

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement of Regular Office Supplies for use of DILG XII for 1st-
4th Quarter, CY 2024

IB NO. 2024-02-001

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**INVITATION TO BID FOR THE
PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR
USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024**

1. The **Department of the Interior of Local Government – Region XII**, through National Expenditure Program (NEP) /General Appropriations Act FY 2024 intends to apply the sum of **One Million Thirty Six Thousand Two Hundred Forty Pesos Only (PHP 1,036,240.00)** being the ABC (inclusive of transportation costs/fees) to payments under the contract for **REGULAR OFFICE SUPPLIES FOR USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024**. *Bids received in excess of the ABC shall be automatically rejected at bid opening.*
2. The **Department of the Interior of Local Government – Region XII** now invites bids for the above Procurement Project. **Delivery of the Goods is required not later than THIRTY (30) CALENDAR DAYS including Saturdays, Sundays, and Holidays from the receipt of Notice to Proceed (NTP)**. Bidders should have completed, within *the prescribed period* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. *Under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]* 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.
 - b. **BIDDING IS OPEN TO ALL QUALIFIED BIDDERS**, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from **Department of the Interior of Local Government (DILG) – Region XII through its Regional Bids and Awards**

Committee (RBAC) from 8:00 AM to 5:00 PM (Monday – Friday) excluding Saturdays, Sundays, and Holidays.

5. **A COMPLETE SET OF BIDDING DOCUMENTS MAY BE ACQUIRED BY INTERESTED BIDDERS ON March 08, 2024 (Friday) 8:00 A.M. – 5:00 P.M. TO March 20, 2024 (Tuesday) until 8:30 AM FROM THE GIVEN ADDRESS AND WEBSITE(S) BELOW:**

Address:

**Prime Regional Government Center, Brgy. Carpenter Hill,
Koronadal City, South Cotabato**

Website: <http://region12.dilg.gov.ph/reports-resources>

6. **DEPARTMENT OF THE INTERIOR OF LOCAL GOVERNMENT – REGION XII WILL HOLD A PRE-BID CONFERENCE¹ ON March 08, 2024 (FRIDAY) AT EXACTLY 10:00 AM THROUGH BLENDED MODE (FACE TO FACE AND VIRTUAL CONFERENCE), which shall be open to prospective bidders.**
7. **Bids must be duly received by the BAC Secretariat in TWO (2) SEALED ENVELOPES INDICATING TECHNICAL AND FINANCIAL COMPONENTS;**

MANUAL BID SUBMISSION (HARD COPY) AT THE ADDRESS: DILG XII PRIME REGIONAL GOVERNMENT CENTER, BRGY. CARPENTER HILL, KORONADAL CITY AND MUST BE SUBMITTED NOT LATER THAN 10:00A.M. ON MARCH 20, 2024 (Tuesday). LATE BIDS SHALL NOT BE ACCEPTED.

8. **ALL BIDS MUST BE ACCOMPANIED BY A BID SECURITY IN ANY OF THE ACCEPTABLE FORMS AND IN THE AMOUNT STATED IN ITB CLAUSE 14.**
9. **BID OPENING SHALL BE ON MARCH 20, 2024 (Tuesday) @ 2:00 PM. via BLENDED MODE (FACE TO FACE AND VIDEO CONFERENCING). BIDS WILL BE OPENED IN THE PRESENCE OF THE BIDDER OR HIS/HER AUTHORIZED REPRESENTATIVE WHO CHOOSE TO ATTEND THE ACTIVITY.**
10. **The *Department of the Interior and Local Government (DILG) – Region XII* 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.**

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

11. For further information, please refer to:

KATHERINE M. LLANO

Supervising Administrative Officer

Department of the Interior and Local Government (DILG) Region XII

Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City

Landline No. (083) 228-7959-60

Email Address: mail@region12.dilg.com.ph / dilgro12rbacsecretariat@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents, you may reach the DILG-XII Website at <http://region12.dilg.gov.ph/reports-resources>

February 26, 2024



RILIMIN H. SANDOVAL

RBAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, Department of the Interior and Local Government (DILG) – Region XII wishes to receive Bids for the *PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024* with identification number *IB NO. 2024-02-001*

The Procurement Project (referred to herein as “Project”) is composed of Regular Office Supplies, specifically:

Item No. 1	Clearbook, A4
Item No. 2	Clearbook, Legal
Item No. 3	Eraser, Plastic/Rubber
Item No. 4	Sign Pen (Gel Pen, Black, 0.5 mm)
Item No. 5	Sign Pen (Gel Pen, Blue, 0.5 mm)
Item No. 6	Sign Pen (Gel Pen, Blue, 1.0 mm)
Item No. 7	Sign Pen (Gel Pen, Black, 1.0 mm)
Item No. 8	Battery, AA
Item No. 9	Battery, AAA
Item No. 10	Ink, for stamp pad
Item No. 11	Philippine National Flag, 4x6 ft
Item No. 12	Philippine National Flag, 3x5 ft
Item No. 13	Glue, All-purpose
Item No. 14	Tape, Electrical

Item No. 15	Tape, Masking, 24mm
Item No. 16	Tape, Masking, 48mm
Item No. 17	Tape, Packaging, 48mm
Item No. 18	Tape, Transparent, 24mm
Item No. 19	Tape, Cloth Duct, 48mm
Item No. 20	Twine, Plastic
Item No. 21	Ruler, steel, 450mm
Item No. 22	Blade, for general purpose cutter
Item No. 23	Calculator, compact
Item No. 24	Clip, backfold, 25mm
Item No. 25	Clip, backfold, 32mm
Item No. 26	Clip, backfold, 52mm
Item No. 27	Correction Tape
Item No. 28	Cutter, for general purpose
Item No. 29	Data File Box, 125x250x400mm
Item No. 30	Data Folder, horizontal, long/legal
Item No. 31	Data Folder, vertical, long/legal
Item No. 32	Envelop, Documentary, A4
Item No. 33	Envelop, Documentary, Long/Legal

Item No. 34	Envelop, Expanding, Kraft
Item No. 35	Eraser, felt, for blackboard/whiteboard
Item No. 36	Fastener
Item No. 37	Folder, Pressboard, 240mmx370mm (-5mm)
Item No. 38	Folder, with tab, for A4 size documents
Item No. 39	Folder, with tab, for Legal size documents
Item No. 40	Marker, Permanent, Black
Item No. 41	Marker, Permanent, Blue
Item No. 42	Marker, Permanent, Red
Item No. 43	Marker, Whiteboard, Red
Item No. 44	Marker, Whiteboard, Black
Item No. 45	Marker, Whiteboard, Blue
Item No. 46	Marker, Fluorescent, Assorted Colors
Item No. 47	Paperclip, vinyl/plastic coated, 33mm
Item No. 48	Paperclip, vinyl/plastic coated, jumbo, 50mm
Item No. 49	Pencil, lead/graphite, with eraser
Item No. 50	Rubber Band, No. 18
Item No. 51	Scissor, symmetrical/asymmetrical, big
Item No. 52	Stapler, with remover, standard type

Item No. 53	Tape Dispenser, table top
Item No. 54	Cartolina, assorted colors
Item No. 55	Notepad, stick-on, 50x76mm
Item No. 56	Notepad, stick-on, 76x100mm
Item No. 57	Notepad, stick-on, 76x76mm
Item No. 58	Steno Notebook
Item No. 59	Paper, Multi-purpose, A4
Item No. 60	Record book, 300 pages
Item No. 61	Record book, 500 pages
Item No. 62	Ballpen
Item No. 63	Laminating Film
Item No. 64	Sticker Paper, A4
Item No. 65	Double sided tape
Item No. 66	Photo paper, A4
Item No. 67	Certificate Frame, A4
Item No. 68	Certificate Frame, Long
Item No. 69	Certificate Holder
Item No. 70	Push pin
Item No. 71	Manila Paper

Item No. 72	Label/Index Sticker/Tab, self-adhesive
Item No. 73	Vellum Board Paper
Item No. 74	Glue gun, big, heavy duty
Item No. 75	Glue stick, big
Item No. 76	Puncher, paper, heavy duty
Item No. 77	Printer ink, 664, black
Item No. 78	Printer ink, 664, cyan
Item No. 79	Printer ink, 664, magenta
Item No. 80	Printer ink, 664, yellow
Item No. 81	Printer ink, 003, black
Item No. 82	Printer ink, 003, cyan
Item No. 83	Printer ink, 003, magenta
Item No. 84	Printer ink, 003, yellow
Item No. 85	Printer ink, 008, black
Item No. 86	Printer ink, 008, cyan
Item No. 87	Printer ink, 008, magenta
Item No. 88	Printer ink, 008, yellow

The details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2024* in the amount of **One Million Thirty Six Thousand Two Hundred Forty Pesos (Php 1, 036, 240.00) only.**

2.2. The source of funding is:

a. **National Expenditure Program (NEP) /General Appropriations Act FY 2024**

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.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant

reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

7.1. The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **MARCH 08, 2024 (FRIDAY), 10 A.M. via BLENDED MODE (FACE TO FACE and VIDEO CONFERENCING).**

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The **First Bid Envelope** shall contain the **Eligibility and technical documents of the Bid** as specified in **Section VIII (Attached Checklist of Technical and Financial Documents)**.

