20 mtrs.)100 Microns	40		
208	TYPEWRITER RIBBON, Black	4		
209	USB, 3.0 or higher, 16GB	22		
210	USB, 3.0 or higher, 32GB	9		
211	USB, 3.0 or higher, 64GB	36		
212	USB, 3.0 or higher, 8GB	29		
213	ACETATE,A2 Size	1		
214	WHITE BOARD ERASER, Felt	11		
215	WHITE BOARD MARKER (Black)	18		

(Name of Bidder)

(Signature Over Printed Name of
Authorized Representative)

(Designation)

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

Item	Specification	Statement of Compliance
1	BALLPEN, Ballpoint Fine, Black	
2	BALLPEN, Ballpoint Fine, Blue	
3	BALLPEN, Retractable Oil Gel Ink 0.7mm (black)	
4	BALLPEN, Super Fine Ball pen, Oil-based, comfortable grip, 0.5mm, Black	
5	BATTERY, AA Rechargeable 4pcs/pack	
6	BATTERY, dry cell, AA, 2 pieces per blister pack	
7	BATTERY, dry cell, AAA, 4 pieces per blister pack	
8	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	
9	BINDER CLIPS, 1" (25mm, 1 dozen./box)	
10	BINDER CLIPS, 2" (51mm, 1 dozen./box)	
11	BOND PAPER, A2 (420x150) 3" core	
12	BOND PAPER, A3 80 gsm	
13	BOND PAPER, A4 70 gsm	
14	BOND PAPER, A4 80 gsm	
15	BOND PAPER, Long 70 gsm	
16	BOND PAPER, Long 80 gsm	
17	BOND PAPER, Short 70 gsm	
18	BROWN ENVELOPE, A4	

19	BROWN ENVELOPE, Long	
20	BROWN ENVELOPE, Short	
21	CALCULATOR, 12 digit LCD Display, High Quality	
22	CALCULATOR, Scientific, Advance Math, Multi-line Display	
23	CARBON PAPER, Long (Black/Blue)	
24	CD-R, Recordable, up to 700MB	
25	CD-R case, Jewel Case	
26	CHALK, Soapstone	
27	CHALK, Yellow/White)	
28	CLIPBOARD (Legal Size)	
29	Columnar Notes (6 Columns)	
30	CORRECTION PEN, Metal Tip, Quick Dry, 12ml	
31	CORRECTION TAPE, High Quality, 10m	
32	COUPON BOND, 20"X30"	
33	CUTTER BLADE, Refill	
34	CUTTER, Heavy Duty	
35	DPWH Flag	
36	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	
37	Drum Cartridge S2520 (Xerox)	
38	Drum Cartridge V2060 (Xerox)	
39	Drum Cartridge-Apeos C5570(Black)	
40	Drum Cartridge-Apeos	

	C5570(Cyan)	
41	Drum Cartridge-Apeos C5570(Magenta)	
42	Drum Cartridge-Apeos C5570(Yellow)	
43	Eco Sys Tonner TK 6113	
44	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	
45	ENVELOPE, Expanded, Long (Portfolio) (Assorted Color)	
46	FASTENER, Plastic, 7cm	
47	FASTENER, Plastic, Long	
48	FILE BOX (Single box)	
49	FOLDER, Expanded, Long (Assorted Color)	
50	FOLDER, Expanded, Long (Brown)	
51	FOLDER, Expanded, Long (red)	
52	FOLDER, Expanded, Long Blue	
53	FOLDER, Expanded, Long Green	
54	FOLDER, Thick/Colored, Long	
55	FOLDER, Thick/White, A4	
56	FOLDER, Thick/White, Long	
57	General Form # 103	
58	General Form # 104	
59	GLUE, all purpose, gross weight: 200 grams min	
60	HIGHLIGHTER, Assorted Color	
61	INDEX TAB (Blue)	

