

**REPUBLIC OF THE PHILIPPINES  
PROVINCE OF MISAMIS ORIENTAL  
MUNICIPALITY OF OPOL**



**BIDDING DOCUMENTS**

**Supply and Delivery  
of Office Supplies for  
the 2<sup>nd</sup> Quarter of  
2023**

**OPOL 2023-031**

**Sixth Edition  
July 2020**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>8</b>
1. Scope of Bid .....	8
2. Funding Information.....	8
3. Bidding Requirements .....	8
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	8
5. Eligible Bidders.....	9
6. Origin of Goods .....	9
7. Subcontracts .....	9
8. Pre-Bid Conference .....	9
9. Clarification and Amendment of Bidding Documents .....	9
10. Documents comprising the Bid: Eligibility and Technical Components .....	10
11. Documents comprising the Bid: Financial Component .....	10
12. Bid Prices .....	10
13. Bid and Payment Currencies .....	11
14. Bid Security .....	11
15. Sealing and Marking of Bids .....	11
16. Deadline for Submission of Bids .....	12
17. Opening and Preliminary Examination of Bids .....	12
18. Domestic Preference .....	12
19. Detailed Evaluation and Comparison of Bids .....	12
20. Post-Qualification .....	13
21. Signing of the Contract .....	13
<b>Section III. Bid Data Sheet .....</b>	<b>14</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>16</b>
1. Scope of Contract .....	16
2. Advance Payment and Terms of Payment .....	16
3. Performance Security .....	16
4. Inspection and Tests .....	16
5. Warranty .....	17
6. Liability of the Supplier .....	17
<b>Section V. Special Conditions of Contract .....</b>	<b>18</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>22</b>
<b>Section VII. Technical Specifications .....</b>	<b>31</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>40</b>

# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – **Government** Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

# *Section I. Invitation to Bid*



Republic of the Philippines  
Province of Misamis Oriental  
**MUNICIPALITY OF OPOL**

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## **INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 2ND QUARTER OF 2023**

1. The **Local Government Unit (LGU) of Opol, Misamis Oriental**, through the **FY 2023 Budget of the LGU-Opol (General Fund 2023 and 70% of 5% Calamity Fund)** intends to apply the sum of **Six Hundred Four Thousand Three Hundred Fifteen Pesos and 02/100 (Php 604,315.02)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies for the 2<sup>nd</sup> Quarter of 2023 / OPOL 2023-031**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **LGU of Opol** now invites bids for the above Procurement Project. Delivery of the Goods is required **thirty (30) calendar days upon receipt of the Purchase Order (PO)**. Bidders should have completed, within **five (5) 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.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the **LGU of Opol** and inspect the Bidding Documents at the address given below during **office hours from 8:00 AM to 5:00 PM on working days**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 11, 2023 to September 4, 2023** from the given address and website 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 One Thousand Pesos (Php 1,000.00) and a Special Permit fee in the amount of One Thousand Pesos (Php 1,000.00) pursuant to the Revised Revenue Code of Opol, Misamis Oriental 2016**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.

6. The **LGU of Opol** will hold a Pre-Bid Conference on **August 22, 2023 at 11:00 AM** at the **Bids and Awards Committee (BAC) Office**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **September 4, 2023 at 8:30 AM**. 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 **September 4, 2023 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **LGU of Opol** 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:

**EDGAR C. OLACO**  
**Bids and Awards Committee (BAC) Office**  
**Zone 3, Poblacion, Opol, Misamis Oriental 9016**  
**lguopolbac.misor@gmail.com**  
**0936-122-7460**  
**<https://opolmisor.gov.ph>**

12. You may visit the following website:

For downloading of Bidding Documents:  
**<https://opolmisor.gov.ph/announcements/bids-and-awards/>**

**August 11, 2023**

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**(Sgd.) EDGAR C. OLACO**  
BAC Chairperson

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

### **1. Scope of Bid**

The Procuring Entity, **LGU of Opol** wishes to receive Bids for the **Supply and Delivery of Office Supplies for the 2nd Quarter of 2023**, with identification number **OPOL 2023-031**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot with one hundred ninety eight (198) 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 **FY 2023** in the amount of **Six Hundred Four Thousand Three Hundred Fifteen Pesos and 02/100 (Php 604,315.02)**.

2.2. The source of funding is:

**LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.**

### **3. Bidding Requirements**

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

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

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

### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

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



## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. 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:

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.

