

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 25GEI0092 – Furnishing and Delivery of Office Supplies for use in the DPWH-Southern Mindoro District Engineering Office, 3rd Quarter CY 2025, Dangay, Roxas, Oriental Mindoro

1. The **DPWH - Southern Mindoro District Engineering Office**, through the **GAA 2025** intends to apply the sum of **2,706,687.29** being the ABC to payments under the contract for **25GEI0092 – Furnishing and Delivery of Office Supplies for use in the DPWH-Southern Mindoro District Engineering Office, 3rd 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 **thirty (30) 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 **August 7, 2025 to August 26, 2025** 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 **3,000.00**. 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 **August 14, 2025 @ 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. 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 **August 26, 2025 @ 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
Address: DPWH-SMDEO, Roxas, Or. Mindoro
Telephone No. 043 – 289 – 3102
Email address: rubico.marinelle@dpwh.gov.ph

BAC Secretariat Head: Engr. Aleli Olly U. Manalaysay
Address: DPWH-SMDEO, Roxas, Or. Mindoro
Telephone No. 043 – 289 – 3102
Email address: rubico.marinelle@dpwh.gov.ph
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, 3rd Quarter CY 2025, Dangay, Roxas, Oriental Mindoro**, with identification number **25GEI0092**.

The Procurement Project (referred to herein as “Project”) is composed of **1 item**, 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 2025** in the amount of **2,706,687.29**.

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. 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 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 **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.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 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.

15. Sealing and Marking of Bids

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.

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 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.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Furnishing and Delivery of Office 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>54,133.75</u>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>135,334.36</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	25GEI0092
	<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. Marchenette M. Lapada, 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: 25GEI0092

Name of Project: Furnishing and Delivery of Office Supplies for use in the DPWH-Southern Mindoro District Engineering Office, 3rd Quarter CY 2025,

Location of the Contract: Dangay, Roxas, Oriental Mindoro

BILL OF QUANTITIES

WITH BID PRICES

Date of Bid Opening: August 26, 2025

No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Box	BALLPEN, Ballpoint Fine, Black	30		
2	Tube	BALLPEN, Retractable Oil Gel Ink 0.7mm (black)	3		
3	pack	BATTERY, AA Rechargeable 4pcs/pack	6		
4	pack	BATTERY, dry cell, AA, 4 pieces per blister pack	87		
5	Pack	BATTERY, dry cell, AAA, 4 pieces per blister pack	50		
6	Box	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	22		
7	Box	BINDER CLIPS, 2" (51mm, 1 dozen./box)	13		
8	Roll	BOND PAPER, A2 (420x150) 3" core	100		
9	Ream	BOND PAPER, A3 80 gsm	41		
10	Ream	BOND PAPER, Short 70 gsm	7		
11	Piece	BROWN ENVELOPE, A4	35		
12	Piece	BROWN ENVELOPE, Long	255		
13	Piece	BROWN ENVELOPE, Short	80		
14	Piece	CALCULATOR, 12 digit LCD Display, High Quality	3		
15	Piece	CALCULATOR, Scientific, Advance Math, Multi-line Display	4		
16	Piece	CLIPBOARD (Legal Size)	10		
17	Piece	Columnar Notes (10 Columns)	2		
18	Roll	COUPON BOND, 20"X30" 3" core	100		
19	Piece	CUTTER BLADE, Refill	2		
20	Piece	CUTTER, Heavy Duty	3		

21	Piece	DPWH Flag	2		
22	Set	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	4		
23	Set	Drum Cartridge FUJIFILM APEOS 2560 (Xerox)	1		
24	Set	Drum Cartridge S2520 (Xerox)	1		
25	Piece	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	24		
26	Box	FASTENER, Plastic, 7cm	20		
27	Piece	FILE BOX (Single box)	41		
28	Piece	FOLDER, Expanded, Long (Assorted Color)	245		
29	Piece	FOLDER, Thick/Colored, Long	50		
30	Piece	FOLDER, Thick/White, A4	50		
31	Piece	FOLDER, Thick/White, Long	320		
32	Bottle	GLUE, all purpose, gross weight: 200 grams min	4		
33	Piece	HIGHLIGHTER, Assorted Color	46		
34	Piece	HIGHLIGHTER, Yellow	25		
35	Box	INDEX TAB (Assorted)	38		
36	Piece	INK, #810 (Black)	18		
37	Piece	INK, #811 (colored)	18		
38	Bottle	INK, 70ml. (T6641)-Black	2		
39	Bottle	INK, 70ml. (T6642)- Cyan	1		
40	Bottle	INK, 70ml. (T6643)- Magenta	1		
41	Bottle	INK, 70ml. (T6644) - yellow	1		
42	Bottle	INK, Epson Ink (#003)-Black	46		
43	Bottle	INK, Epson Ink (#003)-Cyan	16		
44	Bottle	INK, Epson Ink (#003)-Magenta	16		
45	Bottle	INK, Epson Ink (#003)-Yellow	14		
46	Bottle	INK, Epson Ink T41Q2-Cyan (100ml)	10		
47	Bottle	INK, Epson Ink T41Q3-Magenta (100ml)	10		

