

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



BIDDING DOCUMENTS

**Supply and Delivery
of Office Supplies for
the 3rd Quarter of
2023**

OPOL 2023-032

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – **Government** Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
Province of Misamis Oriental
MUNICIPALITY OF OPOL

INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 3RD 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 Two Thousand Seven Hundred Thirty Six Pesos and 02/100 (Php 602,736.02)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies for the 3rd Quarter of 2023 / OPOL 2023-032**. 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 11:30 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 10:30 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

(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 3rd Quarter of 2023**, with identification number **OPOL 2023-032**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot with one hundred eighty three (183) 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 Two Thousand Seven Hundred Thirty Six Pesos and 02/100 (Php 602,736.02)**.

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

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Supply and Delivery of Office Supplie. b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
	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.
12	The price of the Goods shall be quoted DDP Philippines 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"> a. The amount of not less than Php 12,054.7204 (<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 b. The amount of not less than Php 30,136.801 (<i>five percent of ABC</i>), if bid security is in Surety Bond.
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"> (a) contain the name of the contract to be bid in capital letters; (b) bear the name and address of the Bidder in capital letters; (c) be addressed to the Procuring Entity’s BAC; (d) bear the specific identification of this bidding process; and (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids. <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>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><i>For Goods supplied from abroad</i>, the delivery terms applicable to the Contract are DDP Philippines. 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 Opol, Misamis Oriental. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</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. Cherryl G. Magnetico.</p> <p>Incidental Services –</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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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
	<ol style="list-style-type: none"> 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.

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>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> <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>Intellectual Property Rights –</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: <u>Upon complete delivery.</u></p>
4	<p>The inspections and tests that will be conducted are: Delivery Inspection to be conducted by the Inspectorate Team composed of the Municipal Inspector, General Services Office, end-user, and the Commission on Audit.</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
1-183	Supply and Delivery of Office Supplies for the 3 rd Quarter of 2023	One (1) Lot	1	roll	Acetate	Thirty (30) calendar days upon receipt of the Purchase Order (PO)
			59	can	Air freshener, aerosol, 280ml/150g min	
			2	set	Air freshener, automatic spray	
			2	can	Air freshener, automatic spray refill, lavender & vanilla ,175g	
			3	gallon	Alcohol, ethyl, 68%-72%	
			42	pack	Battery, dry cell, AA, 1.5 volts, alkaline, 2pc/pack	
			54	pack	Battery, dry cell, AAA 1.5 volts, alkaline, 2pc/pack	
			146	ream	Bondpaper, multicopy, 80gsm, size: 210mm x 297mm (A4)	
			149	ream	Bondpaper, multicopy, 80gsm, size: 216mm x 330mm (Legal)	
			170	ream	Bondpaper, multi-purpose, 70 gsm., size: 210mm x 297mm (A4)	
			172	ream	Bondpaper, multi-purpose, 70 gsm., size: 216mm x 330mm (Legal)	
			38	piece	Broom, tambo	
			28	piece	Broom, tingting	
			27	bottle	Cleaner, toilet and urinal	
			16	can	Cleanser, scouring powder	

			1	piece	Clearbook, 20 transparent pockets, A4
			11	piece	Clearbook, legal
			11	box	Clip, backfold, 19mm
			61	box	Clip, backfold, 25mm
			25	box	Clip, backfold, 32mm
			35	box	Clip, backfold, 50mm
			236	piece	Correction tape
			4	tube	Cutter blade, for heavy duty cutter
			4	piece	Cutter knife, for general purpose
			81	piece	Data file box
			6	piece	Data folder
			1	piece	Dating and stamping machine
			45	pouch	Detergent powder, all purpose, 1kg
			56	can	Disinfectant spray, aerosol, 400g (min)
			15	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
			1	box	Envelope, documentary, A4 size, 500 pieces per box
			1	box	Envelope, documentary, legal size, 500 pieces per box
			3	box	Envelope, expanding, kraftboard, legal size, 100 pieces per box
			1	piece	Envelope, expanding, plastic