- 5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and 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, at its given address 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 **five (5) 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 Declaration 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 **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**

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

The Procuring Entity requests two (2) additional hard copies of the Bid, labeled as Copy 1 and Copy 2, in accordance with the instruction in the **BDS**. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance.

In case 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. 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.

19.3. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

- 20.1. 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*

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>Supply and Delivery of Office Supplie.</b></li> <li>b. completed within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<b>Subcontracting is not allowed.</b>
	<b>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, at its given address indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.</b>
12	The price of the Goods shall be quoted DDP <b>Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php 12,086.3004</b> (<i>two percent of ABC</i>), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 30,215.751</b> (<i>five percent of ABC</i>), if bid security is in Surety Bond.</li> </ul>
15	<p>Bidder must arrange each bid documents into sections with tabs properly labeled separating each document according to the provided checklist.</p> <p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".</p> <p>Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the two (2) copies shall then be enclosed in one single envelope.</p> <p>The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.</p>

	<p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>(a) contain the name of the contract to be bid in capital letters;</li> <li>(b) bear the name and address of the Bidder in capital letters;</li> <li>(c) be addressed to the Procuring Entity’s BAC;</li> <li>(d) bear the specific identification of this bidding process; and</li> <li>(e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.</li> </ul> <p>Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
19.2	No further instructions.
20.1	No further instructions.
21.2	No further instructions.

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

### **1. Scope of Contract**

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

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

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

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

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

### **4. Inspection and Tests**

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



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

## **5. Warranty**

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

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

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

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

## *Section V. Special Conditions of Contract*

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad</i>, the delivery terms applicable to the Contract are DDP <b>Philippines</b>. In accordance with INCOTERMS.</p> <p><i>For Goods supplied from within the Philippines</i>, the delivery terms applicable to this Contract are delivered to <b>Opol, Misamis Oriental</b>. 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 <b>Ms. Cherryl G. Magnetico</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>
	<ol style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **three times the warranty period**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **one (1) month** of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>Partial payment is not allowed.</i> The terms of payment shall be as follows: <b><u>Upon complete delivery.</u></b></p>
4	<p>The inspections and tests that will be conducted are: <b>Delivery Inspection to be conducted by the Inspectorate Team composed of the Municipal Inspector, General Services Office, end-user, and the Commission on Audit.</b></p>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total			Delivered, Weeks/Months
1-198	Supply and Delivery of Office Supplies for the 2nd Quarter of 2023	One (1) Lot	59	can	Air freshener, aerosol, 280ml/150g min	Thirty (30) calendar days upon receipt of the Purchase Order (PO)
			1	set	Air freshener, automatic spray	
			2	can	Air freshener, automatic spray refill, lavender & vanilla, 175g	
			3	gallon	Alcohol, ethyl, 68%-72%	
			45	pack	Battery, dry cell, AA, 1.5 volts, alkaline, 2 piece per pack	
			52	pack	Battery, dry cell, AAA 1.5 volts, alkaline, 2 piece per pack	
			152	ream	Bondpaper, multicopy, 80gsm, size: 210mm x 297mm (A4)	
			146	ream	Bondpaper, multicopy, 80gsm, size: 216mm x 330mm (Legal)	
			183	ream	Bondpaper, multi-purpose, 70 gsm., size: 210mm x 297mm (A4)	
			198	ream	Bondpaper, multi-purpose, 70 gsm., size: 216mm x 330mm (Legal)	
			45	piece	Broom, tambo	
			40	piece	Broom, tingting	
			14	bottle	Cleaner, toilet and urinal	
			6	can	Cleanser, scouring powder	
			1	piece	Clearbook, 20 transparent pockets, A4	

			13	piece	Clearbook, 20 transparent pockets, legal
			51	box	Clip, backfold, 19mm
			73	box	Clip, backfold, 25mm
			42	box	Clip, backfold, 32mm
			57	box	Clip, backfold, 50mm
			256	piece	Correction tape
			3	tube	Cutter blade, for heavy duty cutter
			11	piece	Cutter knife, for general purpose
			77	piece	Data file box
			6	piece	Data folder
			1	piece	Dating and stamping machine
			57	pouch	Detergent powder, all purpose, 1kg
			39	can	Disinfectant spray, aerosol, 400g (min)
			16	piece	Dust pan, non-rigid plastic
			1	pack	Envelope, documentary, A4 size, 150 pieces per pack
			1	pack	Envelope, documentary, legal size, 150 pieces per pack
			2	box	Envelope, documentary, A4 size, 500 pieces per box
			1	box	Envelope, documentary, legal size, 500 pieces per box
			2	box	Envelope, expanding, kraftboard, legal size, 100 pieces per box
			1	piece	Envelope, expanding, plastic
			1	box	Envelope, mailing, white, legal, 70gsm, 500 pieces per box