48	Bottle	INK, Epson Ink T41Q4-Yellow (100ml)	10		
49	Bottle	INK, Epson Ink T41Q5-Black (100ml)	10		
50	Pack	INK, LC535XL (Cyan)	3		
51	Pack	INK, LC535XL (Magenta)	3		
52	Pack	INK, LC535XL (Yellow)	3		
53	Pack	INK, LC539XL (Black)	3		
54	Bottle	INK, Printer Ink #008 (Black)	3		
55	Bottle	INK, Printer Ink #008 (Cyan)	2		
56	Bottle	INK, Printer Ink #008 (Magenta)	2		
57	Bottle	INK, Printer Ink #008 (Yellow)	2		
58	Bottle	INK, Printer Ink (-001) Black	6		
59	Bottle	INK, Printer Ink (-001) Cyan	4		
60	Bottle	INK, Printer Ink (-001) Magenta	4		
61	Bottle	INK, Printer Ink (-001) Yellow	4		
62	Bottle	INK, Printer Ink GI-790 Black	3		
63	Bottle	INK, Printer Ink GI-790 Cyan	3		
64	Bottle	INK, Printer Ink GI-790 Magenta	3		
65	Bottle	INK, Printer Ink GI-790 Yellow	3		
66	Bottle	INK, Printer Ink Brother TN-451 Black	10		
67	Bottle	INK, Printer Ink-Brother TN-451 Cyan	6		
68	Bottle	INK, Printer Ink-Brother TN-451 Magenta	6		
69	Bottle	INK, Printer Ink-Brother TN-451 Yellow	6		
70	Bottle	INK, Printer Ink BT D60 - Black	78		
71	Bottle	INK, Printer Ink BT 6000 Black	3		
72	Bottle	INK, Printer Ink-BT 5000 (Cyan)	40		
73	Bottle	INK, Printer Ink-BT 5000 (Magenta)	40		
74	Bottle	INK, Printer Ink-BT 5000 (Yellow)	40		

75	Pack	INK, Printer Ink-LC3617 Black	15		
76	Pack	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	4		
77	Piece	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	200		
78	Piece	MAINTENANCE BOX, T04D1	5		
79	Piece	MAINTENANCE BOX, Epson Plotter T6997/SC9MB	2		
80	Piece	Materials Engineer's Logbook(customized)	25		
81	Pack	NOTE PAD, stick on, "Sign Here"	129		
82	Pack	NOTE PAD, stick on, (0.5 X 1.75)	22		
83	Pad	NOTE PAD, stick on, (3 X 3)	6		
84	Pad	NOTE PAD, stick on, (3 X 4)	37		
85	Pack	NOTE PAD, stick on, 2 X 3"	12		
86	Pad	NOTE PAD, stick on, 3 X 5"	33		
87	Piece	PASTE, Big	12		
88	Piece	PENCIL SHARPENER, Big, Heavy Duty	1		
89	Piece	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	43		
90	Piece	PERMANENT MARKER, Xylene-free, pigment-based ink (Blue)	1		
91	Piece	PHILIPPINE FLAG, Extra Large	3		
92	Pack	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	28		
93	Piece	Project Engineer's Logbook(customized)	300		
94	Piece	Puncher (Big), Heavy Duty with 2 Ruler Guide	4		
95	Box	PUSH PIN, 50 pcs, assorted colors	1		
96	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	32		
97	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	10		
98	Piece	RECORD BOOK, Hard-bound, sewn, water resistant, 150-Pages (paged)	15		
99	Piece	RINGBIND, 1"	10		