10.2. The **Bidder's SLCC** as indicated in **ITB Clause 5.3** **should have been completed within 15 calendar days 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 (Attached 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.

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 e.
 - 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 **Section VII (Technical Specifications)**.
- 12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 within 120 CD from the date of the opening of bid. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

15. Sealing and Marking of Bids

EACH BIDDER SHALL SUBMIT ONE COPY OF THE FIRST AND SECOND COMPONENTS OF ITS BID.

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on or before **MARCH 20, 2024 (Friday)**, on or before **10:00 A.M.** through **MANUAL BID SUBMISSION (HARD COPY)**. **LATE BIDS SHALL NOT BE ACCEPTED** as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

18.2. For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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.

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;**
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.**
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

20. Post-Qualification

- 20.1. For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* 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**. *{[Include if Framework Agreement will be used:]}* for every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

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**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>The Procuring Entity is Department of the Interior and Local Government (DILG) – Region XII</p> <p><i>The name of the Project is:</i> PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024</p> <p>a. Completed within (25) <i>twenty-five calendar days</i> prior to the deadline for the submission and receipt of bids.</p> <p>b. The identification number of the Contract is <i>IB No. 2024-02-001</i> as indicated in the Invitation to Bid.</p>
7.1	<p><i>The Funding Source is:</i></p> <p>The Government of the Philippines (GOP) through General Appropriation Act (GAA) 2024 in the amount of One Million Thirty Six Thousand Two Hundred Forty Pesos (PHP 1, 036, 240.00).</p>
12	<p>For this purpose, contracts similar to the Project shall be:</p> <p>Item No. 1 Clearbook (A4)</p> <ul style="list-style-type: none"> ● Refillable, with 20 transparent pockets for A4 size <p>Item No. 2 Clearbook (Legal)</p> <ul style="list-style-type: none"> ● Refillable, with 20 transparent pockets for Legal size <p>Item No. 3 Eraser</p> <ul style="list-style-type: none"> ● Plastic/Rubber, rectangular shape ● For erasing wood-cased/mechanical pencil impressions <p>Item No. 4 Sign Pen</p> <ul style="list-style-type: none"> ● Black gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box <p>Item No. 5 Sign Pen</p> <ul style="list-style-type: none"> ● Blue gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box <p>Item No. 6 Sign Pen</p> <ul style="list-style-type: none"> ● Blue gel ink, 1.0mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box

Item No. 7 Sign Pen

- Black gel ink, 1.0mm tip
- With non-slip rubber grip, metal clip, 12 pieces per box

Item No. 8 Battery, AA

- 1.5volts, alkaline, no mercury and cadmium added
- Minimum of 30 minutes runtime with current draw of 1.0Amp until cut-off at 1 volt
- 5 years shelf life, 4pcs in a pack

Item No. 9 Battery, AAA

- 1.5volts, alkaline, no mercury and cadmium added
- Minimum of 30 minutes runtime with current draw of 0.5Amp until cut-off at 1 volt
- 5 years shelf life, 4pcs in a pack

Item No. 10 Ink

- For stamp pad, with applicator
- purple or violet, 50ml (min.)

Item No. 11 Philippine National Flag

- 100% Polyester
- Size: 6x4 ft

Item No. 12 Philippine National Flag

- 100% Polyester
- Size: 5x3 ft

Item No. 13 Glue

- All purpose, non-toxic, quick drying, clear when dry
- 500 ml

Item No. 14 Tape, electrical

- Made of Polyvinyl Chloride
- Width 18mm (min), Length 16m (min)

Item No. 15 Tape, masking

- Width (+- 1mm): 24mm, Usable length 50m (min)
- Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm

Item No. 16 Tape, masking

- Width (+- 1mm): 48mm, Usable length 50m (min)
- Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm

Item No. 17 Tape, packaging

- Color Tan, Width (+-) 48mm, Usable length 50m (min)
- Base material biaxially-oriented polypropylene
- Thickness (min) 0.040mm
- Adhesion/Breaking strength 6N/24mm / 14N/24mm

Item No. 18 Tape, transparent

- Width (+-) 24mm, Usable length 50m (min)
- Base material biaxially-oriented polypropylene
- Thickness (min) 0.040mm
- Adhesion/Breaking strength 6N/24mm / 14N/24mm

Item No. 19 Tape, cloth duct

- Width (+-) 50mm, Usable length 50m (min)
- Thickness (min) 0.17mm, backing material PE Cloth
- Adhesive material rubber, adhesion strength 6N/cm

Item No. 20 Twine, plastic

- Weight per roll (min) 1000g
- Breaking strength (min) 25kg (245.16625 N)

Item No. 21 Ruler, steel, 450mm

- Ruler scale mm, cm, inches
- Clear and sharp ruler scales

Item No. 22 Blade, for general purpose cutter

- Length 100mm (+2mm), width 16mm (+-2mm), thickness 0.40mm min
- Minimum of 7 snap-off blade sections
- Finish: sharp cutting edges, free from rust
- 10pcs in a tube

Item No. 23 Calculator, compact

- LCD Display, 12 digits capacity, solar and cell power source
- With CE mark, ISO 9001:2008 or latest certified manufacturer
- 1 year replacement warranty

Item No. 24 Clip, backfold, 25mm

- All metal, clamping depth (min) 13mm
- Binding capacity at least 9.5mm
- 12pcs in a box

Item No. 25 Clip, backfold, 32mm

- All metal, clamping depth (min) 25mm
- Binding capacity at least 12mm
- 12pcs in a box

Item No. 26 Clip, backfold, 50mm

- All metal, clamping depth (min) 25mm
- Binding capacity at least 19mm
- 12pcs in a box

Item No. 27 Correction tape

- Film based type, usable length (min) 8m, width 5mm (+-1mm), white opaque color

- Single line tape, gear type dispensing mechanism, with rewinding/adjustment

Item No. 28 Cutter, for general purpose

- Heavy duty with anti-slip grip plastic molded body, built-in blade snapper, steel blade track, safety screw locking mechanism
- With blades, length 100mm width 16mm thickness 0.40mm

Item No. 29 Data File Box

- 125x250x400mm, chipboard 3mm thick, leatherette paper outside cover, coated paper inside cover
- With closed ends, finger ring and pocket for label insert

Item No. 30 Data Folder, horizontal, long/legal

- 27.9x3x35.6cm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover
- With all steel lever arch file mechanism and taglia lock
- Spine with finger ring and pocket for label insert

Item No. 31 Data Folder, long/legal

- 29.2x2x31.8cm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover
- With all steel lever arch file mechanism and taglia lock
- Spine with finger ring and pocket for label insert

Item No. 32 Envelop, documentary, A4

- Kraft material, 229x324mm (-2mm) size, 150 gsm (-5%) basis weight
- 0.22mm thickness
- 100pcs in a box

Item No. 33 Envelop, documentary, long/legal

- Kraft material, 254x381mm (-2mm) size, 150 gsm (-5%) basis weight
- 0.22mm thickness
- 100pcs in a box

Item No. 34 Envelop, expanding, long/legal

- Smooth surface kraft material, 380x250mm (-3mm) size, 50mm (-3mm) expansion
- 0.38mm (min) thickness, with string and eyelet or elastic strap
- 100pcs in a box

Item No. 35 Eraser, felt, blackboard/whiteboard

- Felt eraser material
- 125x45x19mm (min) size

Item No. 36 Fastener, metal

- For paper, non-corroding metal, 50 sets in a box
- Able to hold 25mm thick of multipurpose paper (70gsm)

Item No. 37 Folder, pressboard

- Paper board material, 369x242mm (-5mm) size, 0.40m (min) thickness, 312gsm (min) basis weight
- 39mm (-3mm) expansion, cream/green color, 100pcs in a box

Item No. 38 Folder with tab, A4

- Tagboard material, 240x320mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring
- Smooth finish and non-blot on both sides using a permanent marker
- 100pcs in a box

Item No. 39 Folder with tab, legal

- Tagboard material, 240x365mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring
- Smooth finish and non-blot on both sides using a permanent marker
- 100pcs in a box

Item No. 40 Marker, permanent, black

- Felt bullet type tip, medium point
- Refillable, low odor, for general purpose with permanent ink that writes on almost any surface

Item No. 41 Marker, permanent, blue

- Felt bullet type tip, medium point
- Refillable, low odor, for general purpose with permanent ink that writes on almost any surface

Item No. 42 Marker, permanent, red

- Felt bullet type tip, medium point
- Refillable, low odor, for general purpose with permanent ink that writes on almost any surface

Item No. 43 Marker, whiteboard, red

- Felt bullet type tip, medium point
- Refillable, low odor, non-toxic, dry-wipe

Item No. 44 Marker, whiteboard, black

- Felt bullet type tip, medium point
- Refillable, low odor, non-toxic, dry-wipe

Item No. 45 Marker, whiteboard, blue

- Felt bullet type tip, medium point
- Refillable, low odor, non-toxic, dry-wipe

Item No. 46 Marker, fluorescent

- Chisel point tip, flat barrel
- 3 colors in a set

Item No. 47 Paper clip, vinyl/plastic coated, 33mm

- 0.80mm (min) wire diameter
- Assorted colors, 100pcs in a box

Item No. 48 Paper clip, vinyl/plastic coated, 50mm

- 1.0mm (min) wire diameter
- Assorted colors, 100pcs in a box

Item No. 49 Pencil, lead/graphite, with eraser

- Wood cased, HB or 2 hardness, 2mm lead/graphite diameter
- Lead/graphite breaking strength 6.86N (min), 12pcs in a box