			5	piece	Eraser, for pencil, plastic or rubber
			4	unit	External hard drive, 1TB
			24	piece	Flash drive, 16 GB capacity
			10	piece	File organizer, expanding, plastic, 12 pockets
			2	bundle	Folder, fancy, with slide, A4, 50 pieces per bundle
			1	bundle	Folder, fancy, with slide, legal, 50 pieces per bundle
			1	pack	Folder, L-type, legal size, 50 pieces per pack
			1	box	Folder, pressboard, 100 pieces per box
			4	pack	Folder, white, A4 size, 100 pieces per pack
			13	pack	Folder, white, legal size, 100 pieces per pack
			39	can	Furniture cleaner, aerosol type, 300ml min per can
			10	jar	Glue, all purpose
			21	can	Insecticide, aerosol type, net content: 600ml min
			58	piece	Light bulb, LED, 6 watts
			3	tube	Linear tube, LED, 18 watts
			2	piece	Marker, fluorescent, yellow green
			17	set	Marker, fluorescent, 3 assorted colors per set
			38	piece	Marker, permanent, bullet type, black
			14	piece	Marker, permanent, bullet type, blue
			17	piece	Marker, permanent, bullet type, red



			26	piece	Marker, whiteboard, black
			7	piece	Marker, whiteboard, blue
			6	piece	Marker, whiteboard, red
			6	piece	Monobloc, chair, beige
			30	piece	Monobloc, chair, white
			2	unit	Mop bucket, heavy duty, hard plastic
			22	piece	Mophead, made of rayon
			25	piece	Notebook, stenographer
			20	pad	Notepad, stick-on, 2x3, 100 sheets per pad
			30	pad	Notepad, stick-on, 3x3, 100 sheets per pad
			21	pad	Notepad, stick-on, 3x4, 100 sheets per pad
			34	box	Paper clip, vinyl/plastic coated, 50mm
			3	piece	Pencil sharpener, table top, manual
			11	box	Pencil, lead with eraser, 12 dozens per box
			5	piece	Puncher, paper, heavy duty, with two hole guide
			19	bundle	Rags, all cotton, 32 pieces per bundle
			1	book	Record book, 200 pages
			32	book	Record book, 500 pages
			5	bundle	Ring binder, 32mm, 10 pieces per bundle
			3	box	Rubber band, no. 18
			4	piece	Ruler, plastic, 450mm (18")
			15	pair	Scissors, symmetrical/as symmetrical
			1	pack	Scouring pad, 5 pads/pack
			240	piece	Sign pen, black
			48	piece	Sign pen, blue
			52	piece	Sign pen, red

			11	piece	Staple remover, plier type
			81	box	Staple wire, standard
			23	piece	Stapler, standard type
			6	piece	Tape dispenser, table top for 24mm width tape
			11	roll	Tape, electrical
			18	roll	Tape, masking, 24mm
			10	roll	Tape, packaging, 48mm
			36	roll	Tape, transparent, 24mm
			74	pack	Toilet tissue paper 2-plys, 12 rolls in a pack
			6	roll	Twine, plastic
			1	piece	Wastebasket, non rigid plastic
			3	ream	Bondpaper, A3 size, 297 x 420mm, 80g/m <sup>2</sup> , 500 sheets
			10	ream	Bondpaper, short, 80gsm
			20	ream	Bondpaper, short, 70gsm
			532	each	Ballpen, black
			4	piece	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable)
			2	piece	Battery, dry cell, AAA, 1.5 volts, alkaline (rechargeable)
			4	piece	Clipboard 9x12 chipboard w/ flat clip
			2	piece	Clipboard, acrylic, legal
			7	set	Computer keyboard and mouse set
			1	piece	Computer keyboard
			3	box	Continuous paper, carbonless 2 ply, 11" x 9"
			3	box	Continuous paper, 3 ply, 13 x 9 1/2, legal
			1	cart	Cartridge, (LC462), cyan