100	Piece	RINGBIND, 1/2"	1		
101	Piece	RINGBIND, 3/4"	11		
102	Box	RUBBER BAND, Long	1		
103	Piece	RUBBER ERASER, High-quality PVC-free vinyl	28		
104	Piece	RULER, 12"	8		
105	Box	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip (Roller Ball-Blue)	13		
106	Box	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	2		
107	Box	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	5		
108	box	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Black	4		
109	box	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Blue	6		
110	Box	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	10		
111	Box	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	4		
112	box	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	1		
113	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	12		
114	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	3		
115	Box	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	6		
116	Piece	SLIDING FOLDER, Long, Transparent (White)	10		
117	Piece	SLIDING FOLDER, Short, Transparent (White)	10		
118	Piece	STAMP PAD INK, with Applicator (Blue)	2		
119	Piece	STAMP PAD, Felt, Blue	1		
120	Piece	STAMP PAD, Felt, Violet	3		
121	Box	STAPLE WIRE, #35	42		
122	Piece	STAPLER, Heavy Duty with Wing, # 35 Office Series	19		
123	Piece	TAPE DISPENSER, Big, Heavy Duty	4		
124	Roll	TAPE, Scotch Big 1"	152		

125	Piece	TAPE, Double Sided 1/2"	5		
126	Roll	TAPE, Double Sided, 1"	17		
127	Bottle	TONER CARTRIDGE- ApeosPort-IV 3065 (Fuji Xerox)	12		
128	Tube	TONER CARTRIDGE FUJIFILM APEOS 2560 (Xerox)	10		
129	Box	TONER CARTRIDGE TK-7120	2		
130	Piece	TYPEWRITER RIBBON, Black	1		
131	Piece	USB, 3.0 or higher, 16GB	17		
132	Piece	USB, 3.0 or higher, 32GB	2		
133	Piece	USB, 3.0 or higher, 64GB	6		
134	Piece	USB, 3.0 or higher, 8GB	15		
135	Piece	WHITE BOARD ERASER, Felt	8		
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: 25GEI0092

Name of Project: *Furnishing and Delivery of Office Supplies for use in the DPWH-Southern Mindoro District Engineering Office, 3rd Quarter CY 2025,*

Location of the Contract: *Dangay, 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	30		
2	BALLPEN, Retractable Oil Gel Ink 0.7mm (black)	3		
3	BATTERY, AA Rechargeable 4pcs/pack	6		
4	BATTERY, dry cell, AA, 4 pieces per blister pack	87		
5	BATTERY, dry cell, AAA, 4 pieces per blister pack	50		
6	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	22		
7	BINDER CLIPS, 2" (51mm, 1 dozen./box)	13		
8	BOND PAPER, A2 (420x150) 3" core	100		
9	BOND PAPER, A3 80 gsm	41		
10	BOND PAPER, Short 70 gsm	7		
11	BROWN ENVELOPE, A4	35		
12	BROWN ENVELOPE, Long	255		
13	BROWN ENVELOPE, Short	80		
14	CALCULATOR, 12 digit LCD Display, High Quality	3		
15	CALCULATOR, Scientific, Advance Math, Multi-line Display	4		
16	CLIPBOARD (Legal Size)	10		

17	Columnar Notes (10 Columns)	2		
18	COUPON BOND, 20"X30" 3" core	100		
19	CUTTER BLADE, Refill	2		
20	CUTTER, Heavy Duty	3		
21	DPWH Flag	2		
22	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	4		
23	Drum Cartridge FUJIFILM APEOS 2560 (Xerox)	1		
24	Drum Cartridge S2520 (Xerox)	1		
25	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	24		
26	FASTENER, Plastic, 7cm	20		
27	FILE BOX (Single box)	41		
28	FOLDER, Expanded, Long (Assorted Color)	245		
29	FOLDER, Thick/Colored, Long	50		
30	FOLDER, Thick/White, A4	50		
31	FOLDER, Thick/White, Long	320		
32	GLUE, all purpose, gross weight: 200 grams min	4		
33	HIGHLIGHTER, Assorted Color	46		
34	HIGHLIGHTER, Yellow	25		
35	INDEX TAB (Assorted)	38		
36	INK, #810 (Black)	18		
37	INK, #811 (colored)	18		
38	INK, 70ml. (T6641)-Black	2		
39	INK, 70ml. (T6642)- Cyan	1		

