



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS
(PROCUREMENT OF GOODS)

*Procurement of Office Supplies for CatSU
Panganiban Campus*

With Approved Budget for the Contract (ABC) of
Php428,080.90
(Project ID No.: 2023-053)

Sixth Edition
July 2020
Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid.....	5
Section II. Instructions to Bidders.....	7
1. Scope of Bid	7
2. Funding Information.....	7
3. Bidding Requirements	7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	7
5. Eligible Bidders.....	8
6. Origin of Goods	8
7. Subcontracts	8
8. Pre-Bid Conference	
Error! Bookmark not defined.	
9. Clarification and Amendment of Bidding Documents	8
10. Documents comprising the Bid: Eligibility and Technical Components	9
11. Documents comprising the Bid: Financial Component	9
12. Bid Prices	9
13. Bid and Payment Currencies	10
14. Bid Security	10
15. Sealing and Marking of Bids	10
16. Deadline for Submission of Bids	11
17. Opening and Preliminary Examination of Bids	11
18. Domestic Preference	11
19. Detailed Evaluation and Comparison of Bids	11
20. Post-Qualification	12
21. Signing of the Contract	12
Section III. Bid Data Sheet	13
Section IV. General Conditions of Contract	15
1. Scope of Contract	15
2. Advance Payment and Terms of Payment	15
3. Performance Security	15
4. Inspection and Tests	15
5. Warranty	16
6. Liability of the Supplier	16
Section V. Special Conditions of Contract	17
Section VI. Schedule of Requirements	21
Section VII. Technical Specifications	24
Section VIII. Checklist of Technical and Financial Documents	27

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity

and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

INVITATION TO BID FOR

PROCUREMENT OF OFFICE SUPPLIES FOR CATSU PANGANIBAN CAMPUS

1. The CATANDUANES STATE UNIVERSITY, through the *GAA FY 2023* intends to apply the sum of *Four Hundred Twenty Eight Thousand Eighty pesos and Ninety Centavos only (Php 428,080.90)*, being the ABC to payments under the contract for “**Procurement of Office Supplies for CatSU Panganiban Campus**” (Project ID No. 2023-053). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CATANDUANES STATE UNIVERSITY now invites bids for the above Procurement Project. Delivery of the Goods is required **within thirty (30) calendar days** upon receipt of Notice to Proceed. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from Catanduanes State University Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from 9:00a.m. to 4:00p.m. (Mondays-Fridays).
5. A complete set of Bidding Documents may be acquired by interested Bidders (with Letter of Intent) on **November 20 to December 4, 2023** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos only (Php500.00)**. Payment shall be made directly to the CatSU Cashiering Services or thru deposit to CatSU LBP Account. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means. Transmittal of scanned deposit slip is required for the issuance of Official Receipt. Bank Account details are as follows:

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Procurement of Office Supplies for CatSu Panganiban Campus**, with identification number 2023-053.

The Procurement Project (referred to herein as “Project”) is composed of **One Hundred Two (102) items**, the details of which are described in Section **VII (Technical Specifications)**.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2023** in the amount of **Four Hundred Twenty Eight Thousand Eight Pesos and Ninety Centavos Only (Php428,080.90)**.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 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 or which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. **For the procurement of 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.**
- 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

The Procuring Entity has prescribed that **SUBCONTRACTING IS NOT ALLOWED.**

8. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

9. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10. Documents comprising the Bid: Financial Component

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

11. Bid Prices

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

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

12. Bid and Payment Currencies

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

13. Bid Security

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

14. Sealing and Marking of Bids

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

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

15. Deadline for Submission of Bids

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

16. Opening and Preliminary Examination of Bids

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

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

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

17. Domestic Preference

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

18. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

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

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the

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

19. Post-Qualification

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

20. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Supply and Delivery of Office Supplies; b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP CatSU, Virac, Catanduanes or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>[2% of the 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 <i>[5% of the ABC]</i> if bid security is in Surety Bond.
15	<p>Each Bidder shall submit <i>ONE (1) SET original</i> and <i>ONE (1) SET copy</i> of the first and second components of its bid, enclosed in one mother envelope. Each set shall be properly fastened with tabbing for each requirement.</p> <p><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></p> <p>For online submission of bids: The Bidder shall submit an electronic copy of its Bid (Eligibility, Technical and Financial Documents including all required Bidding Forms), which must be digitally signed.</p> <p>The Bidder shall submit two (2) password-protected bidding documents in compressed archive folders. The first shall contain the technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid. All files must be in a PDF format.</p> <p>An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus automatically disqualified.</p>
19.2	Partial bid is not allowed.

19.3	The description of the item is indicated in Section VII (Technical Specifications) with an ABC of <i>Four Hundred Twenty Eight Thousand Eighty Pesos and Ninety Centavos Only (Ph428,080.90)</i>
20.2	No further instructions.
21.1	List of additional contract document: <ul style="list-style-type: none">• <i>Company Profile</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to Catanduanes State University Panganiban Campus. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="text-align: center;">Ms. Erlyn P. Tuno AOV Supply Services</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **three (3) months**. If not used, **nine (9) months** (*three times the warranty period*).

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

Packaging –

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

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

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

Name of the Procuring Entity:

Name of the Supplier:

Contract Description:

Final Destination:
Gross weight:
Any special lifting instructions:
Any special handling instructions:
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

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.

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.

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.

Intellectual Property Rights –

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.