			1	cart	Cartridge, (LC462), yellow
			1	cart	Cartridge, (LC462), magenta
			2	cart	Cartridge, (LC462 ), black
			18	bottle	Ink, (5000), cyan
			18	bottle	Ink, (5000), yellow
			18	bottle	Ink, (5000), magenta
			3	bottle	Ink, (6000), black
			34	bottle	Ink, (D60), black
			1	bottle	Ink (T6642), cyan
			3	bottle	Ink (T6644), yellow
			1	bottle	Ink (T6643), magenta
			7	bottle	Ink (T6641), black
			18	bottle	Ink (003), cyan
			18	bottle	Ink (003), yellow
			18	bottle	Ink (003), magenta
			34	bottle	Ink (003), black
			6	bottle	Ink (001), cyan
			7	bottle	Ink (001), yellow
			6	bottle	Ink (001), magenta
			4	bottle	Ink (001), black
			1	bottle	Ink (008), cyan
			1	bottle	Ink (008), yellow
			1	bottle	Ink (008), magenta
			1	bottle	Ink (008), black
			1	bottle	Pigment ink, cyan
			1	bottle	Pigment ink, yellow
			1	bottle	Pigment ink, magenta
			1	bottle	Pigment ink, black
			12	cart	LX 310+ Ribbon Cartridge
			10	piece	Correction pen
			23	book	Columnar notebook, 4 columns
			2	book	Columnar notebook, 18 columns
			10	piece	Certificate holder, A4

			10	piece	Certificate holder, legal
			1	piece	Dishwashing paste, 400g
			49	bottle	Dishwashing liquid, 350ml
			13	piece	Doormat, big
			5	piece	Foot rag rectangle, big
			10	piece	Duster cleaner, feather
			5	piece	Envelope, legal, brown
			52	piece	Envelope, expandable, legal
			6	piece	Filing tray, 3 layers
			91	piece	Folder, white, legal
			17	piece	Folder, clear, legal, blue
			15	piece	Glass cleaner
			2	piece	Glass wiper removable non-slip window glass brush cleaner
			7	piece	Hand brush for C.R, big
			1	bottle	Ink for numbering machine
			11	piece	Mouse pad
			52	piece	Mailing envelope, legal
			1,002	piece	Mailing envelope, short
			1	piece	Marker, whiteboard, ink refill, black
			4	unit	Spinning mop with bucket
			4	piece	Mop cloth, microfiber
			13	pack	Notepad, stick-on, 1/2"x2", colored
			1	pack	Notepad, stick-on, 1"x2", transparent
			10	pack	Notepad, stick-on, 1"x3", yellow
			12	pack	Notepad, stick-on, 20mm x 48mm (PLEASE SIGN), 5 pad/pack
			1	unit	Mouse, wireless, small

			11	piece	Pen, Vtec highpoint
			20	pack	Photo paper, A4
			5	pack	Photo paper, legal
			5	pack	Photo paper, A3
			6	piece	PVC, legal
			14	box	Pushpin
			1	piece	Pale, small
			5	piece	Sign pen, black, 0.5, ball point
			5	piece	Sign pen, black, 0.7, ball point
			1	piece	Sign pen, blue, 0.5, ball point
			10	pair	Scissor, big
			10	pack	Sticker paper, A4, 10 pieces per pack
			5	pack	Special paper, A4
			39	pack	Special paper, legal
			3	unit	SSD External hard drive, 1 TB
			4	unit	SD memory card, extreme pro, 64 GB
			2	box	Thumb tacks
			5	piece	Trash can w/ cover, big
			1	piece	Trash can w/ cover, medium
			5	bottle	Toilet bowl cleaner, lemon, 1 liter
			16	bottle	Muriatic, 1 liter
			2	pack	Moth balls
			1	bottle	Riso ink for KZ 30
			1	piece	Wall Clock 12" diameter, heavy duty
			1	unit	UPS Uninterruptible power supply 4 universal outlets
			10	pack	Coffee, 3 in 1 30s/pack
			5	each	Metal book end to hold books
			2	roll	Cling wrap food wrap 18 in x 500 m
			6	bottle	Fabric conditioner,

					garden bloom, 2 liter	
			6	box	Purified drinking water, 350ml, 40 bottles per box	
			8	piece	Plastic bottles, 20 liter capacity	
			6	piece	Kitchen scrub and sponge	
			1	set	Pail (4 gallon cap) and dipper set	