40	INK, 70ml. (T6643)- Magenta	1		
41	INK, 70ml. (T6644) - yellow	1		
42	INK, Epson Ink (#003)-Black	46		
43	INK, Epson Ink (#003)-Cyan	16		
44	INK, Epson Ink (#003)-Magenta	16		
45	INK, Epson Ink (#003)-Yellow	14		
46	INK, Epson Ink T41Q2-Cyan (100ml)	10		
47	INK, Epson Ink T41Q3-Magenta (100ml)	10		
48	INK, Epson Ink T41Q4-Yellow (100ml)	10		
49	INK, Epson Ink T41Q5-Black (100ml)	10		
50	INK, LC535XL (Cyan)	3		
51	INK, LC535XL (Magenta)	3		
52	INK, LC535XL (Yellow)	3		
53	INK, LC539XL (Black)	3		
54	INK, Printer Ink #008 (Black)	3		
55	INK, Printer Ink #008 (Cyan)	2		
56	INK, Printer Ink #008 (Magenta)	2		
57	INK, Printer Ink #008 (Yellow)	2		
58	INK, Printer Ink (-001) Black	6		
59	INK, Printer Ink (-001) Cyan	4		
60	INK, Printer Ink (-001) Magenta	4		
61	INK, Printer Ink (-001) Yellow	4		
62	INK, Printer Ink GI-790 Black	3		

63	INK, Printer Ink GI-790 Cyan	3		
64	INK, Printer Ink GI-790 Magenta	3		
65	INK, Printer Ink GI-790 Yellow	3		
66	INK, Printer Ink Brother TN-451 Black	10		
67	INK, Printer Ink-Brother TN-451 Cyan	6		
68	INK, Printer Ink-Brother TN-451 Magenta	6		
69	INK, Printer Ink-Brother TN-451 Yellow	6		
70	INK, Printer Ink BT D60 - Black	78		
71	INK, Printer Ink BT 6000 Black	3		
72	INK, Printer Ink-BT 5000 (Cyan)	40		
73	INK, Printer Ink-BT 5000 (Magenta)	40		
74	INK, Printer Ink-BT 5000 (Yellow)	40		
75	INK, Printer Ink-LC3617 Black	15		
76	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	4		
77	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	200		
78	MAINTENANCE BOX, T04D1	5		
79	MAINTENANCE BOX, Epson Plotter T6997/SC9MB	2		
80	Materials Engineer's Logbook(customized)	25		
81	NOTE PAD, stick on, "Sign Here"	129		
82	NOTE PAD, stick on, (0.5 X 1.75)	22		

83	NOTE PAD, stick on, (3 X 3)	6		
84	NOTE PAD, stick on, (3 X 4)	37		
85	NOTE PAD, stick on, 2 X 3"	12		
86	NOTE PAD, stick on, 3 X 5"	33		
87	PASTE, Big	12		
88	PENCIL SHARPENER, Big, Heavy Duty	1		
89	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	43		
90	PERMANENT MARKER, Xylene-free, pigment-based ink (Blue)	1		
91	PHILIPPINE FLAG, Extra Large	3		
92	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	28		
93	Project Engineer's Logbook(customized)	300		
94	Puncher (Big), Heavy Duty with 2 Ruler Guide	4		
95	PUSH PIN, 50 pcs, assorted colors	1		
96	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	32		
97	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	10		
98	RECORD BOOK, Hard-bound, sewn, water resistant,150-Pages (paged)	15		
99	RINGBIND, 1"	10		
100	RINGBIND, 1/2"	1		

101	RINGBIND, 3/4"	11		
102	RUBBER BAND, Long	1		
103	RUBBER ERASER, High-quality PVC-free vinyl	28		
104	RULER, 12"	8		
105	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip (Roller Ball-Blue)	13		
106	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	2		
107	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	5		
108	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Black	4		
109	SIGN PEN, Pure Liquid Ink Hi-Techpoint 0.7mm, Blue	6		
110	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	10		
111	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	4		
112	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	1		
113	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	12		
114	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	3		
115	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	6		
116	SLIDING FOLDER, Long, Transparent (White)	10		
117	SLIDING FOLDER, Short, Transparent (White)	10		