2.2	No further instructions.
4	The inspections and tests that will be conducted are: <u>On Site</u>

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.	Description	Quantity	Delivered, Weeks/Months
1	Acetate cover, gauge 6	2	Within thirty (30) calendar days upon receipt of Notice to Proceed
2	Arc file folder, 3 hole, LD300, 2", long, GREEN	40	
3	Arc file folder, 3 hole, LD300, 3", long, BLUE	35	
4	Arc file folder, 3 hole, LD300, 3", long, GREEN	70	
5	Ballpen, ordinary, BLACK	425	
6	Ballpen, ordinary, BLUE	425	
7	Ballpen, ordinary, RED	100	
8	Ballpen, sign pen, BLACK	36	
9	Ballpen, sign pen, BLUE	66	
10	Ballpen, sign pen, GREEN	36	
11	Ballpen, sign pen, RED	36	
12	Ballpen, sign pen, refill, Blue	80	
13	Ballpen, sign pen, refill, Black	50	
14	Battery, dry cell, size AA (2 pcs/pack)	10	
15	Battery, dry cell, size AAA (2 pcs/pack)	10	
16	Binder Clip, backfold 3/4" (19mm) (12's/bx)	34	
17	Binder Clip, backfold 1" (25mm) (12's/bx)	24	
18	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	34	
19	Binder Clip, backfold 2" (51mm) (12's/bx)	34	
20	Binder Clip 3" round head	24	
21	Calculator, 12 digits, 2 way-power	3	
22	Calculator, scientific	2	
23	Calculator 14 digit GX14B	3	
24	Certificate holder, A4 black border	6	
25	Certificate holder, legal black border	6	
26	Correction Tape 5mm x 10m	138	
27	Cutter, heavy duty, plastic molded body, for office use	6	
28	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	1	
29	Data file box - size: legal (BLUE)	55	
30	Envelope, Brown, 200 lbs, A4	150	
31	Envelope, Brown, 200 lbs, Legal	750	
32	Envelope, EXPANDING, with garter, hard plastic, legal brown	250	
33	Envelope, EXPANDING, with garter, legal, KRAFT	25	
34	Envelope, EXPANDING, with garter, legal, BLUE	25	
35	Envelope, EXPANDING, with garter, legal, GREEN	25	

Item No.	Description	Quantity	Delivered, Weeks/Months
36	Envelope, EXPANDING, with garter, legal, RED	25	
37	Folder, white, pre-punched, 14 points, A4	450	
38	Folder, white, pre-punched, 14 points, legal	750	
39	Folder, expandable, pressboard, legal, BLUE	100	
40	Folder, expandable, pressboard, legal, GREEN	100	
41	Folder, expandable, pressboard, legal, RED	100	
42	Highlighter, neon GREEN	6	
43	Highlighter, neon ORANGE	6	
44	Highlighter, neon PINK	6	
45	Highlighter, neon YELLOW	6	
46	Marking pen, water resistant, permanent marker, BLACK, broad	42	
47	Marking pen, water resistant, permanent marker, BLUE, broad	42	
48	Marking pen, water resistant, permanent marker, RED, broad	12	
49	Whiteboard, felt tip, BLUE (Bullet Tip) refillable	52	
50	Whiteboard, felt tip, BLACK (Bullet Tip) refillable	52	
51	Magnetic whiteboard eraser	15	
52	Refill Ink for Whiteboard marker black 30 ml	25	
53	Refill Ink for Whiteboard marker blue 30 ml	25	
54	Paper Clip Vinyl Coated small (33 mm)	22	
55	Paper Clip Vinyl Coated, jumbo (50mm)	22	
56	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	140	
57	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	130	
58	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	130	
59	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	40	
60	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	75	
61	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	40	
62	Paper, photo A4, Dual Sided (220 GSM) 20 sheets/pack, matte	16	
63	Paper, TRANSCRIPT	1200	
64	Paper, sticker, white, long inkjet friendly, 10 sheets/pack, matte	6	
65	Paper, sticker, white, A4 inkjet friendly, 10 sheets/pack, matte	6	
66	Philippine flag, standard size, cotton	12	
67	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	2	
68	Record Book 200 pages w/ printed "Official Record Book"	12	
69	Record Book 300 pages w/ printed "Official Record Book"	12	

Item No.	Description	Quantity	Delivered, Weeks/Months
70	Record Book 500 pages w/ printed "Official Record Book"	47	
71	Rubber band jumbo, all purpose, transparent, size 18	3	
72	Special Paper (10's) 220gsm, A4 blue	6	
73	Special Paper (10's) 220gsm, Long, pink	6	
74	Special Paper (10s) (board), 220 gsm, Long peach	15	
75	Special Paper (10s) (board), 220 gsm, Short peach	15	
76	Stamp Pad Ink, violet, 50ml w/ applicator	9	
77	Staple Remover, plier type, metal	9	
78	Staple Wire -HD 3LS 15 mm, (1215Fa-H) crowd width 12 mm, leg length 15mm., 1000 pcs	10	
79	Styro foam 1/2"thickness	3	
80	Note pad, stick on, 3x2 green	4	
81	Note pad, stick on, 3x2 yellow	4	
82	Note pad, stick on, 3x2 pink	4	
83	Note pad, stick on, 3x3 pink	4	
84	Note pad, stick on, 3x3 green	4	
85	Note pad, stick on, 3x3 yellow	4	
86	Note pad, stick on, 3x4 yellow	4	
87	Note pad, stick on, 3x4 green	4	
88	Note pad, stick on, 3x4 pink	4	
89	Note pad, stick on, 3x5 pink	4	
90	Note pad, stick on, 3x5 yellow	4	
91	Note pad, stick on, 3x5 green	4	
92	Note pad, stick on, 4x4 green	4	
93	Note pad, stick on, 4x4 yellow	4	
94	Note pad, stick on, 4x4 pink	4	
95	Tape double sided, 1 width usable length 10m	10	
96	Tape, masking, 24mm (1") width, usable length of 50m	23	
97	Tape, masking, 48mm (2") width, usable length of 50m	12	
98	Tape, transparent, 24mm (1') width, usable length of 50m	34	
99	Tape, transparent, 48mm (2') width, usable length of 50m	33	
100	Tape, packing, 24mm (1") width, usable length of 50m	12	
101	Tape, packing , 48mm (2") width, usable length of 50m	22	
102	Tape duct size 2"	6	