Item No. 50 Rubber band, no. 18

- 350grams weight, 1.0mm width, 1.00mm thickness, 70mm lay flat length, 9.81Mpa tensile strength, 500% elongation

Item No. 51 Scissors, symmetrical/asymmetrical

- 8", 1.70mm (min) cutting blade thickness, 35mm (min) metal handle length
- Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials

Item No. 52 Stapler, standard type, with remover

- Heavy duty, 200 staple wire loading capacity
- Staple pusher shall be metal piece and not spring

Item No. 53 Tape dispenser, table top

- Heavy duty, body made of plastic, smooth finish, non-skid full rubber base, easy one-handed operation
- Holds rolls up to 24mm wide on 75mm core

Item No. 54 Cartolina, assorted colors

- Non-bleed, non-feathering, non-blot, 20pcs in a pack
- Bristol board, 572x724mm (-3mm) size, basis weight 100gsm (mic), thickness 0.12mm (min)

Item No. 55 Notepad, stick-on, 50x76mm

- Basis weight 70gsm (min), sheet thickness 0.09mm (min)
- 100sheets per pad

Item No. 56 Notepad, stick-on, 76x100mm

- Basis weight 70gsm (min), sheet thickness 0.09mm (min)
- 100sheets per pad

Item No. 57 Notepad, stick-on, 76x76mm

- Basis weight 70gsm (min), sheet thickness 0.09mm (min)
- 100sheets per pad

Item No. 58 Steno notebook

- Spiral, basis weight 55gsm (-5%) bond, thickness 0.75mm (min), 150x225mm (min) size, 22 (min) spaces, cover thickness 0.40mm (-.02mm)
- 60 leave, ruled both sides

Item No. 59 Paper, multipurpose, A4

- Basis weight 80gsm, 500sheets per ream
- Paper shall be at least Elemental Chlorine Free
- Other physical property (min): brightness 90%, opacity 90%, stiffness MD, $\mu\text{N.m}$ 300, thickness 0.09mm

Item No. 60 Record book, 300 pages

- Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size
- Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding
- Paper shall be at least Elemental Chlorine Free

Item No. 61 Record book, 500 pages

- Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size
- Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding
- Paper shall be at least Elemental Chlorine Free

Item No. 62 Ballpen

- Pen, ball-point, black, box of 12 each
- Ball point pen, 1mm ball, black, tropical ink, Writing distance minimum 2,000 metres, approximate quantity of ink 0.30-0.37 grams

Item No. 63 Laminating Film

- 250microns, legal/long size, 100pcs in 1 pack
-

Item No. 64 Sticker Paper

- A4 Size (8.27x11.69inches) (210x297mm), Suitable for both dye and pigment water base ink, Compatible with any inkjet printer
- 105gsm, 20 sheets per pack

Item No. 65 Double sided tape

- With foam, 24mm x 1mm (1")
- Self-adhesive, flexible

Item No. 66 Photo Paper

- Glossy Photo Paper, 135gsm, 20 sheets per pack, Size: A4 size (8.27" x11.69" or 210x297mm)

Item No. 67 Certificate Frame

- Fits A4 size

Item No. 68 Certificate Frame

- Fits long size

Item No. 69 Certificate Holder

- Fits A4 size

Item No. 70 Push pin

- Precision-crafted with 3/8" hardened steel point, Heads are 1/2" in length and 1/4" in diameter, Vibrant colors brighten bulletin boards and attract attention, Assorted colors: Clear, Blue, Purple, Red and Green
- 100pcs in a pack

Item No. 71 Manila Paper

- Size: 93x122cm
- 10pcs per pack

Item No. 72 Label/Index sticker/tab, self-adhesive

- 44x12mm, 20x5, 100 Sheets per pack, Material: BOPP, Glue
- Repositionable, Strong and long-lasting adhesive with no residue, Suitable for ballpoint and pencil for smooth writing experience, Stick on everywhere

Item No. 73 Vellum Board Paper

- 220gsm grammage, A4 Size, cream/white color, 10sheets per pack

Item No. 74 Glue gun

- 220V, 15 watts, 60Hz

Item No. 75 Glue, stick

- 150mm

Item No. 76 Puncher, paper, heavy duty

- 30 sheet (70gsm) multipurpose paper punching capacity
- With 2 hole guide, 7mm (approx.) hole diameter

Item No. 77 Printer ink, 664, black

- Dye-Based ink, Refill Ink Bottle container, 70ml
- 4000 page yield

Item No. 78 Printer ink, 664, cyan

- Dye-Based ink, Refill Ink Bottle container, 70ml
- 6500 page yield

Item No. 79 Printer ink, 664, magenta

- Dye-Based ink, Refill Ink Bottle container, 70ml
- 6500 page yield

Item No. 80 Printer ink, 664, yellow

- Dye-Based ink, Refill Ink Bottle container, 70ml
- 6500 page yield

	<p>Item No. 81 Printer ink, 003, black</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 4500 page yield <p>Item No. 82 Printer ink, 003, cyan</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield <p>Item No. 83 Printer ink, 003, magenta</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield <p>Item No. 84 Printer ink, 003, yellow</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield <p>Item No. 85 Printer ink, 008, black</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 127ml ● 7500 page yield <p>Item No. 86 Printer ink, 008, cyan</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield <p>Item No. 87 Printer ink, 008, magenta</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield <p>Item No. 88 Printer ink, 008, yellow</p> <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 7500 page yield
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> <ol style="list-style-type: none"> a. The amount of not less than Php 20, 724.80 (<i>The amount equivalent to two percent (2%) 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 51, 812.00 (<i>The amount equivalent to five percent (5%) of ABC</i>) if bid security is in Surety Bond.

19.3	Item No.	Item Description	Quantity	Unit Cost	Total Cost
	1	Clearbook (A4) <ul style="list-style-type: none"> • Refillable, with 20 transparent pocket for A4 size 	50 pc	95.00	4,750.00
	2	Clearbook (Legal) <ul style="list-style-type: none"> • Refillable, with 20 transparent pocket for Legal size 	50 pc	125.00	6,250.00
	3	Eraser <ul style="list-style-type: none"> • Plastic/Rubber, rectangular shape • For erasing wood-cased/mechanical pencil impressions 	40 pc	60.00	2,400.00
	4	Sign Pen <ul style="list-style-type: none"> • Blue gel ink. 0.5mm tip • With non-slip rubber grip, metal clip, 12 pieces per box 	50 box	400.00	20,000.00
	5	Sign Pen <ul style="list-style-type: none"> • Black gel ink. 0.5mm tip • With non-slip rubber grip, metal clip, 12 pieces per box 	50 box	400.00	20,000.00
	6	Sign Pen <ul style="list-style-type: none"> • Blue gel ink, 1.0mm tip • With non-slip rubber grip, metal clip, 12 pieces per box 	40 box	1,035.00	41,400.00
	7	Sign Pen <ul style="list-style-type: none"> • Black gel ink, 1.0mm tip • With non-slip rubber grip, metal clip, 12 pieces per box 	40 box	1,035.00	41,400.00
	8	Battery, AA	60 pack	350.00	21,000.00

	<ul style="list-style-type: none"> • 1.5volts, alkaline, no mercury and cadmium added • Minimum of 30 minutes runtime with current draw of 1.0Amp until cut-off at 1 volt • 5 years shelf life, 4pcs in a pack 			
9	Battery, AAA <ul style="list-style-type: none"> • 1.5volts, alkaline, no mercury and cadmium added • Minimum of 30 minutes runtime with current draw of 0.5Amp until cut-off at 1 volt • 5 years shelf life, 4pcs in a pack 	50 pack	390.00	19,500.00
10	Ink <ul style="list-style-type: none"> • For stamp pad, with applicator • purple or violet, 50ml (min.) 	10 bottle	55.00	550.00
11	Philippine National Flag <ul style="list-style-type: none"> • 100% Polyester • Size: 6x4 ft 	10 pcs	350.00	3,500.00
12	Philippine National Flag <ul style="list-style-type: none"> • 100% Polyester • Size: 5x3 ft 	30 pcs	285	8,550.00
13	Glue <ul style="list-style-type: none"> • All purpose, non-toxic, quick drying, clear when dry • 500 ml 	50 jar	350.00	17,500.00
14	Tape, electrical <ul style="list-style-type: none"> • Made of Polyvinyl Chloride • Width 18mm (min), Length 16m (min) 	15 roll	65.00	975.00
15	Tape, masking <ul style="list-style-type: none"> • Width (+- 1mm): 24mm, Usable length 50m (min) • Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	60 roll	95.00	5,700.00