118	STAMP PAD INK, with Applicator (Blue)	2		
119	STAMP PAD, Felt, Blue	1		
120	STAMP PAD, Felt, Violet	3		
121	STAPLE WIRE, #35	42		
122	STAPLER, Heavy Duty with Wing, # 35 Office Series	19		
123	TAPE DISPENSER, Big, Heavy Duty	4		
124	TAPE, Scotch Big 1"	152		
125	TAPE, Double Sided 1/2"	5		
126	TAPE, Double Sided, 1"	17		
127	TONER CARTRIDGE- ApeosPort-IV 3065 (Fuji Xerox)	12		
128	TONER CARTRIDGE FUJIFILM APEOS 2560 (Xerox)	10		
129	TONER CARTRIDGE TK-7120	2		
130	TYPEWRITER RIBBON, Black	1		
131	USB, 3.0 or higher, 16GB	17		
132	USB, 3.0 or higher, 32GB	2		
133	USB, 3.0 or higher, 64GB	6		
134	USB, 3.0 or higher, 8GB	15		
135	WHITE BOARD ERASER, Felt	8		

(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, Retractable Oil Gel Ink 0.7mm (black)	
3	BATTERY, AA Rechargeable 4pcs/pack	
4	BATTERY, dry cell, AA, 4 pieces per blister pack	
5	BATTERY, dry cell, AAA, 4 pieces per blister pack	
6	BINDER CLIPS, 1 5/8" (41mm, 1 dozen./box)	
7	BINDER CLIPS, 2" (51mm, 1 dozen./box)	
8	BOND PAPER, A2 (420x150) 3" core	
9	BOND PAPER, A3 80 gsm	
10	BOND PAPER, Short 70 gsm	
11	BROWN ENVELOPE, A4	
12	BROWN ENVELOPE, Long	
13	BROWN ENVELOPE, Short	
14	CALCULATOR, 12 digit LCD Display, High Quality	
15	CALCULATOR, Scientific, Advance Math, Multi-line Display	
16	CLIPBOARD (Legal Size)	
17	Columnar Notes (10 Columns)	
18	COUPON BOND, 20"X30" 3" core	
19	CUTTER BLADE, Refill	
20	CUTTER, Heavy Duty	

21	DPWH Flag	
22	Drum Cartridge ApeosPort-IV 3065 (Fuji Xerox)	
23	Drum Cartridge FUJIFILM APEOS 2560 (Xerox)	
24	Drum Cartridge S2520 (Xerox)	
25	ENGINEER'S FIELD BOOK, Hard-bound, Sewn	
26	FASTENER, Plastic, 7cm	
27	FILE BOX (Single box)	
28	FOLDER, Expanded, Long (Assorted Color)	
29	FOLDER, Thick/Colored, Long	
30	FOLDER, Thick/White, A4	
31	FOLDER, Thick/White, Long	
32	GLUE, all purpose, gross weight: 200 grams min	
33	HIGHLIGHTER, Assorted Color	
34	HIGHLIGHTER, Yellow	
35	INDEX TAB (Assorted)	
36	INK, #810 (Black)	
37	INK, #811 (colored)	
38	INK, 70ml. (T6641)-Black	
39	INK, 70ml. (T6642)- Cyan	
40	INK, 70ml. (T6643)- Magenta	
41	INK, 70ml. (T6644) - yellow	
42	INK, Epson Ink (#003)-Black	
43	INK, Epson Ink (#003)-Cyan	
44	INK, Epson Ink (#003)-Magenta	

45	INK, Epson Ink (#003)-Yellow	
46	INK, Epson Ink T41Q2-Cyan (100ml)	
47	INK, Epson Ink T41Q3-Magenta (100ml)	
48	INK, Epson Ink T41Q4- Yellow (100ml)	
49	INK, Epson Ink T41Q5-Black (100ml)	
50	INK, LC535XL (Cyan)	
51	INK, LC535XL (Magenta)	
52	INK, LC535XL (Yellow)	
53	INK, LC539XL (Black)	
54	INK, Printer Ink #008 (Black)	
55	INK, Printer Ink #008 (Cyan)	
56	INK, Printer Ink #008 (Magenta)	
57	INK, Printer Ink #008 (Yellow)	
58	INK, Printer Ink (-001) Black	
59	INK, Printer Ink (-001) Cyan	
60	INK, Printer Ink (-001) Magenta	
61	INK, Printer Ink (-001) Yellow	
62	INK, Printer Ink GI-790 Black	
63	INK, Printer Ink GI-790 Cyan	
64	INK, Printer Ink GI-790 Magenta	
65	INK, Printer Ink GI-790 Yellow	
66	INK, Printer Ink Brother TN-451 Black	
67	INK, Printer Ink-Brother TN-451 Cyan	
68	INK, Printer Ink-Brother TN-451 Magenta	