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<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.] Please state the brand and model being offered</i>
1	Acetate cover, gauge 6	
2	Arc file folder, 3 hole, LD300, 2", long, GREEN	
3	Arc file folder, 3 hole, LD300, 3", long, BLUE	
4	Arc file folder, 3 hole, LD300, 3", long, GREEN	
5	Ballpen, ordinary, BLACK	
6	Ballpen, ordinary, BLUE	
7	Ballpen, ordinary, RED	
8	Ballpen, sign pen, BLACK	
9	Ballpen, sign pen, BLUE	
10	Ballpen, sign pen, GREEN	
11	Ballpen, sign pen, RED	
12	Ballpen, sign pen, refill, Blue	
13	Ballpen, sign pen, refill, Black	
14	Battery, dry cell, size AA (2 pcs/pack)	
15	Battery, dry cell, size AAA (2 pcs/pack)	
16	Binder Clip, backfold 3/4" (19mm) (12's/bx)	
17	Binder Clip, backfold 1" (25mm) (12's/bx)	

Item	Specification	Statement of Compliance
18	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	
19	Binder Clip, backfold 2" (51mm) (12's/bx)	
20	Binder Clip 3" round head	
21	Calculator, 12 digits, 2 way-power	
22	Calculator, scientific	
23	Calculator 14 digit GX14B	
24	Certificate holder, A4 black border	
25	Certificate holder, legal black border	
26	Correction Tape 5mm x 10m	
27	Cutter, heavy duty, plastic molded body, for office use	
28	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	
29	Data file box - size: legal (BLUE)	
30	Envelope, Brown, 200 lbs, A4	
31	Envelope, Brown, 200 lbs, Legal	
32	Envelope, EXPANDING, with garter, hard plastic, legal brown	
33	Envelope, EXPANDING, with garter, legal, KRAFT	
34	Envelope, EXPANDING, with garter, legal, BLUE	
35	Envelope, EXPANDING, with garter, legal, GREEN	
36	Envelope, EXPANDING, with garter, legal, RED	
37	Folder, white, pre-punched, 14 points, A4	
38	Folder, white, pre-punched, 14 points, legal	
39	Folder, expandable, pressboard, legal, BLUE	
40	Folder, expandable, pressboard, legal, GREEN	
41	Folder, expandable, pressboard, legal, RED	
42	Highlighter, neon GREEN	
43	Highlighter, neon ORANGE	
44	Highlighter, neon PINK	
45	Highlighter, neon YELLOW	
46	Marking pen, water resistant, permanent marker, BLACK, broad	
47	Marking pen, water resistant, permanent marker, BLUE, broad	
48	Marking pen, water resistant, permanent marker, RED, broad	
49	Whiteboard, felt tip, BLUE (Bullet Tip) refillable	
50	Whiteboard, felt tip, BLACK (Bullet Tip) refillable	
51	Magnetic whiteboard eraser	
52	Refill Ink for Whiteboard marker black 30 ml	
53	Refill Ink for Whiteboard marker blue 30 ml	
54	Paper Clip Vinyl Coated small (33 mm)	

Item	Specification	Statement of Compliance
55	Paper Clip Vinyl Coated, jumbo (50mm)	
56	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	
57	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	
58	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	
59	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	
60	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	
61	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	
62	Paper, photo A4, Dual Sided (220 GSM) 20 sheets/pack, matte	
63	Paper, TRANSCRIPT	
64	Paper, sticker, white, long inkjet friendly, 10 sheets/pack, matte	
65	Paper, sticker, white, A4 inkjet friendly, 10 sheets/pack, matte	
66	Philippine flag, standard size, cotton	
67	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	
68	Record Book 200 pages w/ printed "Official Record Book"	
69	Record Book 300 pages w/ printed "Official Record Book"	
70	Record Book 500 pages w/ printed "Official Record Book"	
74	Rubber band jumbo, all purpose, transparent, size 18	
72	Special Paper (10's) 220gsm, A4 blue	
73	Special Paper (10's) 220gsm, Long, pink	
74	Special Paper (10s) (board), 220 gsm, Long peach	
75	Special Paper (10s) (board), 220 gsm, Short peach	
76	Stamp Pad Ink, violet, 50ml w/ applicator	
77	Staple Remover, plier type, metal	
78	Staple Wire -HD 3LS 15 mm, (1215Fa-H) crowd width 12 mm, leg length 15mm., 1000 pcs	
79	Styro foam 1/2"thickness	
80	Note pad, stick on, 3x2 green	
81	Note pad, stick on, 3x2 yellow	
82	Note pad, stick on, 3x2 pink	
83	Note pad, stick on, 3x3 pink	
84	Note pad, stick on, 3x3 green	
85	Note pad, stick on, 3x3 yellow	
86	Note pad, stick on, 3x4 yellow	
87	Note pad, stick on, 3x4 green	
88	Note pad, stick on, 3x4 pink	