## *Section VII. Technical Specifications*

Item	Specification	Statement of Compliance
1	Air freshener, aerosol, 280ml/150g min	
2	Air freshener, automatic spray	
3	Air freshener, automatic spray refill, lavender & vanilla ,175g	
4	Alcohol, ethyl, 68%-72%	
5	Battery, dry cell, AA, 1.5 volts, alkaline, 2 piece per pack	
6	Battery, dry cell, AAA 1.5 volts, alkaline, 2 piece per pack	
7	Bondpaper, multicopy, 80gsm, size: 210mm x 297mm (A4)	
8	Bondpaper, multicopy, 80gsm, size: 216mm x 330mm (Legal)	
9	Bondpaper, multi-purpose, 70 gsm., size: 210mm x 297mm (A4)	
10	Bondpaper, multi-purpose, 70 gsm., size: 216mm x 330mm (Legal)	
11	Broom, tambo	
12	Broom, tingting	
13	Cleaner, toilet and urinal	
14	Cleanser, scouring powder	
15	Clearbook, 20 transparent pockets, A4	
16	Clearbook, 20 transparent pockets, legal	
17	Clip, backfold, 19mm	
18	Clip, backfold, 25mm	
19	Clip, backfold, 32mm	
20	Clip, backfold, 50mm	

21	Correction tape	
22	Cutter blade, for heavy duty cutter	
23	Cutter knife, for general purpose	
24	Data file box	
25	Data folder	
26	Dating and stamping machine	
27	Detergent powder, all purpose, 1kg	
28	Disinfectant spray, aerosol, 400g (min)	
29	Dust pan, non-rigid plastic	
30	Envelope, documentary, A4 size, 150 pieces per pack	
31	Envelope, documentary, legal size, 150 pieces per pack	
32	Envelope, documentary, A4 size, 500 pieces per box	
33	Envelope, documentary, legal size, 500 pieces per box	
34	Envelope, expanding, kraftboard, legal size, 100 pieces per box	
35	Envelope, expanding, plastic	
36	Envelope, mailing, white, legal, 70gsm, 500 pieces per box	
37	Eraser, for pencil, plastic or rubber	
38	External hard drive, 1TB	
39	Flash drive, 16 GB capacity	
40	File organizer, expanding, plastic, 12 pockets	
41	Folder, fancy, with slide, A4, 50 pieces per bundle	
42	Folder, fancy, with slide, legal, 50 pieces per bundle	



43	Folder, L-type, legal size, 50 pieces per pack	
44	Folder, pressboard, 100 pieces per box	
45	Folder, white, A4 size, 100 pieces per pack	
46	Folder, white, legal size, 100 pieces per pack	
47	Furniture cleaner, aerosol type, 300ml min per can	
48	Glue, all purpose	
49	Insecticide, aerosol type, net content: 600ml min	
50	Light bulb, LED, 6 watts	
51	Linear tube, LED, 18 watts	
52	Marker, fluorescent, yellow green	
53	Marker, fluorescent, 3 assorted colors per set	
54	Marker, permanent, bullet type, black	
55	Marker, permanent, bullet type, blue	
56	Marker, permanent, bullet type, red	
57	Marker, whiteboard, black	
58	Marker, whiteboard, blue	
59	Marker, whiteboard, red	
60	Monobloc, chair, beige	
61	Monobloc, chair, white	
62	Mop bucket, heavy duty, hard plastic	
63	Mophead, made of rayon	
64	Notebook, stenographer	
65	Notepad, stick-on, 2x3, 100 sheets per pad	
66	Notepad, stick-on, 3x3, 100 sheets per pad	
67	Notepad, stick-on, 3x4, 100 sheets per pad	

68	Paper clip, vinyl/plastic coated, 50mm	
69	Pencil sharpener, table top, manual	
70	Pencil, lead with eraser, 12 dozens per box	
71	Puncher, paper, heavy duty, with two hole guide	
72	Rags, all cotton, 32 pieces per bundle	
73	Record book, 200 pages	
74	Record book, 500 pages	
75	Ring binder, 32mm, 10 pieces per bundle	
76	Rubber band, no. 18	
77	Ruler, plastic, 450mm (18")	
78	Scissors, symmetrical/assymetrical	
79	Scouring pad, 5 pads/pack	
80	Sign pen, black	
81	Sign pen, blue	
82	Sign pen, red	
83	Staple remover, plier type	
84	Staple wire, standard	
85	Stapler, standard type	
86	Tape dispenser, table top for 24mm width tape	
87	Tape, electrical	
88	Tape, masking, 24mm	
89	Tape, packaging, 48mm	
90	Tape, transparent, 24mm	
91	Toilet tissue paper 2-plys, 12 rolls in a pack	
92	Twine, plastic	
93	Wastebasket, non rigid plastic	