16	Tape, masking <ul style="list-style-type: none"> • Width (+- 1mm): 48mm, Usable length 50m (min) • Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	60 roll	135.00	8,100.00
17	Tape, packaging <ul style="list-style-type: none"> • Color Tan, Width (+-) 48mm, Usable length 50m (min) • Base material biaxially-oriented polypropylene • Thickness (min) 0.040mm • Adhesion/Breaking strength 6N/24mm / 14N/24mm 	50 roll	140.00	7,000.00
18	Tape, transparent <ul style="list-style-type: none"> • Width (+-) 48mm, Usable length 50m (min) • Base material biaxially-oriented polypropylene • Thickness (min) 0.040mm • Adhesion/Breaking strength 6N/24mm / 14N/24mm 	40 roll	165.00	6,600.00
19	Tape, cloth duct <ul style="list-style-type: none"> • Width (+-) 50mm, Usable length 50m (min) • Thickness (min) 0.17mm, backing material PE Cloth • Adhesive material rubber, adhesion strength 6N/cm 	50 roll	235.00	11,750.00
20	Twine, plastic <ul style="list-style-type: none"> • Weight per roll (min) 1000g • Breaking strength (min) 25kg (245.16625 N) 	30 roll	130.00	3,900.00
21	Ruler, steel, 450mm <ul style="list-style-type: none"> • Ruler scale mm, cm, inches • Clear and sharp ruler scales 	30 pc	127.00	3,810.00
22	Blade, for general purpose cutter <ul style="list-style-type: none"> • Length 100mm (+2mm), width 16mm (+-2mm), thickness 0.40mm min • Minimum of 7 snap-off blade sections 	15 tube	60.00	900.00

	<ul style="list-style-type: none"> • Finish: sharp cutting edges, free from rust • 10pcs in a tube 			
23	Calculator, compact <ul style="list-style-type: none"> • LCD Display, 12 digits capacity, solar and cell power source • With CE mark, ISO 9001:2008 or latest certified manufacturer • 1 year replacement warranty 	10 unit	450.00	4,500.00
24	Clip, backfold, 25mm <ul style="list-style-type: none"> • All metal, clamping depth (min) 13mm • Binding capacity at least 9.5mm • 12pcs in a box 	30 box	60.00	1,800.00
25	Clip, backfold, 32mm <ul style="list-style-type: none"> • All metal, clamping depth (min) 25mm • Binding capacity at least 12mm • 12pcs in a box 	40 box	72.00	2,880.00
26	Clip, backfold, 50mm <ul style="list-style-type: none"> • All metal, clamping depth (min) 25mm • Binding capacity at least 19mm • 12pcs in a box 	40 box	85.00	3,400.00
27	Correction tape <ul style="list-style-type: none"> • Film based type, usable length (min) 8m, width 5mm (+-1mm), white opaque color • Single line tape, gear type dispensing mechanism, with rewinding/adjustment 	250 pc	65.00	16,250.00
28	Cutter, for general purpose <ul style="list-style-type: none"> • Heavy duty with anti-slip grip plastic molded body, built-in blade snapper, steel blade track, safety screw locking mechanism 	25 pc	166.00	4,100.00

	<ul style="list-style-type: none"> • With blades, length 100mm width 16mm thickness 0.40mm 			
29	Data File Box <ul style="list-style-type: none"> • 125x250x400mm, chipboard 3mm thick, leatherette paper outside cover, coated paper inside cover • With closed ends, finger ring and pocket for label insert 	50 pc	190.00	9,500.00
30	Data Folder, horizontal, long/legal <ul style="list-style-type: none"> • 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover • With all steel lever arch file mechanism and taglia lock • Spine with finger ring and pocket for label insert 	300 pc	275.00	82,500.00
31	Data Folder, vertical, long/legal <ul style="list-style-type: none"> • 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover • With all steel lever arch file mechanism and taglia lock • Spine with finger ring and pocket for label insert 	300 pc	275.00	82,500.00
32	Envelop, documentary, A4 <ul style="list-style-type: none"> • Kraft material, 229x324mm (-2mm) size, 150 gsm (-5%) basis weight • 0.22mm thickness • 100pcs in a box 	3 box	980.00	2,940.00
33	Envelop, documentary, long/legal <ul style="list-style-type: none"> • Kraft material, 254x381mm (-2mm) size, 150 gsm (-5%) basis weight • 0.22mm thickness • 100pcs in a box 	5 box	1,300.00	6,500.00

34	Envelop, expanding, long/legal <ul style="list-style-type: none"> • Smooth surface kraft material, 380x250mm (-3mm) size, 50mm (-3mm) expansion • 0.38mm (min) thickness, with string and eyelet or elastic strap • 100pcs in a box 	5 box	1,450.00	7,250.00
35	Eraser, felt, blackboard/whiteboard <ul style="list-style-type: none"> • Felt eraser material • 125x45x19mm (min) size 	10 pc	80.00	800.00
36	Fastener, metal <ul style="list-style-type: none"> • For paper, non-corroding metal, 50 sets in a box • Able to hold 25mm thick of multipurpose paper (70gsm) 	40 box	145.00	5,800.00
37	Folder, pressboard <ul style="list-style-type: none"> • Paper board material, 369x242mm (-5mm) size, 0.40m (min) thickness, 312gsm (min) basis weight • 39mm (-3mm) expansion, cream/green color, 100pcs in a box 	10 box	1,450.00	14,500.00
38	Folder with tab, A4 <ul style="list-style-type: none"> • Tagboard material, 240x320mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring • Smooth finish and non-blot on both sides using a permanent marker • 100pcs in a box 	5 pack	800.00	4,000.00
39	Folder with tab, legal <ul style="list-style-type: none"> • Tagboard material, 240x365mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring 	5 box	950.00	4,750.00

	<ul style="list-style-type: none"> • Smooth finish and non-blot on both sides using a permanent marker • 100pcs in a box 			
40	Marker, permanent, black <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	5,000.00
41	Marker, permanent, blue <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	5,000.00
42	Marker, permanent, red <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	5,000.00
43	Marker, whiteboard, red <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	7,250.00
44	Marker, whiteboard, black <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	7,250.00
45	Marker, whiteboard, blue <ul style="list-style-type: none"> • Felt bullet type tip, medium point • Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	7,250.00
46	Marker, fluorescent <ul style="list-style-type: none"> • Chisel point tip, flat barrel • 3 colors in a set 	30 set	145.00	4,350.00

47	Paper clip, vinyl/plastic coated, 33mm <ul style="list-style-type: none"> ● 0.80mm (min) wire diameter ● Assorted colors, 100pcs in a box 	30 box	60.00	1,800.00
48	Paper clip, vinyl/plastic coated, 33mm <ul style="list-style-type: none"> ● 1.0mm (min) wire diameter ● Assorted colors, 100pcs in a box 	30 box	80.00	2,400.00
49	Pencil, lead/graphite, with eraser <ul style="list-style-type: none"> ● Wood cased, HB or 2 hardness, 2mm lead/graphite diameter ● Lead/graphite breaking strength 6.86N (min), 12pcs in a box 	50 box	145.00	7,250.00
50	Rubber band, no. 18 <ul style="list-style-type: none"> ● 350grams weight, 1.0mm width, 1.00mm thickness, 70mm lay flat length, 9.81Mpa tensile strength, 500% elongation 	15 box	175.00	2,625.00
51	Scissors, symmetrical/asymmetrical <ul style="list-style-type: none"> ● 8", 1.70mm (min) cutting blade thickness, 35mm (min) metal handle length ● Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials 	10 pc	250.00	2,500.00
52	Stapler, standard type, with remover <ul style="list-style-type: none"> ● Heavy duty, 200 staple wire loading capacity ● Staple pusher shall be metal piece and not spring 	10 pc	490.00	4,900.00
53	Tape dispenser, table top <ul style="list-style-type: none"> ● Heavy duty, body made of plastic, smooth finish, non-skid full rubber base, easy one-handed operation 	5 pc	330.00	1,650.00

	<ul style="list-style-type: none"> • Holds rolls up to 24mm wide on 75mm core 			
54	Cartolina, assorted colors <ul style="list-style-type: none"> • Non-bleed, non-feathering, non-blot, 20pcs in a pack • Bristol board, 572x724mm (-3mm) size, basis weight 100gsm (mic), thickness 0.12mm (min) 	30 pack	90.00	2,700.00
55	Notepad, stick-on, 50x76mm <ul style="list-style-type: none"> • Basis weight 70gsm (min), sheet thickness 0.09mm (min) • 100sheets per pad 	100 pad	105.00	10,500.00
56	Notepad, stick-on, 76x100mm <ul style="list-style-type: none"> • Basis weight 70gsm (min), sheet thickness 0.09mm (min) • 100sheets per pad 	80 pad	135.00	10,800.00
57	Notepad, stick-on, 76x76mm <ul style="list-style-type: none"> • Basis weight 70gsm (min), sheet thickness 0.09mm (min) • 100sheets per pad 	100 pad	100.00	10,000.00
58	Steno notebook <ul style="list-style-type: none"> • Spiral, basis weight 55gsm (-5%) bond, thickness 0.75mm (min), 150x225mm (min) size, 22 (min) spaces, cover thickness 0.40mm (-.02mm) • 40-50 leave, ruled both sides 	200 pc	60.00	12,000.00
59	Paper, multipurpose, A4 <ul style="list-style-type: none"> • Basis weight 80gsm, 500sheets per ream • Paper shall be at least Elemental Chlorine Free • Other physical property (min): brightness 90%, opacity 90%, stiffness MD, μN.m 300, thickness 0.09mm 	500 ream	320.00	160,000.00