Item	Specification	Statement of Compliance
89	Note pad, stick on, 3x5 pink	
90	Note pad, stick on, 3x5 yellow	
91	Note pad, stick on, 3x5 green	
92	Note pad, stick on, 4x4 green	
93	Note pad, stick on, 4x4 yellow	
94	Note pad, stick on, 4x4 pink	
95	Tape double sided, 1 width usable length 10m	
96	Tape, masking, 24mm (1") width, usable length of 50m	
97	Tape, masking, 48mm (2") width, usable length of 50m	
98	Tape, transparent, 24mm (1') width, usable length of 50m	
99	Tape, transparent, 48mm (2') width, usable length of 50m	
100	Tape, packing, 24mm (1") width, usable length of 50m	
101	Tape, packing , 48mm (2") width, usable length of 50m	
102	Tape duct size 2"	

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

- (e) 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
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration;
and
- (h) Conformity with the Technical Specifications,
- (i) Conformity with the Schedule of Requirements;
- (j) Statement of availability of technical service personnel – Manpower Requirements;
- (k) Statement of After-sales/Parts and Services;
and
- (l) 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

- (m) 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**
- (n) 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

- (o) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
- or**
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

Section IX. Bidding Forms

Form 1	Statement of All Ongoing Government & Private Contracts
Form 2	Statement of Single Largest Completed Contract Similar to the Contract to be Bid
Form 3	Bid Securing Declaration
Form 4	Technical Specifications
Form 5	Schedule of Requirements
Form 6	Omnibus Sworn Statement
Form 7	Net Financial Contracting Capacity (NFCC)
Form 8	Financial Bid Form
Form 9	Price Schedule for Goods Offered from Within the Philippines
Form 9-A	Price Schedule for Goods Offered from Abroad

STATEMENT OF ALL ONGOING GOVERNMENT & 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)

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Total Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government							
Private							

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government & private contracts which may be similar or not similar to the project called for bidding).
2. If there is no ongoing contract, state none or equivalent term.
3. This statement shall be supported with:
 - a. Notice of Award
 - b. Purchase Order/Contract
 - c. Notice to Proceed
4. In case of contracts with the private sector, an equivalent documents shall be submitted.

Submitted by: _____
 (Printed Name & Signature)

Designation: _____
 Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID
 (except under conditions provided in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA 9184,
 within the relevant period as provided in the Bidding Documents)

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Amount of Contract	Date of Delivery/ Acceptance

Instructions:

1. The SLCC should have been completed within three (3) years from the date of submission and receipt of bids.
2. The statement shall be supported with:
 - a. Purchase Order/Contract
 - b. End-User's Acceptance or Official Receipt(s) or Sales Invoice
3. In case of contracts with the private sector, an equivalent document shall be submitted.

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Technical Specifications Statement of Compliance

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. **Please state the brand and model being offered.**

Item	Specification	Brand/Model	Statement of Compliance
1	Acetate cover, gauge 6		
2	Arc file folder, 3 hole, LD300, 2", long, GREEN		
3	Arc file folder, 3 hole, LD300, 3", long, BLUE		
4	Arc file folder, 3 hole, LD300, 3", long, GREEN		
5	Ballpen, ordinary, BLACK		
6	Ballpen, ordinary, BLUE		
7	Ballpen, ordinary, RED		
8	Ballpen, sign pen, BLACK		
9	Ballpen, sign pen, BLUE		
10	Ballpen, sign pen, GREEN		
11	Ballpen, sign pen, RED		
12	Ballpen, sign pen, refill, Blue		
13	Ballpen, sign pen, refill, Black		
14	Battery, dry cell, size AA (2 pcs/pack)		
15	Battery, dry cell, size AAA (2 pcs/pack)		
16	Binder Clip, backfold 3/4" (19mm) (12's/bx)		
17	Binder Clip, backfold 1" (25mm) (12's/bx)		
18	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)		
19	Binder Clip, backfold 2" (51mm) (12's/bx)		
20	Binder Clip 3" round head		
21	Calculator, 12 digits, 2 way-power		
22	Calculator, scientific		
23	Calculator 14 digit GX14B		
24	Certificate holder, A4 black border		
25	Certificate holder, legal black border		
26	Correction Tape 5mm x 10m		
27	Cutter, heavy duty, plastic molded body, for office use		
28	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use		
29	Data file box - size: legal (BLUE)		
30	Envelope, Brown, 200 lbs, A4		
31	Envelope, Brown, 200 lbs, Legal		
32	Envelope, EXPANDING, with garter, hard plastic, legal brown		
33	Envelope, EXPANDING, with garter, legal, KRAFT		
34	Envelope, EXPANDING, with garter, legal, BLUE		