94	Bondpaper, A3 size, 297 x 420mm, 80g/m <sup>2</sup> , 500 sheets	
95	Bondpaper, short, 80gsm	
96	Bondpaper, short, 70gsm	
97	Ballpen, black	
98	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable)	
99	Battery, dry cell, AAA, 1.5 volts, alkaline (rechargeable)	
100	Clipboard 9x12 chipboard w/ flat clip	
101	Clipboard, acrylic, legal	
102	Computer keyboard and mouse set	
103	Computer keyboard	
104	Continuous paper, carbonless 2 ply, 11" x 9"	
105	Continuous paper, 3 ply, 13 x 9 1/2, legal	
106	Cartridge, (LC462), cyan	
107	Cartridge, (LC462), yellow	
108	Cartridge, (LC462), magenta	
109	Cartridge, (LC462 ), black	
110	Ink, (5000), cyan	
111	Ink, (5000), yellow	
112	Ink, (5000), magenta	
113	Ink, (6000), black	
114	Ink, (D60), black	
115	Ink (T6642), cyan	
116	Ink (T6644), yellow	
117	Ink (T6643), magenta	

118	Ink (T6641), black	
119	Ink (003), cyan	
120	Ink (003), yellow	
121	Ink (003), magenta	
122	Ink (003), black	
123	Ink (001), cyan	
124	Ink (001), yellow	
125	Ink (001), magenta	
126	Ink (001), black	
127	Ink (008), cyan	
128	Ink (008), yellow	
129	Ink (008), magenta	
130	Ink (008), black	
131	Pigment ink, cyan	
132	Pigment ink, yellow	
133	Pigment ink, magenta	
134	Pigment ink, black	
135	LX 310+ Ribbon Cartridge	
136	Correction pen	
137	Columnar notebook, 4 columns	
138	Columnar notebook, 18 columns	
139	Certificate holder, A4	
140	Certificate holder, legal	
141	Dishwashing paste, 400g	
142	Dishwashing liquid, 350ml	
143	Doormat, big	

144	Foot rag rectangle, big	
145	Duster cleaner, feather	
146	Envelope, legal, brown	
147	Envelope, expandable, legal	
148	Filing tray, 3 layers	
149	Folder, white, legal	
150	Folder, clear, legal, blue	
151	Glass cleaner	
152	Glass wiper removable non-slip window glass brush cleaner	
153	Hand brush for C.R, big	
154	Ink for numbering machine	
155	Mouse pad	
156	Mailing envelope, legal	
157	Mailing envelope, short	
158	Marker, whiteboard, ink refill, black	
159	Spinning mop with bucket	
160	Mop cloth, microfiber	
161	Notepad, stick-on, 1/2"x2", colored	
162	Notepad, stick-on, 1"x2", transparent	
163	Notepad, stick-on, 1"x3", yellow	
164	Notepad, stick-on, 20mm x 48mm (PLEASE SIGN), 5 pad/pack	
165	Mouse, wireless, small	
166	Pen, Vtec highpoint	
167	Photo paper, A4	
168	Photo paper, legal	

169	Photo paper, A3	
170	PVC, legal	
171	Pushpin	
172	Pale, small	
173	Sign pen, black, 0.5, ball point	
174	Sign pen, black, 0.7, ball point	
175	Sign pen, blue, 0.5, ball point	
176	Scissor, big	
177	Sticker paper, A4, 10 pieces per pack	
178	Special paper, A4	
179	Special paper, legal	
180	SSD External hard drive, 1 TB	
181	SD memory card, extreme pro, 64 GB	
182	Thumb tacks	
183	Trash can w/ cover, big	
184	Trash can w/ cover, medium	
185	Toilet bowl cleaner, lemon, 1 liter	
186	Muriatic, 1 liter	
187	Moth balls	
188	Riso ink for KZ 30	
189	Wall Clock 12" diameter, heavy duty	
190	UPS Uninterruptible power supply 4 universal outlets	
191	Coffee, 3 in 1 30s/pack	
192	Metal book end to hold books	
193	Cling wrap food wrap 18 in x 500 m	

194	Fabric conditioner, garden bloom, 2 liter	
195	Purified drinking water, 350ml, 40 bottles per box	
196	Plastic bottles, 20 liter capacity	
197	Kitchen scrub and sponge	
198	Pail (4 gallon cap) and dipper set	

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

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### **Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### **Technical Documents**

- (e) Statement of the 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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**

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The 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***

- (l) 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**

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

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

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