62	INDEX TAB (Green)	
63	INDEX TAB (Red)	
64	INDEX TAB (Assorted)	
65	INDEX TAB (White)	
66	INK, #810 (Black)	
67	INK, #811 (colored)	
68	INK, 70ml. (GT-51)-Black	
69	INK, 70ml. (GT-52)-Cyan	
70	INK, 70ml. (GT-52)-Magenta	
71	INK, 70ml. (GT-52)-Yellow	
72	INK, 70ml. (T6641)-Black	
73	INK, 70ml. (T6642)- Cyan	
74	INK, 70ml. (T6643)- Magenta	
75	INK, 70ml. (T6644) - yellow	
76	INK, Epson Ink (#003)-Black	
77	INK, Epson Ink (#003)-Cyan	
78	INK, Epson Ink (#003)- Magenta	
79	INK, Epson Ink (#003)-Yellow	
80	INK, HP Ink #712 (Black)	
81	INK, HP Ink #712 (Cyan)	
82	INK, HP Ink #712 (Magenta)	
83	INK, HP Ink #712 (Yellow)	
84	INK, HP766-300ml Magenta XL 3600 Ink	
85	INK, HP766-300ml Yellow XL 3600 Ink	

86	INK, HP766-300ml-Cyan XL 3600 Ink	
87	INK, HP766-300ml-Gray XL 3600 Ink	
88	INK, HP766-300ml-Matte XL 3600 Ink	
89	INK, HP766-300ml-Photo Black XL 3600 Ink	
90	INK, LC535XL (Cyan)	
91	INK, LC535XL (Magenta)	
92	INK, LC535XL (Yellow)	
93	INK, LC539XL (Black)	
94	INK, Pentel pen Ink (Black)	
95	INK, Printer Ink #008 (Black)	
96	INK, Printer Ink #008 (Cyan)	
97	INK, Printer Ink #008 (Magenta)	
98	INK, Printer Ink #008 (Yellow)	
99	INK, Printer Ink (975K) Black	
100	INK, Printer Ink (975C) Cyan	
101	INK, Printer Ink (975M) Magenta	
102	INK, Printer Ink (975Y) Yellow	
103	INK, Printer Ink (-001) Cyan	
104	INK, Printer Ink (-001) Black	
105	INK, Printer Ink (-001) Magenta	
106	INK, Printer Ink (-001) Yellow	
107	INK, Printer Ink GI-790 Black	

108	INK, Printer Ink GI-790 Cyan	
109	INK, Printer Ink GI-790 Magenta	
110	INK, Printer Ink GI-790 Yellow	
111	INK, Printer Ink BT D60 - Black	
112	INK, Printer Ink-BT 5000 (Cyan)	
113	INK, Printer Ink-BT 5000 (Magenta)	
114	INK, Printer Ink-BT 5000 (Yellow)	
115	INK, Printer Ink-LC3617 Black	
116	INK, Printer Ink-LC3617 Cyan	
117	INK, Printer Ink-LC3617 Magenta	
118	INK, Printer Ink-LC3617 Yellow	
119	INK, Printer Ink-HP 768B, 500ml, Cyan, XL 3800 Ink Cartridge Pigment	
120	INK, Printer Ink-HP 768B, 500ml, Magenta, XL 3800 Ink Cartridge Pigment	
121	INK, Printer Ink-HP 768B, 500ml, Yellow, XL 3800 Ink Cartridge Pigment	
122	INK, Printer Ink-HP 768B, 500ml, Black, XL 3800 Ink Cartridge Pigment	
123	PRINthead, HP 769 Black Magenta 1-2 Designjet	
124	PRINthead, HP 769 Cyan Yellow 3-4 Designjet	
125	PRINthead, HP 769 Magenta Black 5-6 Designjet	
126	HP 768 Designjet Maintenance	

	Box	
127	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, A4	
128	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	
129	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Short	
130	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	
131	Materials Engineer's Logbook(customized)	
132	NOTE PAD, stick on, "Sign Here"	
133	NOTE PAD, stick on, (0.5 X 1.75)	
134	NOTE PAD, stick on, (3 X 3)	
135	NOTE PAD, stick on, (3 X 4)	
136	NOTE PAD, stick on, (2 X 1.5)	
137	NOTE PAD, stick on, 1 7/8 X 3"	
138	NOTE PAD, stick on, 3 X 5"	
139	PAPER CLIP, Big	
140	PAPER CLIP, Small	
141	PASTE, Big	
142	PENCIL SHARPENER, Big, Heavy Duty	
143	PENCIL, No. 2 Lead Hardness, non-toxic	
144	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	
145	PERMANENT MARKER, Xylene-free, pigment-based ink	