Item	Specification	Brand/Model	Statement of Compliance
35	Envelope, EXPANDING, with garter, legal, GREEN		
36	Envelope, EXPANDING, with garter, legal, RED		
37	Folder, white, pre-punched, 14 points, A4		
38	Folder, white, pre-punched, 14 points, legal		
39	Folder, expandable, pressboard, legal, BLUE		
40	Folder, expandable, pressboard, legal, GREEN		
41	Folder, expandable, pressboard, legal, RED		
42	Highlighter, neon GREEN		
43	Highlighter, neon ORANGE		
44	Highlighter, neon PINK		
45	Highlighter, neon YELLOW		
46	Marking pen, water resistant, permanent marker, BLACK, broad		
47	Marking pen, water resistant, permanent marker, BLUE, broad		
48	Marking pen, water resistant, permanent marker, RED, broad		
49	Whiteboard, felt tip, BLUE (Bullet Tip) refillable		
50	Whiteboard, felt tip, BLACK (Bullet Tip) refillable		
51	Magnetic whiteboard eraser		
52	Refill Ink for Whiteboard marker black 30 ml		
53	Refill Ink for Whiteboard marker blue 30 ml		
54	Paper Clip Vinyl Coated small (33 mm)		
55	Paper Clip Vinyl Coated, jumbo (50mm)		
56	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)		
57	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)		
58	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)		
59	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)		
60	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)		
61	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)		
62	Paper, photo A4, Dual Sided (220 GSM) 20 sheets/pack, matte		
63	Paper, TRANSCRIPT		
64	Paper, sticker, white, long inkjet friendly, 10 sheets/pack, matte		
65	Paper, sticker, white, A4 inkjet friendly, 10 sheets/pack, matte		
66	Philippine flag, standard size, cotton		
67	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets		
68	Record Book 200 pages w/ printed "Official Record Book"		
69	Record Book 300 pages w/ printed "Official Record Book"		
70	Record Book 500 pages w/ printed "Official Record Book"		
74	Rubber band jumbo, all purpose, transparent, size 18		
72	Special Paper (10's) 220gsm, A4 blue		
73	Special Paper (10's) 220gsm, Long, pink		
74	Special Paper (10s) (board), 220 gsm, Long peach		
75	Special Paper (10s) (board), 220 gsm, Short peach		
76	Stamp Pad Ink, violet, 50ml w/ applicator		
77	Staple Remover, plier type, metal		

Item	Specification	Brand/Model	Statement of Compliance
78	Staple Wire -HD 3LS 15 mm, (1215Fa-H) crowd width 12 mm, leg length 15mm., 1000 pcs		
79	Styro foam 1/2"thickness		
80	Note pad, stick on, 3x2 green		
81	Note pad, stick on, 3x2 yellow		
82	Note pad, stick on, 3x2 pink		
83	Note pad, stick on, 3x3 pink		
84	Note pad, stick on, 3x3 green		
85	Note pad, stick on, 3x3 yellow		
86	Note pad, stick on, 3x4 yellow		
87	Note pad, stick on, 3x4 green		
88	Note pad, stick on, 3x4 pink		
89	Note pad, stick on, 3x5 pink		
90	Note pad, stick on, 3x5 yellow		
91	Note pad, stick on, 3x5 green		
92	Note pad, stick on, 4x4 green		
93	Note pad, stick on, 4x4 yellow		
94	Note pad, stick on, 4x4 pink		
95	Tape double sided, 1 width usable length 10m		
96	Tape, masking, 24mm (1") width, usable length of 50m		
97	Tape, masking, 48mm (2") width, usable length of 50m		
98	Tape, transparent, 24mm (1') width, usable length of 50m		
99	Tape, transparent, 48mm (2') width, usable length of 50m		
100	Tape, packing, 24mm (1") width, usable length of 50m		
101	Tape, packing , 48mm (2") width, usable length of 50m		
102	Tape duct size 2"		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature over Printed Name of Authorized Representative	Date
-----------------	---	------

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.	Description	Quantity	Delivered, Weeks/Months
1	Acetate cover, gauge 6	2	
2	Arc file folder, 3 hole, LD300, 2", long, GREEN	40	
3	Arc file folder, 3 hole, LD300, 3", long, BLUE	35	
4	Arc file folder, 3 hole, LD300, 3", long, GREEN	70	
5	Ballpen, ordinary, BLACK	425	
6	Ballpen, ordinary, BLUE	425	
7	Ballpen, ordinary, RED	100	
8	Ballpen, sign pen, BLACK	36	
9	Ballpen, sign pen, BLUE	66	
10	Ballpen, sign pen, GREEN	36	
11	Ballpen, sign pen, RED	36	
12	Ballpen, sign pen, refill, Blue	80	
13	Ballpen, sign pen, refill, Black	50	
14	Battery, dry cell, size AA (2 pcs/pack)	10	
15	Battery, dry cell, size AAA (2 pcs/pack)	10	
16	Binder Clip, backfold 3/4" (19mm) (12's/bx)	34	
17	Binder Clip, backfold 1" (25mm) (12's/bx)	24	
18	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	34	
19	Binder Clip, backfold 2" (51mm) (12's/bx)	34	
20	Binder Clip 3" round head	24	
21	Calculator, 12 digits, 2 way-power	3	
22	Calculator, scientific	2	
23	Calculator 14 digit GX14B	3	
24	Certificate holder, A4 black border	6	
25	Certificate holder, legal black border	6	
26	Correction Tape 5mm x 10m	138	
27	Cutter, heavy duty, plastic molded body, for office use	6	
28	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	1	
29	Data file box - size: legal (BLUE)	55	
30	Envelope, Brown, 200 lbs, A4	150	
31	Envelope, Brown, 200 lbs, Legal	750	
32	Envelope, EXPANDING, with garter, hard plastic, legal brown	250	
33	Envelope, EXPANDING, with garter, legal, KRAFT	25	
34	Envelope, EXPANDING, with garter, legal, BLUE	25	
35	Envelope, EXPANDING, with garter, legal, GREEN	25	
36	Envelope, EXPANDING, with garter, legal, RED	25	
37	Folder, white, pre-punched, 14 points, A4	450	
38	Folder, white, pre-punched, 14 points, legal	750	
39	Folder, expandable, pressboard, legal, BLUE	100	
40	Folder, expandable, pressboard, legal, GREEN	100	
41	Folder, expandable, pressboard, legal, RED	100	

