



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS

(PROCUREMENT OF GOODS)

*Procurement of Office Supplies for
CatSU Main Campus*

With Approved Budget for the Contract (ABC) of
Php3,396,962.70
(Project ID No.: 2023-054)

Sixth Edition
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

INVITATION TO BID FOR

PROCUREMENT OF OFFICE SUPPLIES FOR CATSU MAIN CAMPUS

1. The CATANDUANES STATE UNIVERSITY, through the *GAA FY 2023* intends to apply the sum of *Three Million Three Hundred Ninety Six Thousand Nine Hundred Sixty Two Pesos and Seventy Centavos only (Php3,396,962.70)*, being the ABC to payments under the contract for *“Procurement of Office Supplies for CatSU Main Campus”* (Project ID No. 2023-054). 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 Thousand Pesos only (Php5,000.00)**. 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:

Account Name:	Catanduanes State University Trust Liability Account
Account Number:	0892-103330

6. The Catanduanes State University will hold a Pre-Bid Conference on **November 20, 2023 at 2:00pm** at BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **December 4, 2023 at 2:00pm**. 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 **December 4, 2023 at 2:15pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Only representative/s of the bidder with the prescribed **Authorization Letter/Special Power of Attorney** shall be allowed to participate in the procurement activities of the stated project.

10. The Catanduanes State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*Office of the Procurement Services
1st Floor, Administration Building, Catanduanes State University, Virac,
Catanduanes,
Cellphone No.: 0949-136-9639 / 0997-924-9902
E-mail Address: bac@catsu.edu.ph
catsc_bacsec@yahoo.com
catsu.bac2020@gmail.com*

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph
www.catanduanesstateu.edu.ph

For online bid submission: bac@catsu.edu.ph
catsc_bacsec@yahoo.com

11 November 2023


ENGR. BENJAMIN HANNYCEL T. NUYDA
BAC Chairperson

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 Main Campus**, with identification number **(2023-054)**.

The Procurement Project (referred to herein as “Project”) is composed of **One Hundred Thirty Three (233) 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 **Three Million Three Hundred Ninety Six Thousand Nine Hundred Sixty Two Pesos and Seventy Centavos only (Php3,396,962.70)**.

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. **Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

9. **Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in **Philippine Pesos**.

14. Bid Security

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

14.2. The Bid and bid security shall be valid 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.

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.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

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 [2% of the ABC] 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 [5% of the ABC] if bid security is in Surety Bond.
15	<p>Each Bidder shall submit ONE (1) SET original and ONE (1) SET copy 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>Three Million Three Hundred Ninety Six Thousand Nine Hundred Sixty Two Pesos and Seventy Centavos only (PhP3,396,962.70)</i> .

20.2	No further instructions.
21.1	List of additional contract document: <ul style="list-style-type: none"><li data-bbox="406 249 662 283">• <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 Main 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 AO V – 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
	OFFICE SUPPLIES		
1	Acetate cover, gauge 6	8	Within thirty (30) calendar days upon receipt of Notice to Proceed
2	Arc file folder, 3 hole, LD300, 2", long, BLUE	113	
3	Arc file folder, 3 hole, LD300, 2", long, GREEN	26	
4	Arc file folder, 3 hole, LD300, 2", long, RED	66	
5	Arc file folder, 3 hole, LD300, 2", long, WHITE	18	
6	Arc file folder, 3 hole, LD300, 3", long, WHITE	18	
7	Arc file folder, 3 hole, LD300, 3", long, BLACK	4	
8	Arc file folder, 3 hole, LD300, 3", long, BLUE	233	
9	Arc file folder, 3 hole, LD300, 3", long, GREEN	125	
10	Arc file folder, 3 hole, LD300, 3", long, RED	18	
11	Automatic Numbering Machine, 6 digits	2	
12	Ballpen, ordinary, BLACK	679	
13	Ballpen, ordinary, BLUE	1,456	
14	Ballpen, ordinary, RED	219	
15	Ballpen, roller ballpen, ultra fine, .04, BLACK	20	
16	Ballpen, roller ballpen, ultra fine, .04, BLUE	40	
17	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLACK	22	
18	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLUE	52	
19	Ballpen, sign pen, BLACK	487	
20	Ballpen, sign pen, BLUE	1,393	
21	Ballpen, sign pen, GREEN	104	
22	Ballpen, sign pen, RED	41	
23	Ballpen, sign pen REFILL, BLACK	10	
24	Ballpen, sign pen REFILL, BLUE	40	
25	Battery, 9V 6LF22 (heavy-duty)	4	
26	Battery, dry cell, size AA (2 pcs/pack)	214	
27	Battery, dry cell, size AAA (2 pcs/pack)	141	
28	Binder Clip 3" round head	5	
29	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	133	
30	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	81	
31	Binder Clip, backfold 1" (25mm) (12's/bx)	158	
32	Binder Clip, backfold 2" (51mm) (12's/bx)	168	
33	Binder Clip, backfold 3/4" (19mm) (12's/bx)	162	
34	Book binder paper cloth (BLUE)	10	
35	Book binder paper cloth (GREEN)	10	
36	C2S Board 300 gms (8.5x13)	50	
37	Calculator, 12 digits, 2 way-power	61	
38	Calculator, scientific	4	