60	Record book, 300 pages <ul style="list-style-type: none"> • Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size • Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding • Paper shall be at least Elemental Chlorine Free 	40 book	130.00	5,200.00
61	Record book, 500 pages <ul style="list-style-type: none"> • Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size • Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding • Paper shall be at least Elemental Chlorine Free 	30 book	155.00	4,650.00
62	Ballpen <ul style="list-style-type: none"> • Pen, ball-point, black, box of 12 each • Ball point pen, 1mm ball, black, tropical ink, Writing distance minimum 2,000 metres, approximate quantity of ink 0.30-0.37 grams 	150 box	90.00	13,500.00
63	Laminating Film <ul style="list-style-type: none"> • 250microns, legal/long size, 100pcs in 1 pack 	5 pack	1,500.00	7,500.00
64	Sticker Paper <ul style="list-style-type: none"> • A4 Size (8.27x11.69inches) (210x297mm), Suitable for both dye and pigment water base ink, Compatible with any inkjet printer 	50 pack	145.00	7,250.00

	<ul style="list-style-type: none"> • 105gsm, 20 sheets per pack 			
65	Double sided tape <ul style="list-style-type: none"> • With foam, 24mm x 1mm (1") • Self-adhesive, flexible 	50 roll	135.00	6,750.00
66	Photo Paper <ul style="list-style-type: none"> • Glossy Photo Paper, 135gsm, 20 sheets per pack, Size: A4 size (8.27" x11.69" or 210x297mm) 	50 pack	150.00	7,500.00
67	Certificate Frame <ul style="list-style-type: none"> • Fits A4 size 	50 pc	150.00	7,500.00
68	Certificate Frame <ul style="list-style-type: none"> • Fits long size 	50 pc	200.00	10,000.00
69	Certificate Holder <ul style="list-style-type: none"> • Fits A4 size 	4 box	2,000.00	8,000.00
70	Push pin <ul style="list-style-type: none"> • Precision-crafted with 3/8" hardened steel point, Heads are 1/2" in length and 1/4" in diameter, Vibrant colors brighten bulletin boards and attract attention, Assorted colors: Clear, Blue, Purple, Red and Green • 100pcs in a pack 	20 pack	60.00	1,200.00
71	Manila Paper <ul style="list-style-type: none"> • Size: 93x122cm • 10pcs per pack 	10 pack	60.00	600.00
72	Label/Index sticker/tab, self-adhesive <ul style="list-style-type: none"> • 44x12mm, 20x5, 100 Sheets per pack, Material: BOPP, Glue • Repositionable, Strong and long-lasting adhesive with no residue, Suitable for 	100 pack	95.00	9,500.00

	ballpoint and pencil for smooth writing experience, Stick on everywhere			
73	Vellum Board Paper <ul style="list-style-type: none"> • 220gsm grammage, A4 Size, cream/white color, 10sheets per pack 	50 pack	130.00	6,500.00
74	Glue gun <ul style="list-style-type: none"> • 220V, 15 watts, 60Hz 	5 pc	350.00	1,750.00
75	Glue, stick <ul style="list-style-type: none"> • 150mm 	50 pc	20.00	1,000.00
76	Puncher, paper, heavy duty <ul style="list-style-type: none"> • 30 sheet (70gsm) multipurpose paper punching capacity • With 2 hole guide, 7mm (approx.) hole diameter 	5 pc	180.00	900.00
77	Printer ink, 664, black <ul style="list-style-type: none"> • Dye-Based ink, Refill Ink Bottle container, 70ml • 4000 page yield 	100 bottle	350.00	35,000.00
78	Printer ink, 664, cyan <ul style="list-style-type: none"> • Dye-Based ink, Refill Ink Bottle container, 70ml • 6500 page yield 	30 bottle	350.00	10,500.00
79	Printer ink, 664, magenta <ul style="list-style-type: none"> • Dye-Based ink, Refill Ink Bottle container, 70ml • 6500 page yield 	30 bottle	350.00	10,500.00
80	Printer ink, 664, yellow <ul style="list-style-type: none"> • Dye-Based ink, Refill Ink Bottle container, 70ml • 6500 page yield 	30 bottle	350.00	10,500.00
81	Printer ink, 003, black <ul style="list-style-type: none"> • Refill Ink Bottle container, 65ml • 4500 page yield 	100 bottle	350.00	35,000.00

	82	Printer ink, 003, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	10,500.00
	83	Printer ink, 003, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	10,500.00
	84	Printer ink, 003, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	10,500.00
	85	Printer ink, 008, black <ul style="list-style-type: none"> ● Refill Ink Bottle container, 127ml ● 7500 page yield 	8 bottle	890.00	7,120.00
	86	Printer ink, 003, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	5,680.00
	87	Printer ink, 008, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	5,680.00
	88	Printer ink, 008, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	5,680.00
20.2	<i>Licenses and permits relevant to the Project and the corresponding law requiring it.</i>				

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

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

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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 prior to 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. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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

6.1. 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.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>The supplies must be delivered within 30 Calendar days after the issuance of Notice to Proceed (NTP).</i></p>
2	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>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 within the Philippines: “The delivery terms applicable to this Contract are delivered at DILG RO XII Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato Province. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative:</p> <p><i>ALLAMEN TOM S. PANGILAMEN</i> <i>Administrative Officer IV</i> <i>Supply Officer - Designate</i></p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

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

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

Name of the Procuring Entity: **Department of the Interior and Local Government (DILG) - Region XII**

Address: **Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato Province**

Contact Nos.: **(083) 228-7960**

Contact Person: **RILIMIN H. SANDOVAL**

Designation: **City Director – DILG Gensan / RBAC Chairperson**

Name of the Supplier: _____

Address:

Contact Nos.:

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Transportation –

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.

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>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	The terms of payment shall be as follows: 30 to 45 CD after the completion of the delivery.
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p> <ul style="list-style-type: none"> ● Manual testing of supplies, materials, and equipment

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 No.	Item Description	Quantity	Unit Cost	Delivered, Weeks/Months
1	Clearbook (A4) <ul style="list-style-type: none"> ● Refillable, with 20 transparent pocket for A4 size 	50 pc	95.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
2	Clearbook (Legal) <ul style="list-style-type: none"> ● Refillable, with 20 transparent pocket for Legal size 	50 pc	125.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
3	Eraser <ul style="list-style-type: none"> ● Plastic/Rubber, rectangular shape ● For erasing wood-cased/mechanical pencil impressions 	40 pc	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
4	Sign Pen <ul style="list-style-type: none"> ● Blue gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	50 box	400.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
5	Sign Pen <ul style="list-style-type: none"> ● Black gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	50 box	400.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
6	Sign Pen <ul style="list-style-type: none"> ● Blue gel ink, 1.0mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	40 box	1,035.00	30 Calendar Days (c.d.) from the receipt of

				Notice to Proceed (NTP)
7	Sign Pen <ul style="list-style-type: none"> ● Black gel ink, 1.0mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	40 box	1,035.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
8	Battery, AA <ul style="list-style-type: none"> ● 1.5volts, alkaline, no mercury and cadmium added ● Minimum of 30 minutes runtime with current draw of 1.0Amp until cut-off at 1 volt ● 5 years shelf life, 4pcs in a pack 	60 pack	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
9	Battery, AAA <ul style="list-style-type: none"> ● 1.5volts, alkaline, no mercury and cadmium added ● Minimum of 30 minutes runtime with current draw of 0.5Amp until cut-off at 1 volt ● 5 years shelf life, 4pcs in a pack 	50 pack	390.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
10	Ink <ul style="list-style-type: none"> ● For stamp pad, with applicator ● purple or violet, 50ml (min.) 	10 bottle	55.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
11	Philippine National Flag <ul style="list-style-type: none"> ● 100% Polyester ● Size: 6x4 ft 	10 pcs	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
12	Philippine National Flag <ul style="list-style-type: none"> ● 100% Polyester ● Size: 5x3 ft 	30 pcs	285	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
13	Glue <ul style="list-style-type: none"> ● All purpose, non-toxic, quick drying, clear when dry ● 500 ml 	50 jar	350.00	30 Calendar Days (c.d.) from the receipt of

				Notice to Proceed (NTP)
14	Tape, electrical <ul style="list-style-type: none"> ● Made of Polyvinyl Chloride ● Width 18mm (min), Length 16m (min) 	15 roll	65.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
15	Tape, masking <ul style="list-style-type: none"> ● Width (+- 1mm): 24mm, Usable length 50m (min) ● Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	60 roll	95.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
16	Tape, masking <ul style="list-style-type: none"> ● Width (+- 1mm): 48mm, Usable length 50m (min) ● Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	60 roll	135.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
17	Tape, packaging <ul style="list-style-type: none"> ● Color Tan, Width (+-) 48mm, Usable length 50m (min) ● Base material biaxially-oriented polypropylene ● Thickness (min) 0.040mm ● Adhesion/Breaking strength 6N/24mm / 14N/24mm 	50 roll	140.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
18	Tape, transparent <ul style="list-style-type: none"> ● Width (+-) 48mm, Usable length 50m (min) ● Base material biaxially-oriented polypropylene ● Thickness (min) 0.040mm ● Adhesion/Breaking strength 6N/24mm / 14N/24mm 	40 roll	165.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
19	Tape, cloth duct <ul style="list-style-type: none"> ● Width (+-) 50mm, Usable length 50m (min) ● Thickness (min) 0.17mm, backing material PE Cloth ● Adhesive material rubber, adhesion strength 6N/cm 	50 roll	235.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