			1	box	Envelope, mailing, with window, legal, 500 pieces per box
			6	piece	Eraser, for pencil, plastic or rubber
			2	unit	External hard drive, 1TB
			1	box	Fastener, coated red, 70mm between prongs
			27	piece	Flash drive, 16 GB capacity
			10	piece	File organizer, expanding, plastic, 12 pockets
			1	bundle	Folder, fancy, with slide, legal, 50 pieces per bundle
			1	pack	Folder, L-type, legal size, 50 pieces per pack
			2	box	Folder, pressboard, 100 pieces per box
			6	pack	Folder, white, A4 size, 100 pieces per pack
			13	pack	Folder, white, legal size, 100 pieces per pack
			35	can	Furniture cleaner, aerosol type, 300ml min per can
			10	jar	Glue, all purpose
			18	can	Insecticide, aerosol type, net content: 600ml min
			52	piece	Light bulb, LED, 6 watts
			8	tube	Linear tube, LED, 18 watts
			42	piece	Marker, permanent, bullet type, black
			17	piece	Marker, permanent, bullet type, blue

			15	piece	Marker, permanent, bullet type, red
			33	piece	Marker, whiteboard, black
			13	piece	Marker, whiteboard, blue
			8	piece	Marker, whiteboard, red
			59	piece	Monobloc, chair, beige
			2	unit	Mop bucket, heavy duty, hard plastic
			23	piece	Mophead, made of rayon
			24	piece	Notebook, stenographer
			20	pad	Notepad, stick-on, 2x3, 100 sheets per pad
			22	pad	Notepad, stick-on, 3x3, 100 sheets per pad
			16	pad	Notepad, stick-on, 3x4, 100 sheets per pad
			22	box	Paper clip, vinyl/plastic coated, 50mm
			1	box	Paper, parchment, 100 sheets per box
			3	piece	Pencil sharpener, table top, manual
			16	box	Pencil, lead with eraser, 12 dozens per box
			6	piece	Puncher, paper, heavy duty, with two hole guide
			16	bundle	Rags, all cotton, 32 pieces per bundle
			1	book	Record book, 200 pages
			24	book	Record book, 500 pages
			6	bundle	Ring binder, 32mm, 10 pieces per bundle
			3	box	Rubber band, no. 18
			5	piece	Ruler, plastic, 450mm (18")

			15	pair	Scissors, symmetrical/assymetrical
			5	pack	Scouring pad, 5 pads/pack
			253	piece	Sign pen, black
			76	piece	Sign pen, blue
			75	piece	Sign pen, red
			8	piece	Staple remover, plier type
			61	box	Staple wire, standard
			20	piece	Stapler, standard type
			3	piece	Tape dispenser, table top for 24mm width tape
			7	roll	Tape, electrical
			16	roll	Tape, masking, 24mm
			10	roll	Tape, packaging, 48mm
			37	roll	Tape, transparent, 24mm
			74	pack	Toilet tissue paper 2-plys, 12 rolls in a pack
			6	roll	Twine, plastic
			3	ream	Bondpaper, A3 size, 297 x 420mm, 80g/m ² , 500 sheets
			22	ream	Bondpaper, short, 70gsm
			366	each	Ballpen, black
			4	piece	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable)
			4	piece	Battery, dry cell, AAA, 1.5 volts, alkaline (rechargeable)
			4	set	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable), 4 pieces per set
			4	piece	Clipboard 9x12 chipboard w/ flat clip
			5	box	Continuous paper,

				carbonless 2 ply, 11" x 9"
2	box			Continuous paper, 3 ply, 13 x 9 1/2, legal
2	cart			Cartridge, (LC462), cyan
2	cart			Cartridge, (LC462), yellow
2	cart			Cartridge, (LC462), magenta
1	cart			Cartridge, (LC462), black
15	bottle			Ink, (5000), cyan
18	bottle			Ink, (5000), yellow
16	bottle			Ink, (5000), magenta
2	bottle			Ink, (6000), black
28	bottle			Ink, (D60), black
3	bottle			Ink (T6642), cyan
3	bottle			Ink (T6644), yellow
5	bottle			Ink (T6643), magenta
27	bottle			Ink (T6641), black
18	bottle			Ink (003), cyan
19	bottle			Ink (003), yellow
18	bottle			Ink (003), magenta
48	bottle			Ink (003), black
1	bottle			Ink (004), cyan
1	bottle			Ink (004), yellow
1	bottle			Ink (004), magenta
1	bottle			Ink (004), black
3	bottle			Ink (001), cyan
3	bottle			Ink (001), yellow
3	bottle			Ink (001), magenta
3	bottle			Ink (001), black
1	bottle			Pigment ink, cyan
1	bottle			Pigment ink, yellow
1	bottle			Pigment ink, magenta