	(Blue)	
146	PERMANENT MARKER, Xylene-free, pigment-based ink (Red)	
147	PHILIPPINE FLAG, Extra Large	
148	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	
149	Project Engineer's Logbook(customized)	
150	PUNCHER, Big, Heavy Duty	
151	PUSH PIN, 50 pcs, assorted colors	
152	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	
153	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	
154	RECORD BOOK, Hard-bound, sewn, water resistant,150-Pages (paged)	
155	RINGBIND, 1"	
156	RINGBIND, 1/2"	
157	RINGBIND, 3/4"	
158	RUBBER BAND, Long	
159	RUBBER ERASER, High- quality PVC-free vinyl	
160	RULER, 12"	
161	SCISSORS, Big, Heavy Duty	
162	Scotch Tape Big 1"	
163	Sign Pen Dong-A (Black) Refill	
164	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip	

	(Roller Ball-Blue)	
165	SIGN PEN, Fine Line Drawing Pen (0.5mm tip) Pigment-based ink, Black	
166	SIGN PEN, Fine Line Drawing Pen (0.7mm tip) Pigment-based ink, Black	
167	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	
168	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Black	
169	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Blue	
170	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	
171	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Red	
172	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Black	
173	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Blue	
174	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	
175	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	
176	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	
177	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	
178	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	
179	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	
180	SIGN PEN, Ultra-fine tip gel	

	rollerball pen, 0.5mm tip (Blue)	
181	SLIDING FOLDER, Long	
182	SLIDING FOLDER, Short	
183	SPECIALTY PAPER, A4-220 gsm	
184	STAMP PAD, Felt	
185	STAMP PAD INK, with Applicator (Violet)	
186	STAMP PAD INK, with Applicator (Black)	
187	STAPLE REMOVER (Plier Type)	
188	STAPLE WIRE, #35	
189	STAPLER, Heavy Duty with Wing	
190	STICKER PAPER, Waterproof, Inkjet Printer Compatible	
191	Stock Card (Gen. Form # 18)	
192	Storage box with packet (Buffalo skin) black (11"x15 3/8"x11)	
193	TAPE DISPENSER, Big, Heavy Duty	
194	TAPE, Double Sided 1/2"	
195	TAPE, Double Sided, 1"	
196	TAPE, Masking, Big, 1/2"	
197	TAPE, Masking, Big, 1"	
198	TAPE, Packaging, 2"	
199	TONER CARTRIDGE-ApeosPort-IV 3065 (Fuji Xerox)	
200	TONER CARTRIDGE S2520 (Xerox)	

201	TONER CARTRIDGE TK-7120	
202	TONER CARTRIDGE-Apeos C5570(Black)	
203	TONER CARTRIDGE-Apeos C5570(Cyan)	
204	TONER CARTRIDGE-Apeos C5570(Magenta)	
205	TONER CARTRIDGE-Apeos C5570(Yellow)	
206	TRACING PAPER, (20"x50 yds.)100 Microns	
207	TRACING PAPER, (24"x20 mtrs.)100 Microns	
208	TYPEWRITER RIBBON, Black	
209	USB, 3.0 or higher, 16GB	
210	USB, 3.0 or higher, 32GB	
211	USB, 3.0 or higher, 64GB	
212	USB, 3.0 or higher, 8GB	
213	ACETATE,A2 Size	
214	WHITE BOARD ERASER, Felt	
215	WHITE BOARD MARKER (Black)	

(Name of Bidder)
Representative)

(Signature Over Printed Name of Authorized

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

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.

BID FORM

Date : _____
Project

Identification No. : _____

To: *[name and address of Procuring Entity]*

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 Amount and Purpose of
of Agent Currency 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:

Omnibus Sworn Statement
[shall be submitted with the Bid]

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]

**STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR TO THE
CONTRACT TO BE BID**

Business Name:

Business Address:

Name of Contract /Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

**LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS
AWARDED BUT NOT YET STARTED**

Business Name:

Business Address:

Name of Contract /Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by owner
3. Certificate of Accomplishment signed by the owner or authorized representative

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]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

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

To: *[Insert name and address of the Procuring Entity]*

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]