20	Twine, plastic <ul style="list-style-type: none"> ● Weight per roll (min) 1000g ● Breaking strength (min) 25kg (245.16625 N) 	30 roll	130.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
21	Ruler, steel, 450mm <ul style="list-style-type: none"> ● Ruler scale mm, cm, inches ● Clear and sharp ruler scales 	30 pc	127.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
22	Blade, for general purpose cutter <ul style="list-style-type: none"> ● Length 100mm (+2mm), width 16mm (+-2mm), thickness 0.40mm min ● Minimum of 7 snap-off blade sections ● Finish: sharp cutting edges, free from rust ● 10pcs in a tube 	15 tube	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
23	Calculator, compact <ul style="list-style-type: none"> ● LCD Display, 12 digits capacity, solar and cell power source ● With CE mark, ISO 9001:2008 or latest certified manufacturer ● 1 year replacement warranty 	10 unit	450.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
24	Clip, backfold, 25mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 13mm ● Binding capacity at least 9.5mm ● 12pcs in a box 	30 box	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
25	Clip, backfold, 32mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 25mm ● Binding capacity at least 12mm ● 12pcs in a box 	40 box	72.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
26	Clip, backfold, 50mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 25mm ● Binding capacity at least 19mm ● 12pcs in a box 	40 box	85.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

27	Correction tape <ul style="list-style-type: none"> ● Film based type, usable length (min) 8m, width 5mm (+-1mm), white opaque color ● Single line tape, gear type dispensing mechanism, with rewinding/adjustment 	200 pc	65.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
28	Cutter, for general purpose <ul style="list-style-type: none"> ● Heavy duty with anti-slip grip plastic molded body, built-in blade snapper, steel blade track, safety screw locking mechanism ● With blades, length 100mm width 16mm thickness 0.40mm 	25 pc	166.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
29	Data File Box <ul style="list-style-type: none"> ● 125x250x400mm, chipboard 3mm thick, leatherette paper outside cover, coated paper inside cover ● With closed ends, finger ring and pocket for label insert 	50 pc	190.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
30	Data Folder, horizontal, long/legal <ul style="list-style-type: none"> ● 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover ● With all steel lever arch file mechanism and taglia lock ● Spine with finger ring and pocket for label insert 	300 pc	275.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
31	Data Folder, vertical, long/legal <ul style="list-style-type: none"> ● 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover ● With all steel lever arch file mechanism and taglia lock ● Spine with finger ring and pocket for label insert 	300 pc	275.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
32	Envelop, documentary, A4 <ul style="list-style-type: none"> ● Kraft material, 229x324mm (-2mm) size, 150 gsm (-5%) basis weight ● 0.22mm thickness ● 100pcs in a box 	3 box	980.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

33	Envelop, documentary, long/legal <ul style="list-style-type: none"> ● Kraft material, 254x381mm (-2mm) size, 150 gsm (-5%) basis weight ● 0.22mm thickness ● 100pcs in a box 	5 box	1,300.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
34	Envelop, expanding, long/legal <ul style="list-style-type: none"> ● Smooth surface kraft material, 380x250mm (-3mm) size, 50mm (-3mm) expansion ● 0.38mm (min) thickness, with string and eyelet or elastic strap ● 100pcs in a box 	5 box	1,450.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
35	Eraser, felt, blackboard/whiteboard <ul style="list-style-type: none"> ● Felt eraser material ● 125x45x19mm (min) size 	10 pc	80.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
36	Fastener, metal <ul style="list-style-type: none"> ● For paper, non-corroding metal, 50 sets in a box ● Able to hold 25mm thick of multipurpose paper (70gsm) 	40 box	145.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
37	Folder, pressboard <ul style="list-style-type: none"> ● Paper board material, 369x242mm (-5mm) size, 0.40m (min) thickness, 312gsm (min) basis weight ● 39mm (-3mm) expansion, cream/green color, 100pcs in a box 	10 box	1,450.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
38	Folder with tab, A4 <ul style="list-style-type: none"> ● Tagboard material, 240x320mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring ● Smooth finish and non-blot on both sides using a permanent marker ● 100pcs in a box 	5 pack	800.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
39	Folder with tab, legal <ul style="list-style-type: none"> ● Tagboard material, 240x365mm (+-1mm) leaf dimension, 13mm 	5 box	950.00	30 Calendar Days (c.d.) from the receipt of

	(+2mm) tab, 20mm (+2mm) from edge of folder scoring <ul style="list-style-type: none"> ● Smooth finish and non-blot on both sides using a permanent marker ● 100pcs in a box 			Notice to Proceed (NTP)
40	Marker, permanent, black <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
41	Marker, permanent, blue <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
42	Marker, permanent, red <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	10 box	500.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
43	Marker, whiteboard, red <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
44	Marker, whiteboard, black <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
45	Marker, whiteboard, blue <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe 	10 box	725.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
46	Marker, fluorescent <ul style="list-style-type: none"> ● Chisel point tip, flat barrel 	30 set	145.00	30 Calendar Days (c.d.) from

	<ul style="list-style-type: none"> • 3 colors in a set 			the receipt of Notice to Proceed (NTP)
47	Paper clip, vinyl/plastic coated, 33mm <ul style="list-style-type: none"> • 0.80mm (min) wire diameter • Assorted colors, 100pcs in a box 	30 box	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
48	Paper clip, vinyl/plastic coated, 33mm <ul style="list-style-type: none"> • 1.0mm (min) wire diameter • Assorted colors, 100pcs in a box 	30 box	80.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
49	Pencil, lead/graphite, with eraser <ul style="list-style-type: none"> • Wood cased, HB or 2 hardness, 2mm lead/graphite diameter • Lead/graphite breaking strength 6.86N (min), 12pcs in a box 	50 box	145.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
50	Rubber band, no. 18 <ul style="list-style-type: none"> • 350grams weight, 1.0mm width, 1.00mm thickness, 70mm lay flat length, 9.81Mpa tensile strength, 500% elongation 	15 box	175.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
51	Scissors, symmetrical/asymmetrical <ul style="list-style-type: none"> • 8", 1.70mm (min) cutting blade thickness, 35mm (min) metal handle length • Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials 	10 pc	250.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
52	Stapler, standard type, with remover <ul style="list-style-type: none"> • Heavy duty, 200 staple wire loading capacity • Staple pusher shall be metal piece and not spring 	10 pc	490.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
53	Tape dispenser, table top <ul style="list-style-type: none"> • Heavy duty, body made of plastic, smooth finish, non-skid full rubber base, easy one-handed operation 	5 pc	330.00	30 Calendar Days (c.d.) from the receipt of

	<ul style="list-style-type: none"> ● Holds rolls up to 24mm wide on 75mm core 			Notice to Proceed (NTP)
54	Cartolina, assorted colors <ul style="list-style-type: none"> ● Non-bleed, non-feathering, non-blot, 20pcs in a pack ● Bristol board, 572x724mm (-3mm) size, basis weight 100gsm (mic), thickness 0.12mm (min) 	30 pack	90.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
55	Notepad, stick-on, 50x76mm <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad 	100 pad	105.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
56	Notepad, stick-on, 76x100mm <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad 	80 pad	135.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
57	Notepad, stick-on, 76x76mm <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad 	100 pad	100.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
58	Steno notebook <ul style="list-style-type: none"> ● Spiral, basis weight 55gsm (-5%) bond, thickness 0.75mm (min), 150x225mm (min) size, 22 (min) spaces, cover thickness 0.40mm (-.02mm) ● 40-50 leave, ruled both sides 	200 pc	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
59	Paper, multipurpose, A4 <ul style="list-style-type: none"> ● Basis weight 80gsm, 500sheets per ream ● Paper shall be at least Elemental Chlorine Free ● Other physical property (min): brightness 90%, opacity 90%, stiffness MD, $\mu\text{N.m}$ 300, thickness 0.09mm 	500 ream	320.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

60	Record book, 300 pages <ul style="list-style-type: none"> ● Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size ● Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding ● Paper shall be at least Elemental Chlorine Free 	40 book	130.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
61	Record book, 500 pages <ul style="list-style-type: none"> ● Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size ● Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding ● Paper shall be at least Elemental Chlorine Free 	30 book	155.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
62	Ballpen <ul style="list-style-type: none"> ● Pen, ball-point, black, box of 12 each ● Ball point pen, 1mm ball, black, tropical ink, Writing distance minimum 2,000 metres, approximate quantity of ink 0.30-0.37 grams 	150 box	90.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
63	Laminating Film <ul style="list-style-type: none"> ● 250microns, legal/long size, 100pcs in 1 pack 	5 pack	1,500.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
64	Sticker Paper <ul style="list-style-type: none"> ● A4 Size (8.27x11.69inches) (210x297mm), Suitable for both dye and pigment water base ink, Compatible with any inkjet printer ● 105gsm, 20 sheets per pack 	50 pack	145.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
65	Double sided tape <ul style="list-style-type: none"> ● With foam, 24mm x 1mm (1") ● Self-adhesive, flexible 	50 roll	135.00	30 Calendar Days (c.d.) from the receipt of