			1	bottle	Pigment ink, black
			7	cart	LX 310+ Ribbon Cartridge
			11	piece	Correction pen
			5	book	Columnar notebook, 4 columns
			2	book	Columnar notebook, 18 columns
			10	piece	Certificate holder, A4
			10	piece	Certificate holder, legal
			26	bottle	Dishwashing liquid, 350ml
			15	piece	Doormat, big
			5	piece	Foot rag rectangle, big
			5	piece	Duster cleaner, feather
			6	piece	Envelope, legal, brown
			1	piece	Envelope, short, brown
			39	piece	Envelope, expandable, legal
			5	piece	Filing tray, 3 layers
			40	piece	Folder, white, legal
			15	piece	Folder, clear, legal, blue
			13	piece	Glass cleaner
			14	piece	Hand brush for C.R, big
			6	box	Mechanical pencil, 0.5mm
			601	piece	Mailing envelope, short
			7	piece	Marker, whiteboard, ink refill, black
			1	unit	Spinning mop with bucket
			4	piece	Mop cloth, microfiber
			13	pack	Notepad, stick-on, 1/2"x2", colored
			10	pack	Notepad, stick-on, 1"x3", yellow
			7	pack	Notepad, stick-on, 20mm x

				48mm (PLEASE SIGN), 5 pad/pack
1	unit			Mouse, wireless, small
19	pack			Photo paper, A4
5	pack			Photo paper, legal
5	pack			Photo paper, A3
10	piece			PVC, legal
11	box			Pushpin
5	piece			Sign pen, black, 0.5, ball point
5	piece			Sign pen, black, 0.7, ball point
2	piece			Sign pen, blue, 0.5, ball point
5	pair			Scissor, big
23	pack			Sticker paper, 10pc/pack, A4
5	pack			Special paper, A4
32	pack			Special paper, legal
5	unit			SSD External Hard drive, 1 TB
4	unit			SD memory card, extreme pro, 64 GB
1	piece			Trash can w/ cover, big
2	piece			Trash can w/ cover, medium
5	bottle			Toilet Bowl Cleaner, lemon, 1 liter
1	piece			Marker, fluorescent, yellow green
16	bottle			Muriatic, 1 liter
2	pack			Moth balls
3	bottle			Riso ink for KZ 30
1	roll			Master roll
1	unit			UPS Uninterruptible power supply 4 universal outlets
15	pack			Coffee, 3 in 1 30s/pack
2	roll			Cling wrap food wrap 18 in x 500 m

			7	bottle	Fabric conditioner, garden bloom, 2 liter	
			6	box	Purified drinking water, 350ml, 40 bottles per box	

Section VII. Technical Specifications

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

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

47.	Folder, white, legal size, 100 pieces per pack	
48.	Furniture cleaner, aerosol type, 300ml min per can	
49.	Glue, all purpose	
50.	Insecticide, aerosol type, net content: 600ml min	
51.	Light bulb, LED, 6 watts	
52.	Linear tube, LED, 18 watts	
53.	Marker, permanent, bullet type, black	
54.	Marker, permanent, bullet type, blue	
55.	Marker, permanent, bullet type, red	
56.	Marker, whiteboard, black	
57.	Marker, whiteboard, blue	
58.	Marker, whiteboard, red	
59.	Monobloc, chair, beige	
60.	Mop bucket, heavy duty, hard plastic	
61.	Mophead, made of rayon	
62.	Notebook, stenographer	
63.	Notepad, stick-on, 2x3, 100 sheets per pad	
64.	Notepad, stick-on, 3x3, 100 sheets per pad	
65.	Notepad, stick-on, 3x4, 100 sheets per pad	
66.	Paper clip, vinyl/plastic coated, 50mm	
67.	Paper, parchment, 100 sheets per box	
68.	Pencil sharpener, table top, manual	
69.	Pencil, lead with eraser, 12 dozens per box	
70.	Puncher, paper, heavy duty, with two hole guide	
71.	Rags, all cotton, 32 pieces per bundle	
72.	Record book, 200 pages	