Item No.	Description	Quantity	Delivered, Weeks/Months
42	Highlighter, neon GREEN	6	
43	Highlighter, neon ORANGE	6	
44	Highlighter, neon PINK	6	
45	Highlighter, neon YELLOW	6	
46	Marking pen, water resistant, permanent marker, BLACK, broad	42	
47	Marking pen, water resistant, permanent marker, BLUE, broad	42	
48	Marking pen, water resistant, permanent marker, RED, broad	12	
49	Whiteboard, felt tip, BLUE (Bullet Tip) refillable	52	
50	Whiteboard, felt tip, BLACK (Bullet Tip) refillable	52	
51	Magnetic whiteboard eraser	15	
52	Refill Ink for Whiteboard marker black 30 ml	25	
53	Refill Ink for Whiteboard marker blue 30 ml	25	
54	Paper Clip Vinyl Coated small (33 mm)	22	
55	Paper Clip Vinyl Coated, jumbo (50mm)	22	
56	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	140	
57	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	130	
58	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	130	
59	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	40	
60	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	75	
61	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	40	
62	Paper, photo A4, Dual Sided (220 GSM) 20 sheets/pack, matte	16	
63	Paper, TRANSCRIPT	1200	
64	Paper, sticker, white, long inkjet friendly, 10 sheets/pack, matte	6	
65	Paper, sticker, white, A4 inkjet friendly, 10 sheets/pack, matte	6	
66	Philippine flag, standard size, cotton	12	
67	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	2	
68	Record Book 200 pages w/ printed "Official Record Book"	12	
69	Record Book 300 pages w/ printed "Official Record Book"	12	
70	Record Book 500 pages w/ printed "Official Record Book"	47	
71	Rubber band jumbo, all purpose, transparent, size 18	3	
72	Special Paper (10's) 220gsm, A4 blue	6	
73	Special Paper (10's) 220gsm, Long, pink	6	
74	Special Paper (10s) (board), 220 gsm, Long peach	15	
75	Special Paper (10s) (board), 220 gsm, Short peach	15	
76	Stamp Pad Ink, violet, 50ml w/ applicator	9	
77	Staple Remover, plier type, metal	9	
78	Staple Wire -HD 3LS 15 mm, (1215Fa-H) crowd width 12 mm, leg length 15mm., 1000 pcs	10	
79	Styro foam 1/2"thickness	3	

Item No.	Description	Quantity	Delivered, Weeks/Months
80	Note pad, stick on, 3x2 green	4	
81	Note pad, stick on, 3x2 yellow	4	
82	Note pad, stick on, 3x2 pink	4	
83	Note pad, stick on, 3x3 pink	4	
84	Note pad, stick on, 3x3 green	4	
85	Note pad, stick on, 3x3 yellow	4	
86	Note pad, stick on, 3x4 yellow	4	
87	Note pad, stick on, 3x4 green	4	
88	Note pad, stick on, 3x4 pink	4	
89	Note pad, stick on, 3x5 pink	4	
90	Note pad, stick on, 3x5 yellow	4	
91	Note pad, stick on, 3x5 green	4	
92	Note pad, stick on, 4x4 green	4	
93	Note pad, stick on, 4x4 yellow	4	
94	Note pad, stick on, 4x4 pink	4	
95	Tape double sided, 1 width usable length 10m	10	
96	Tape, masking, 24mm (1") width, usable length of 50m	23	
97	Tape, masking, 48mm (2") width, usable length of 50m	12	
98	Tape, transparent, 24mm (1') width, usable length of 50m	34	
99	Tape, transparent, 48mm (2') width, usable length of 50m	33	
100	Tape, packing, 24mm (1") width, usable length of 50m	12	
101	Tape, packing , 48mm (2") width, usable length of 50m	22	
102	Tape duct size 2"	6	

I hereby certify to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company	Signature over Printed Name of Authorized Representative	Date
-----------------	---	------

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Procurement of Office Supplies for CatSU Panganiban Campus** of the **Catanduanes State University**, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Procurement of Office Supplies for CatSU Panganiban Campus** of the **Catanduanes State University**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

[Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for **Procurement of Office Supplies for CatSU Panganiban Campus.**
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Business Name: _____
 Business Address: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 20_____
1.	Total Assets	
2.	Total Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset – current liabilities) (K)] minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started.

K = 15

	Amount
Current Assets	_____
Less: Current Liabilities	_____
Net Current Assets	_____
Multiply by K	_____ x 15
Less: Total value of all outstanding works under ongoing contracts	_____
NFCC	_____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

 Name of Supplier/Distributor/Manufacturer

 Signature of Authorized Representative

Date : _____

Bid Form for the Procurement of Goods
 [shall be submitted with the Bid]

BID FORM

Date: _____
 Project Identification No.: _____

To: **BIDS AND AWARDS COMMITTEE**
 Catanduanes State University
 Virac, Catanduanes

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply/deliver of Procurement of Office Supplies for CatSU Panganiban Campus** in conformity with the said PBDs for the sum of

_____ (Php _____) or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (IV) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date:

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Name of Bidder: _____

Project ID No.: _____

Page ____ of ____

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5-6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	roll	Acetate cover, gauge 6	2						
2	piece	Arc file folder, 3 hole, LD300, 2", long, GREEN	40						
3	piece	Arc file folder, 3 hole, LD300, 3", long, BLUE	35						
4	piece	Arc file folder, 3 hole, LD300, 3", long, GREEN	70						
5	piece	Ballpen, ordinary, BLACK	425						
6	piece	Ballpen, ordinary, BLUE	425						
7	piece	Ballpen, ordinary, RED	100						
8	piece	Ballpen, sign pen, BLACK	36						
9	piece	Ballpen, sign pen, BLUE	66						
10	piece	Ballpen, sign pen, GREEN	36						
11	piece	Ballpen, sign pen, RED	36						
12	piece	Ballpen, sign pen, refill, Blue	80						
13	piece	Ballpen, sign pen, refill, Black	50						
14	pack	Battery, dry cell, size AA (2 pcs/pack)	10						
15	pack	Battery, dry cell, size AAA (2 pcs/pack)	10						
16	box	Binder Clip, backfold 3/4" (19mm) (12's/bx)	34						
17	box	Binder Clip, backfold 1" (25mm) (12's/bx)	24						
18	box	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	34						