				Notice to Proceed (NTP)
66	Photo Paper <ul style="list-style-type: none"> Glossy Photo Paper, 135gsm, 20 sheets per pack, Size: A4 size (8.27" x11.69" or 210x297mm) 	50 pack	150.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
67	Certificate Frame <ul style="list-style-type: none"> Fits A4 size 	50 pc	150.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
68	Certificate Frame <ul style="list-style-type: none"> Fits long size 	50 pc	200.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
69	Certificate Holder <ul style="list-style-type: none"> Fits A4 size 	4 box	2,000.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
70	Push pin <ul style="list-style-type: none"> Precision-crafted with 3/8" hardened steel point, Heads are 1/2" in length and 1/4" in diameter, Vibrant colors brighten bulletin boards and attract attention, Assorted colors: Clear, Blue, Purple, Red and Green 100pcs in a pack 	20 pack	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
71	Manila Paper <ul style="list-style-type: none"> Size: 93x122cm 10pcs per pack 	10 pack	60.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
72	Label/Index sticker/tab, self-adhesive	100 pack	95.00	30 Calendar Days (c.d.) from

	<ul style="list-style-type: none"> ● 44×12mm, 20x5, 100 Sheets per pack, Material: BOPP, Glue ● Repositionable, Strong and long-lasting adhesive with no residue, Suitable for ballpoint and pencil for smooth writing experience, Stick on everywhere 			the receipt of Notice to Proceed (NTP)
73	Vellum Board Paper <ul style="list-style-type: none"> ● 220gsm grammage, A4 Size, cream/white color, 10sheets per pack 	50 pack	130.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
74	Glue gun <ul style="list-style-type: none"> ● 220V, 15 watts, 60Hz 	5 pc	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
75	Glue, stick <ul style="list-style-type: none"> ● 150mm 	50 pc	20.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
76	Puncher, paper, heavy duty <ul style="list-style-type: none"> ● 30 sheet (70gsm) multipurpose paper punching capacity ● With 2 hole guide, 7mm (approx.) hole diameter 	5 pc	180.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
77	Printer ink, 664, black <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 4000 page yield 	100 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
78	Printer ink, 664, cyan <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

79	Printer ink, 664, magenta <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
80	Printer ink, 664, yellow <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
81	Printer ink, 003, black <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 4500 page yield 	100 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
82	Printer ink, 003, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
83	Printer ink, 003, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
84	Printer ink, 003, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	30 bottle	350.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
85	Printer ink, 008, black <ul style="list-style-type: none"> ● Refill Ink Bottle container, 127ml ● 7500 page yield 	8 bottle	890.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

86	Printer ink, 008, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
87	Printer ink, 008, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)
88	Printer ink, 008, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	8 bottle	710.00	30 Calendar Days (c.d.) from the receipt of Notice to Proceed (NTP)

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

FRAMEWORK AGREEMENT LIST			
(AGENCY)			
<i>Item / Service</i> <i>Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
TOTAL <i>(Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
SIGNATURE OVER PRINTED NAME	POSITION	DEPARTMENT/DIVISION	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item No.	Item Description	Statement of Compliance
1	Clearbook (A4) <ul style="list-style-type: none"> ● Refillable, with 20 transparent pocket for A4 size 	<p style="text-align: center;"><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
2	Clearbook (Legal) <ul style="list-style-type: none"> ● Refillable, with 20 transparent pocket for Legal size 	
3	Eraser <ul style="list-style-type: none"> ● Plastic/Rubber, rectangular shape ● For erasing wood-cased/mechanical pencil impressions 	
4	Sign Pen <ul style="list-style-type: none"> ● Blue gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	
5	Sign Pen <ul style="list-style-type: none"> ● Black gel ink. 0.5mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	
6	Sign Pen <ul style="list-style-type: none"> ● Blue gel ink, 1.0mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	
7	Sign Pen <ul style="list-style-type: none"> ● Black gel ink, 1.0mm tip ● With non-slip rubber grip, metal clip, 12 pieces per box 	
8	Battery, AA <ul style="list-style-type: none"> ● 1.5volts, alkaline, no mercury and cadmium added ● Minimum of 30 minutes runtime with current draw of 1.0Amp until cut-off at 1 volt ● 5 years shelf life, 4pcs in a pack 	
9	Battery, AAA <ul style="list-style-type: none"> ● 1.5volts, alkaline, no mercury and cadmium added 	

	<ul style="list-style-type: none"> ● Minimum of 30 minutes runtime with current draw of 0.5Amp until cut-off at 1 volt ● 5 years shelf life, 4pcs in a pack 	
10	Ink <ul style="list-style-type: none"> ● For stamp pad, with applicator ● purple or violet, 50ml (min.) 	
11	Philippine National Flag <ul style="list-style-type: none"> ● 100% Polyester ● Size: 6x4 ft 	
12	Philippine National Flag <ul style="list-style-type: none"> ● 100% Polyester ● Size: 5x3 ft 	
13	Glue <ul style="list-style-type: none"> ● All purpose, non-toxic, quick drying, clear when dry ● 500 ml 	
14	Tape, electrical <ul style="list-style-type: none"> ● Made of Polyvinyl Chloride ● Width 18mm (min), Length 16m (min) 	
15	Tape, masking <ul style="list-style-type: none"> ● Width (+- 1mm): 24mm, Usable length 50m (min) ● Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	
16	Tape, masking <ul style="list-style-type: none"> ● Width (+- 1mm): 48mm, Usable length 50m (min) ● Thickness 0.25mm max, Adhesion/Breaking strength 85N/24mm 	
17	Tape, packaging <ul style="list-style-type: none"> ● Color Tan, Width (+-) 48mm, Usable length 50m (min) ● Base material biaxially-oriented polypropylene ● Thickness (min) 0.040mm ● Adhesion/Breaking strength 6N/24mm / 14N/24mm 	
18	Tape, transparent <ul style="list-style-type: none"> ● Width (+-) 48mm, Usable length 50m (min) ● Base material biaxially-oriented polypropylene 	

	<ul style="list-style-type: none"> ● Thickness (min) 0.040mm ● Adhesion/Breaking strength 6N/24mm / 14N/24mm 	
19	Tape, cloth duct <ul style="list-style-type: none"> ● Width (+-) 50mm, Usable length 50m (min) ● Thickness (min) 0.17mm, backing material PE Cloth ● Adhesive material rubber, adhesion strength 6N/cm 	
20	Twine, plastic <ul style="list-style-type: none"> ● Weight per roll (min) 1000g ● Breaking strength (min) 25kg (245.16625 N) 	
21	Ruler, steel, 450mm <ul style="list-style-type: none"> ● Ruler scale mm, cm, inches ● Clear and sharp ruler scales 	
22	Blade, for general purpose cutter <ul style="list-style-type: none"> ● Length 100mm (+2mm), width 16mm (+-2mm), thickness 0.40mm min ● Minimum of 7 snap-off blade sections ● Finish: sharp cutting edges, free from rust ● 10pcs in a tube 	
23	Calculator, compact <ul style="list-style-type: none"> ● LCD Display, 12 digits capacity, solar and cell power source ● With CE mark, ISO 9001:2008 or latest certified manufacturer ● 1 year replacement warranty 	
24	Clip, backfold, 25mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 13mm ● Binding capacity at least 9.5mm ● 12pcs in a box 	
25	Clip, backfold, 32mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 25mm ● Binding capacity at least 12mm ● 12pcs in a box 	
26	Clip, backfold, 50mm <ul style="list-style-type: none"> ● All metal, clamping depth (min) 25mm ● Binding capacity at least 19mm ● 12pcs in a box 	
27	Correction tape	

	<ul style="list-style-type: none"> ● Film based type, usable length (min) 8m, width 5mm (+-1mm), white opaque color ● Single line tape, gear type dispensing mechanism, with rewinding/adjustment 	
28	<p>Cutter, for general purpose</p> <ul style="list-style-type: none"> ● Heavy duty with anti-slip grip plastic molded body, built-in blade snapper, steel blade track, safety screw locking mechanism ● With blades, length 100mm width 16mm thickness 0.40mm 	
29	<p>Data File Box</p> <ul style="list-style-type: none"> ● 125x250x400mm, chipboard 3mm thick, leatherette paper outside cover, coated paper inside cover ● With closed ends, finger ring and pocket for label insert 	
30	<p>Data Folder, horizontal, long/legal</p> <ul style="list-style-type: none"> ● 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover ● With all steel lever arch file mechanism and taglia lock ● Spine with finger ring and pocket for label insert 	
31	<p>Data Folder, vertical, long/legal</p> <ul style="list-style-type: none"> ● 75x230x380mm, chipboard 2.5mm thick, leatherette paper outside cover, coated paper inside cover ● With all steel lever arch file mechanism and taglia lock ● Spine with finger ring and pocket for label insert 	
32	<p>Envelop, documentary, A4</p> <ul style="list-style-type: none"> ● Kraft material, 229x324mm (-2mm) size, 150 gsm (-5%) basis weight ● 0.22mm thickness ● 100pcs in a box 	
33	<p>Envelop, documentary, long/legal</p> <ul style="list-style-type: none"> ● Kraft material, 254x381mm (-2mm) size, 150 gsm (-5%) basis weight ● 0.22mm thickness ● 100pcs in a box 	
34	<p>Envelop, expanding, long/legal</p>	