73.	Record book, 500 pages	
74.	Ring binder, 32mm, 10 pieces per bundle	
75.	Rubber band, no. 18	
76.	Ruler, plastic, 450mm (18")	
77.	Scissors, symmetrical/assymetrical	
78.	Scouring pad, 5 pads/pack	
79.	Sign pen, black	
80.	Sign pen, blue	
81.	Sign pen, red	
82.	Staple remover, plier type	
83.	Staple wire, standard	
84.	Stapler, standard type	
85.	Tape dispenser, table top for 24mm width tape	
86.	Tape, electrical	
87.	Tape, masking, 24mm	
88.	Tape, packaging, 48mm	
89.	Tape, transparent, 24mm	
90.	Toilet tissue paper 2-plys, 12 rolls in a pack	
91.	Twine, plastic	
92.	Bondpaper, A3 size, 297 x 420mm, 80g/m ² , 500 sheets	
93.	Bondpaper, short, 70gsm	
94.	Ballpen, black	
95.	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable)	
96.	Battery, dry cell, AAA, 1.5 volts, alkaline (rechargeable)	
97.	Battery, dry cell, AA, 1.5 volts, alkaline (rechargeable), 4 pieces per set	

98.	Clipboard 9x12 chipboard w/ flat clip	
99.	Continuous paper, carbonless 2 ply, 11" x 9"	
100.	Continuous paper, 3 ply, 13 x 9 1/2, legal	
101.	Cartridge, (LC462), cyan	
102.	Cartridge, (LC462), yellow	
103.	Cartridge, (LC462), magenta	
104.	Cartridge, (LC462), black	
105.	Ink, (5000), cyan	
106.	Ink, (5000), yellow	
107.	Ink, (5000), magenta	
108.	Ink, (6000), black	
109.	Ink, (D60), black	
110.	Ink (T6642), cyan	
111.	Ink (T6644), yellow	
112.	Ink (T6643), magenta	
113.	Ink (T6641), black	
114.	Ink (003), cyan	
115.	Ink (003), yellow	
116.	Ink (003), magenta	
117.	Ink (003), black	
118.	Ink (004), cyan	
119.	Ink (004), yellow	
120.	Ink (004), magenta	
121.	Ink (004), black	
122.	Ink (001), cyan	
123.	Ink (001), yellow	

124.	Ink (001), magenta	
125.	Ink (001), black	
126.	Pigment ink, cyan	
127.	Pigment ink, yellow	
128.	Pigment ink, magenta	
129.	Pigment ink, black	
130.	LX 310+ Ribbon Cartridge	
131.	Correction pen	
132.	Columnar notebook, 4 columns	
133.	Columnar notebook, 18 columns	
134.	Certificate holder, A4	
135.	Certificate holder, legal	
136.	Dishwashing liquid, 350ml	
137.	Doormat, big	
138.	Foot rag rectangle, big	
139.	Duster cleaner, feather	
140.	Envelope, legal, brown	
141.	Envelope, short, brown	
142.	Envelope, expandable, legal	
143.	Filing tray, 3 layers	
144.	Folder, white, legal	
145.	Folder, clear, legal, blue	
146.	Glass cleaner	
147.	Hand brush for C.R, big	
148.	Mechanical pencil, 0.5mm	
149.	Mailing envelope, short	

150.	Marker, whiteboard, ink refill, black	
151.	Spinning mop with bucket	
152.	Mop cloth, microfiber	
153.	Notepad, stick-on, 1/2"x2", colored	
154.	Notepad, stick-on, 1"x3", yellow	
155.	Notepad, stick-on, 20mm x 48mm (PLEASE SIGN), 5 pad/pack	
156.	Mouse, wireless, small	
157.	Photo paper, A4	
158.	Photo paper, legal	
159.	Photo paper, A3	
160.	PVC, legal	
161.	Pushpin	
162.	Sign pen, black, 0.5, ball point	
163.	Sign pen, black, 0.7, ball point	
164.	Sign pen, blue, 0.5, ball point	
165.	Scissor, big	
166.	Sticker paper, 10pc/pack, A4	
167.	Special paper, A4	
168.	Special paper, legal	
169.	SSD External Hard drive, 1 TB	
170.	SD memory card, extreme pro, 64 GB	
171.	Trash can w/ cover, big	
172.	Trash can w/ cover, medium	
173.	Toilet Bowl Cleaner, lemon, 1 liter	
174.	Marker, fluorescent, yellow green	

175.	Muriatic, 1 liter	
176.	Moth balls	
177.	Riso ink for KZ 30	
178.	Master roll	
179.	UPS Uninterruptible power supply 4 universal outlets	
180.	Coffee, 3 in 1 30s/pack	
181.	Cling wrap food wrap 18 in x 500 m	
182.	Fabric conditioner, garden bloom, 2 liter	
183.	Purified drinking water, 350ml, 40 bottles per box	

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.