Item	Unit of Measure	Brief Description	4	5	6	7	8	9	10
			QTY	Unit price EXM per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5-6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
19	box	Binder Clip, backfold 2" (51mm) (12's/bx)	34						
20	piece	Binder Clip 3" round head	24						
21	piece	Calculator, 12 digits, 2 way-power	3						
22	piece	Calculator, scientific	2						
23	piece	Calculator 14 digit GX14B	3						
24	piece	Certificate holder, A4 black border	6						
25	piece	Certificate holder, legal black border	6						
26	piece	Correction Tape 5mm x 10m	138						
27	piece	Cutter, heavy duty, plastic molded body, for office use	6						
28	piece	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	1						
29	piece	Data file box - size: legal (BLUE)	55						
30	piece	Envelope, Brown, 200 lbs, A4	150						
31	piece	Envelope, Brown, 200 lbs, Legal	750						
32	piece	Envelope, EXPANDING, with garter, hard plastic, legal brown	250						
33	piece	Envelope, EXPANDING, with garter, legal, KRAFT	25						
34	piece	Envelope, EXPANDING, with garter, legal, BLUE	25						
35	piece	Envelope, EXPANDING, with garter, legal, GREEN	25						
36	piece	Envelope, EXPANDING, with garter, legal, RED	25						
37	piece	Folder, white, pre-punched, 14 points, A4	450						
38	piece	Folder, white, pre-punched, 14 points, legal	750						
39	piece	Folder, expandable, pressboard, legal, BLUE	100						
40	piece	Folder, expandable, pressboard, legal, GREEN	100						
41	piece	Folder, expandable, pressboard, legal, RED	100						
42	piece	Highlighter, neon GREEN	6						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5-6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
43	piece	Highlighter, neon ORANGE	6						
44	piece	Highlighter, neon PINK	6						
45	piece	Highlighter, neon YELLOW	6						
46	piece	Marking pen, water resistant, permanent marker, BLACK, broad	42						
47	piece	Marking pen, water resistant, permanent marker, BLUE, broad	42						
48	piece	Marking pen, water resistant, permanent marker, RED, broad	12						
49	piece	Whiteboard, felt tip, BLUE (Bullet Tip) refillable	52						
50	piece	Whiteboard, felt tip, BLACK (Bullet Tip) refillable	52						
51	piece	Magnetic whiteboard eraser	15						
52	piece	Refill Ink for Whiteboard marker black 30 ml	25						
53	piece	Refill Ink for Whiteboard marker blue 30 ml	25						
54	box	Paper Clip Vinyl Coated small (33 mm)	22						
55	box	Paper Clip Vinyl Coated, jumbo (50mm)	22						
56	ream	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	140						
57	ream	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	130						
58	ream	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	130						
59	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	40						
60	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	75						
61	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	40						
62	pack	Paper, photo A4, Dual Sided (220 GSM) 20 sheets/ pack, matte	16						
63	piece	Paper, TRANSCRIPT	1200						
64	pack	Paper, sticker, white, long inkjet friendly, 10 sheets/ pack, matte	6						
65	pack	Paper, sticker, white, A4 inkjet friendly, 10 sheets/ pack, matte	6						
66	piece	Philippine flag, standard size, cotton	12						
67	piece	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	2						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
68	piece	Record Book 200 pages w/ printed "Official Record Book"	12						
69	piece	Record Book 300 pages w/ printed "Official Record Book"	12						
70	piece	Record Book 500 pages w/ printed "Official Record Book"	47						
71	box	Rubber band jumbo, all purpose, transparent, size 18	3						
72	pack	Special Paper (10's) 220gsm, A4 blue	6						
73	pack	Special Paper (10's) 220gsm, Long, pink	6						
74	pack	Special Paper (10s) (board), 220 gsm, Long peach	15						
75	pack	Special Paper (10s) (board), 220 gsm, Short peach	15						
76	bottle	Stamp Pad Ink, violet, 50ml w/ applicator	9						
77	piece	Staple Remover, plier type, metal	9						
78	box	Staple Wire -HD 3LS 15 mm, (1215Fa-H) crowd width 12 mm, leg length 15mm., 1000 pcs	10						
79	piece	Styro foam 1/2"thickness	3						
80	pad	Note pad, stick on, 3x2 green	4						
81	pad	Note pad, stick on, 3x2 yellow	4						
82	pad	Note pad, stick on, 3x2 pink	4						
83	pad	Note pad, stick on, 3x3 pink	4						
84	pad	Note pad, stick on, 3x3 green	4						
85	pad	Note pad, stick on, 3x3 yellow	4						
86	pad	Note pad, stick on, 3x4 yellow	4						
87	pad	Note pad, stick on, 3x4 green	4						
88	pad	Note pad, stick on, 3x4 pink	4						
89	pad	Note pad, stick on, 3x5 pink	4						
90	pad	Note pad, stick on, 3x5 yellow	4						
91	pad	Note pad, stick on, 3x5 green	4						
92	pad	Note pad, stick on, 4x4 green	4						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5-6+7 +8)	Total Price delivered Final Destination (col 9) x (col 4)
93	pad	Note pad, stick on, 4x4 yellow	4						
94	pad	Note pad, stick on, 4x4 pink	4						
95	piece	Tape double sided, 1 width usable length 10m	10						
96	roll	Tape, masking, 24mm (1") width, usable length of 50m	23						
97	roll	Tape, masking, 48mm (2") width, usable length of 50m	12						
98	roll	Tape, transparent, 24mm (1') width, usable length of 50m	34						
99	roll	Tape, transparent, 48mm (2') width, usable length of 50m	33						
100	roll	Tape, packing, 24mm (1") width, usable length of 50m	12						
101	roll	Tape, packing, 48mm (2") width, usable length of 50m	22						
102	roll	Tape duct size 2"	6						
TOTAL									