69	INK, Printer Ink-Brother TN-451 Yellow	
70	INK, Printer Ink BT D60 - Black	
71	INK, Printer Ink BT 6000 Black	
72	INK, Printer Ink-BT 5000 (Cyan)	
73	INK, Printer Ink-BT 5000 (Magenta)	
74	INK, Printer Ink-BT 5000 (Yellow)	
75	INK, Printer Ink-LC3617 Black	
77	LAMINATING POUCHES, 250 Microns, 100 pieces/pack, Long	
78	LOOSE LEAF FOLDER, Hard Bond Binder with Rope	
79	MAINTENANCE BOX, T04D1	
80	MAINTENANCE BOX, Epson Plotter T6997/SC9MB	
81	Materials Engineer's Logbook(customized)	
82	NOTE PAD, stick on, "Sign Here"	
83	NOTE PAD, stick on, (0.5 X 1.75)	
84	NOTE PAD, stick on, (3 X 3)	
85	NOTE PAD, stick on, (3 X 4)	
86	NOTE PAD, stick on, 2 X 3"	
87	NOTE PAD, stick on, 3 X 5"	
88	PASTE, Big	
89	PENCIL SHARPENER, Big, Heavy Duty	
90	PERMANENT MARKER, Xylene-free, pigment-based ink (Black)	
91	PERMANENT MARKER, Xylene-free, pigment-based ink (Blue)	

92	PHILIPPINE FLAG, Extra Large	
93	PHOTO PAPER, Glossy Finish, 200 gsm, A4 (20 pcs/pack)	
94	Project Engineer's Logbook(customized)	
95	Puncher (Big), Heavy Duty with 2 Ruler Guide	
96	PUSH PIN, 50 pcs, assorted colors	
97	RECORD BOOK, Hard-bound, sewn, water resistant, 300-Pages (paged)	
98	RECORD BOOK, Hard-bound, sewn, water resistant, 500 pages (paged)	
99	RECORD BOOK, Hard-bound, sewn, water resistant,150-Pages (paged)	
100	RINGBIND, 1"	
101	RINGBIND, 1/2"	
102	RINGBIND, 3/4"	
103	RUBBER BAND, Long	
104	RUBBER ERASER, High-quality PVC-free vinyl	
105	RULER, 12"	
106	SIGN PEN, Bold Gel Pen (1.0mm tip) Comfortable grip (Roller Ball-Blue)	
107	SIGN PEN, Fine Line, Water and Fade Proof Pigment Ink 0.8mm (Black)	
108	SIGN PEN, High-quality gel pen, fine tip, 0.5mm, Green	
109	SIGN PEN, Pure Liquid Ink Hi- Techpoint 0.7mm, Black	
110	SIGN PEN, Pure Liquid Ink Hi- Techpoint 0.7mm, Blue	
111	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Black	

112	SIGN PEN, Refillable Rollerball Pen, 1.0mm needle tip, Blue	
113	SIGN PEN, Roller Ball Pen, Pure Liquid Ink 0.7mm, Black	
114	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Black)	
115	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.3mm tip (Red)	
116	SIGN PEN, Ultra-fine tip gel rollerball pen, 0.5mm tip (Black)	
117	SLIDING FOLDER, Long, Transparent (White)	
118	SLIDING FOLDER, Short, Transparent (White)	
119	STAMP PAD INK, with Applicator (Blue)	
120	STAMP PAD, Felt, Blue	
121	STAMP PAD, Felt, Violet	
122	STAPLE WIRE, #35	
123	STAPLER, Heavy Duty with Wing, # 35 Office Series	
124	TAPE DISPENSER, Big, Heavy Duty	
125	TAPE, Scotch Big 1"	
126	TAPE, Double Sided 1/2"	
127	TAPE, Double Sided, 1"	
128	TONER CARTRIDGE- ApeosPort-IV 3065 (Fuji Xerox)	
130	TONER CARTRIDGE FUJIFILM APEOS 2560 (Xerox)	
131	TONER CARTRIDGE TK-7120	
132	TYPEWRITER RIBBON, Black	
133	USB, 3.0 or higher, 16GB	

134	USB, 3.0 or higher, 32GB	
135	USB, 3.0 or higher, 64GB	

(Name of Bidder)

(Signature Over Printed Name of Authorized Representative)

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.