Item No.	Description	Quantity	Delivered, Weeks/Months
39	Cartolina, assorted colors	229	
40	Cartolina, blue	20	
41	Cartolina, red	20	
42	Cartolina, white	20	
43	Cartolina, yellow	20	
44	Certificate holder, A4, wood frame	30	
45	Certificate holder, A4, blue	270	
46	Certificate holder, A4, royal blue	124	
47	Certificate holder, A4, royal blue	30	
48	Certificate holder, legal, blue	162	
49	Certificate holder, legal, red	10	
50	Certificate holder, short, royal blue	50	
51	Chinese Brush, 6 pcs/set	1	
52	Clear Book, legal	3	
53	Cold Laminating Film	2	
54	Columnar Book (24 Columns)	50	
55	Cork Sheet Roll 2x8ft, 2mm thick	3	
56	Cork board bulletin board 4x4	1	
57	Correction Tape 5mm x 10m	706	
58	Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack	2	
59	Cutter, heavy duty, plastic molded body, for office use	62	
60	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	15	
61	Paper Cutter, Heavy Duty, for long size Bond paper	1	
62	Data file box, legal, BLACK	3	
63	Data file box, legal, BLUE	445	
64	Data file box, legal, LIGHT BLUE	3	
65	Data file box, legal, GREEN	124	
66	Data file box, legal, RED	32	
67	Data file box, legal, YELLOW	15	
68	Dater Stamp, 5mm, 12 Years (2022-2033)	28	
69	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	25	
70	Desktop Document Tray Organizer, 3-tier, heavy-duty	4	
71	Envelope, Brown, 200 lbs, A4	372	
72	Envelope, Brown, 200 lbs, Legal	5,889	
73	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	58	
74	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, purple	10	
75	Envelope, EXPANDING, with garter, legal, BLUE	141	
76	Envelope, EXPANDING, with garter, legal, GREEN	80	
77	Envelope, EXPANDING, with garter, legal, KRAFT	379	
78	Envelope, EXPANDING, with garter, legal, RED	34	

Item No.	Description	Quantity	Delivered, Weeks/Months
79	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	28	
80	Erasable Rollerball Pen, 0.4mm, BLACK	11	
81	Erasable Rollerball Pen, 0.4mm, BLUE	57	
82	Eraser, blackboard/whiteboard	205	
83	Eraser, for pencil/draft writing, plastic/rubber, rectangular	148	
84	File tab divider, legal	69	
85	Flag, ASEAN, standard size, cotton (different countries and ASEAN)	11	
86	Flag, Philippine, standard size, cotton	11	
87	Folder, expandable, pressboard, legal, BLUE	493	
88	Folder, expandable, pressboard, legal, GREEN	374	
89	Folder, expandable, pressboard, legal, RED	105	
90	Folder, expandable, pressboard, legal, WHITE	115	
91	Folder, white, pre-punched, 14 points, A4	1,329	
92	Folder, white, pre-punched, 14 points, legal	2,792	
93	Folder, BLUE, pre-punched, 14 points, legal	100	
94	Glue all purpose in jar w/ applicator, 200 gms	47	
95	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	22	
96	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	10	
97	Glue stick, big	229	
98	Glue stick, small	116	
99	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	181	
100	Gun tacker wire T-50 *mm, 5/16" (1000pcs/box)	5	
101	Highlighter, neon GREEN	113	
102	Highlighter, neon ORANGE	79	
103	Highlighter, neon PINK	94	
104	Highlighter, neon YELLOW	168	
105	Index tab, self-adhesive, 3 colors/set	125	
106	Index tab, self-adhesive, 3 set (White color)	4	
107	Laminating Film, 250 micros, 12"x50m	1	
108	Marking pen, water resistant, permanent marker, BLACK, broad	207	
109	Marking pen, water resistant, permanent marker, BLACK, fine	141	
110	Marking pen, water resistant, permanent marker, BLUE, broad	128	
111	Marking pen, water resistant, permanent marker, BLUE, fine	91	
112	Marking pen, water resistant, permanent marker, RED, broad	19	
113	Marking pen, water resistant, permanent marker, RED, fine	26	
114	Marking Pen, for whiteboard, broad tip, BLACK	462	
115	Marking Pen, for whiteboard, broad tip, RED	201	
116	Marking Pen, for whiteboard, felt tip, BLACK	290	
117	Marking Pen, for whiteboard, felt tip, BLUE	233	
118	Marking Pen, for whiteboard, felt tip, RED	45	