Name: _____

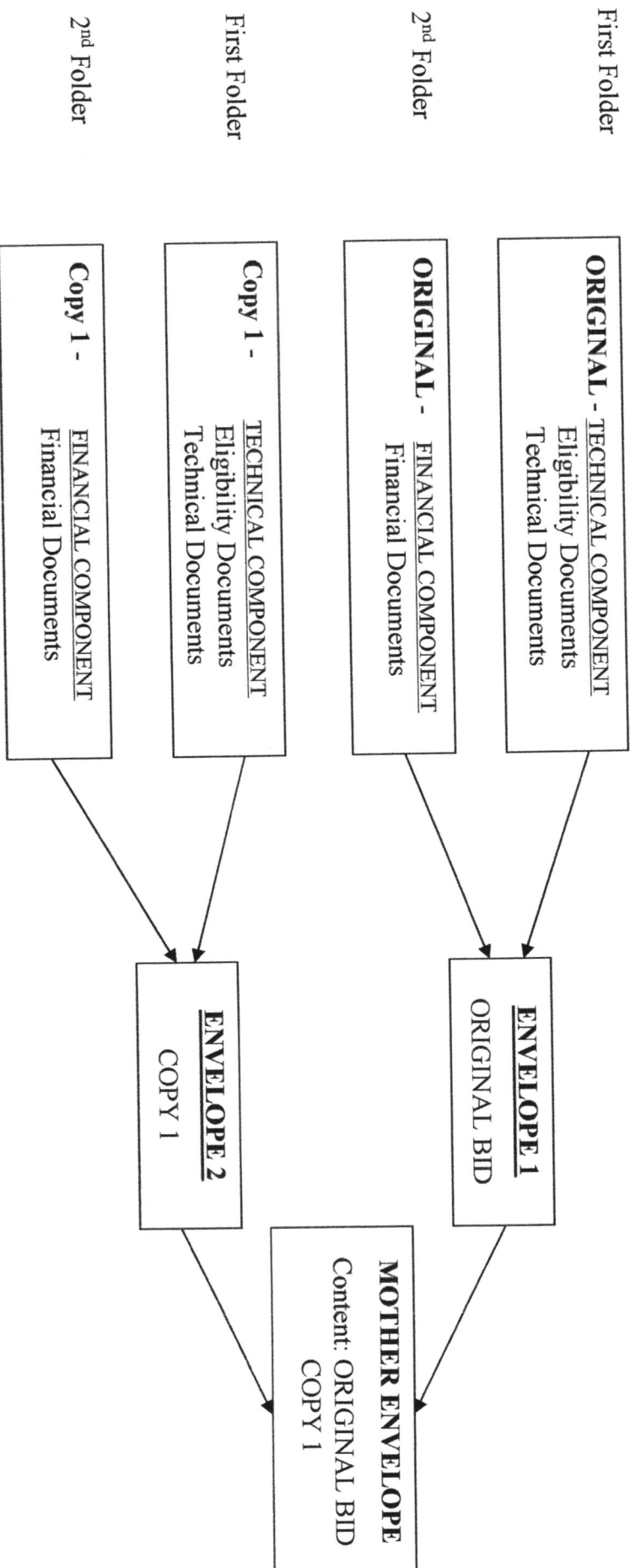
Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY

FOR MARKINGS AND SEALING OF BID ENVELOPES – GOODS



REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY
FOR MARKINGS AND SEALING OF BID ENVELOPES - GOODS

All bid envelopes shall:

1. Typed or written in indelible ink and the seal shall be signed by the bidder or his duly qualified and authorized representative.
2. Contain the name of the contract to be bid in capital letters (* refer to BDS Clause 1.0 for the name of the Project).
3. Bear the name and address of the bidder in capital letters.
4. All envelopes shall be sealed and marked as illustrated below:

For Envelope 1 and 2

<p>BIDDER'S NAME AND ADDRESS</p> <p>THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes</p>
<p>BID DOCUMENTS FOR: _____ (Name of the Contract) *</p>
<p>CONTENTS: ORIGINAL BID OR COPY 1</p> <p>1) Technical Component 2) Financial Component</p>
<p>DO NOT OPEN BEFORE _____ (Date of Bid Opening)</p>

Mother Envelope

<p>BIDDER'S NAME AND ADDRESS</p> <p>THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes</p>
<p>BID DOCUMENTS FOR: _____ (Name of the Contract) *</p>
<p>CONTENTS: 1) ORIGINAL BID 2) COPY 1</p>
<p>DO NOT OPEN BEFORE _____ (Date of Bid Opening)</p>

- If the bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Moreover, **FAILURE TO COMPLY WITH THE REQUIRED SEALING AND MARKING OF BIDS SHALL BE A GROUND FOR DISQUALIFICATION.**

Republic of the Philippines



Government Procurement Policy Board