	<ul style="list-style-type: none"> ● Smooth surface kraft material, 380x250mm (-3mm) size, 50mm (-3mm) expansion ● 0.38mm (min) thickness, with string and eyelet or elastic strap ● 100pcs in a box 	
35	Eraser, felt, blackboard/whiteboard <ul style="list-style-type: none"> ● Felt eraser material ● 125x45x19mm (min) size 	
36	Fastener, metal <ul style="list-style-type: none"> ● For paper, non-corroding metal, 50 sets in a box ● Able to hold 25mm thick of multipurpose paper (70gsm) 	
37	Folder, pressboard <ul style="list-style-type: none"> ● Paper board material, 369x242mm (-5mm) size, 0.40m (min) thickness, 312gsm (min) basis weight ● 39mm (-3mm) expansion, cream/green color, 100pcs in a box 	
38	Folder with tab, A4 <ul style="list-style-type: none"> ● Tagboard material, 240x320mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring ● Smooth finish and non-blot on both sides using a permanent marker ● 100pcs in a box 	
39	Folder with tab, legal <ul style="list-style-type: none"> ● Tagboard material, 240x365mm (+-1mm) leaf dimension, 13mm (+-2mm) tab, 20mm (+-2mm) from edge of folder scoring ● Smooth finish and non-blot on both sides using a permanent marker ● 100pcs in a box 	
40	Marker, permanent, black <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	
41	Marker, permanent, blue <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface 	

42	<p>Marker, permanent, red</p> <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, for general purpose with permanent ink that writes on almost any surface
43	<p>Marker, whiteboard, red</p> <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe
44	<p>Marker, whiteboard, black</p> <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe
45	<p>Marker, whiteboard, blue</p> <ul style="list-style-type: none"> ● Felt bullet type tip, medium point ● Refillable, low odor, non-toxic, dry-wipe
46	<p>Marker, fluorescent</p> <ul style="list-style-type: none"> ● Chisel point tip, flat barrel ● 3 colors in a set
47	<p>Paper clip, vinyl/plastic coated, 33mm</p> <ul style="list-style-type: none"> ● 0.80mm (min) wire diameter ● Assorted colors, 100pcs in a box
48	<p>Paper clip, vinyl/plastic coated, 33mm</p> <ul style="list-style-type: none"> ● 1.0mm (min) wire diameter ● Assorted colors, 100pcs in a box
49	<p>Pencil, lead/graphite, with eraser</p> <ul style="list-style-type: none"> ● Wood cased, HB or 2 hardness, 2mm lead/graphite diameter ● Lead/graphite breaking strength 6.86N (min), 12pcs in a box
50	<p>Rubber band, no. 18</p> <ul style="list-style-type: none"> ● 350grams weight, 1.0mm width, 1.00mm thickness, 70mm lay flat length, 9.81Mpa tensile strength, 500% elongation
51	<p>Scissors, symmetrical/asymmetrical</p> <ul style="list-style-type: none"> ● 8", 1.70mm (min) cutting blade thickness, 35mm (min) metal handle length ● Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials
52	<p>Stapler, standard type, with remover</p> <ul style="list-style-type: none"> ● Heavy duty, 200 staple wire loading capacity ● Staple pusher shall be metal piece and not spring

53	<p>Tape dispenser, table top</p> <ul style="list-style-type: none"> ● Heavy duty, body made of plastic, smooth finish, non-skid full rubber base, easy one-handed operation ● Holds rolls up to 24mm wide on 75mm core
54	<p>Cartolina, assorted colors</p> <ul style="list-style-type: none"> ● Non-bleed, non-feathering, non-blot, 20pcs in a pack ● Bristol board, 572x724mm (-3mm) size, basis weight 100gsm (mic), thickness 0.12mm (min)
55	<p>Notepad, stick-on, 50x76mm</p> <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad
56	<p>Notepad, stick-on, 76x100mm</p> <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad
57	<p>Notepad, stick-on, 76x76mm</p> <ul style="list-style-type: none"> ● Basis weight 70gsm (min), sheet thickness 0.09mm (min) ● 100sheets per pad
58	<p>Steno notebook</p> <ul style="list-style-type: none"> ● Spiral, basis weight 55gsm (-5%) bond, thickness 0.75mm (min), 150x225mm (min) size, 22 (min) spaces, cover thickness 0.40mm (-.02mm) ● 40-50 leave, ruled both sides
59	<p>Paper, multipurpose, A4</p> <ul style="list-style-type: none"> ● Basis weight 80gsm, 500sheets per ream ● Paper shall be at least Elemental Chlorine Free ● Other physical property (min): brightness 90%, opacity 90%, stiffness MD, $\mu\text{N.m}$ 300, thickness 0.09mm
60	<p>Record book, 300 pages</p> <ul style="list-style-type: none"> ● Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size ● Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding ● Paper shall be at least Elemental Chlorine Free
61	<p>Record book, 500 pages</p>

	<ul style="list-style-type: none"> ● Basis weight 55gsm (-5%), 0.07mm (min) thickness, 265x165mm size ● Laminated chipboard material, 32 (min) of equal space writing lines, printed both pages of each sheet, durable smyth sewn binding ● Paper shall be at least Elemental Chlorine Free 	
62	Ballpen <ul style="list-style-type: none"> ● Pen, ball-point, black, box of 12 each ● Ball point pen, 1mm ball, black, tropical ink, Writing distance minimum 2,000 metres, approximate quantity of ink 0.30-0.37 grams 	
63	Laminating Film <ul style="list-style-type: none"> ● 250microns, legal/long size, 100pcs in 1 pack 	
64	Sticker Paper <ul style="list-style-type: none"> ● A4 Size (8.27x11.69inches) (210x297mm), Suitable for both dye and pigment water base ink, Compatible with any inkjet printer ● 105gsm, 20 sheets per pack 	
65	Double sided tape <ul style="list-style-type: none"> ● With foam, 24mm x 1mm (1") ● Self-adhesive, flexible 	
66	Photo Paper <ul style="list-style-type: none"> ● Glossy Photo Paper, 135gsm, 20 sheets per pack, Size: A4 size (8.27" x11.69" or 210x297mm) 	
67	Certificate Frame <ul style="list-style-type: none"> ● Fits A4 size 	
68	Certificate Frame <ul style="list-style-type: none"> ● Fits long size 	
69	Certificate Holder <ul style="list-style-type: none"> ● Fits A4 size 	
70	Push pin <ul style="list-style-type: none"> ● Precision-crafted with 3/8" hardened steel point, Heads are 1/2" in length and 1/4" in diameter, Vibrant colors brighten bulletin boards and attract attention, Assorted colors: Clear, Blue, Purple, Red and Green ● 100pcs in a pack 	

71	Manila Paper <ul style="list-style-type: none"> ● Size: 93x122cm ● 10pcs per pack
72	Label/Index sticker/tab, self-adhesive <ul style="list-style-type: none"> ● 44×12mm, 20x5, 100 Sheets per pack, Material: BOPP, Glue ● Repositionable, Strong and long-lasting adhesive with no residue, Suitable for ballpoint and pencil for smooth writing experience, Stick on everywhere
73	Vellum Board Paper <ul style="list-style-type: none"> ● 220gsm grammage, A4 Size, cream/white color, 10sheets per pack
74	Glue gun <ul style="list-style-type: none"> ● 220V, 15 watts, 60Hz
75	Glue, stick <ul style="list-style-type: none"> ● 150mm
76	Puncher, paper, heavy duty <ul style="list-style-type: none"> ● 30 sheet (70gsm) multipurpose paper punching capacity ● With 2 hole guide, 7mm (approx.) hole diameter
77	Printer ink, 664, black <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 4000 page yield
78	Printer ink, 664, cyan <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield
79	Printer ink, 664, magenta <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield
80	Printer ink, 664, yellow <ul style="list-style-type: none"> ● Dye-Based ink, Refill Ink Bottle container, 70ml ● 6500 page yield
81	Printer ink, 003, black <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 4500 page yield

82	Printer ink, 003, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	
83	Printer ink, 003, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	
84	Printer ink, 003, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 65ml ● 7500 page yield 	
85	Printer ink, 008, black <ul style="list-style-type: none"> ● Refill Ink Bottle container, 127ml ● 7500 page yield 	
86	Printer ink, 008, cyan <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	
87	Printer ink, 008, magenta <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	
88	Printer ink, 008, yellow <ul style="list-style-type: none"> ● Refill Ink Bottle container, 70ml ● 6000 page yield 	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (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

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) 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.

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