Item No.	Description	Quantity	Delivered, Weeks/Months
119	Marking Pen REFILL Ink for whiteboard, black, 30 ml	73	
120	Marking Pen REFILL Ink for whiteboard, blue, 30 ml	51	
121	Note pad, stick on, 3x2 Yellow	63	
122	Note pad, stick on, 3x2 Green	17	
123	Note pad, stick on, 3x2 Pink	33	
124	Note pad, stick on, 3x2 Blue	56	
125	Note pad, stick on, 3x3 Yellow	31	
126	Note pad, stick on, 3x3 Blue	54	
127	Note pad, stick on, 3x3 Green	13	
128	Note pad, stick on, 3x3 Pink	76	
129	Note pad, stick on, 3x4 Yellow	31	
130	Note pad, stick on, 3x4 Blue	24	
131	Note pad, stick on, 3x4 Green	29	
132	Note pad, stick on, 3x4 Pink	24	
133	Note pad, stick on, 3x5 Blue	9	
134	Note pad, stick on, 4x4 Yellow	9	
135	Paper Clip Vinyl Coated small (33 mm)	229	
136	Paper Clip Vinyl Coated, jumbo (50mm)	218	
137	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173	
138	Paper tray, 3 layers, steel	8	
139	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	36	
140	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	16	
141	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,145	
142	Paper, copier paper, subs. 20, 70gsm, A3 (297x420mm)	82	
143	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	822	
144	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	84	
145	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	92	
146	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	825	
147	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	1,100	
148	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	43	
149	Paper, Parchment, LEGAL (8.5" x 13")	2	
150	Paper, Parchment, LONG (9x12), 160 gsm	300	
151	Paper, photo, A4 (220 GSM) 20 sheets/pack, glossy	68	
152	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, glossy	28	
153	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, matte	6	
154	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack	37	

Item No.	Description	Quantity	Delivered, Weeks/Months
155	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (glossy)	12	
156	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (matte)	3	
157	Paper, Sticker, white, long inkjet-friendly, 10 sheets/pack	23	
158	Paper, Sticker, white, A4, inkjet friendly, 10 sheets/pack (glossy)	10	
159	Paper Sticker, A4, 80 GSM, High Gloss	104	
160	Paper Sticker, A4, 105 GSM, Matte Glossy	3	
161	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	150	
162	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	150	
163	Paper, Vellum, SHORT, White (for Report Card)	700	
164	Pencil #1 (fine, exact point, soft, non-smudge eraser)	30	
165	Pencil #2 (fine, exact point, soft, non-smudge eraser)	610	
166	Pencil Sharpener, HD, single cutterhead, one hole guide	22	
167	Philippine flag, 4 inc. x 8 inc., cotton	6	
168	Philippine flag, standard size, cotton	1	
169	Puncher Heavy duty with gauge, 2 hole guide	46	
170	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	17	
171	Push Pins, 50s	44	
172	Push Pins, 100 pcs, for Cork Board/Pin Board for Wall, assorted colors	11	
173	PVC Cover 200mic (plastic cover), A4	17	
174	PVC Cover 200mic (plastic cover), long	28	
175	Record Book 200 pages w/ printed "Official Record Book"	48	
176	Record Book 300 pages w/ printed "Official Record Book"	154	
177	Record Book 500 pages w/ printed "Official Record Book"	142	
178	Ring Binder (1 1/2" x 44") Plastic, BLACK	164	
179	Ring Binder (1 x 44") Plastic, BLACK	160	
180	Ring Binder (1/2" x 44") Plastic, BLACK	175	
181	Ring Binder (3/4" x 44") Plastic, BLACK	169	
182	Rubber band jumbo, all purpose, transparent, size 18	31	
183	Ruler Plastic 12"	75	
184	Ruler Plastic 18"	55	
185	Scissors, symmetrical, 215mm min. Overall length, for office use	12	
186	Scissors, symmetrical, 158mm min. Overall length, for office use	135	
187	Sinamay, 10 yards	28	
188	Specialty Paper (10's), 220 gsm, A4	15	
189	Specialty Paper (10's), 220 gsm, A4, Nude	25	
190	Specialty Paper (10's), 220 gsm, A4, White	3	

Item No.	Description	Quantity	Delivered, Weeks/Months
191	Specialty Paper (10's), 220 gsm, LONG	10	
192	Specialty paper (10's), 220 gsm, LONG, Blue	20	
193	Specialty paper (10's), 220 gsm, LONG, Nude	20	
194	Specialty paper (10's), 220 gsm, LONG, White	3	
195	Specialty paper (10's) (Board), 220 gsm, A4	30	
196	Specialty Paper (10's) (Board), 220 gsm, LONG, White	144	
197	Specialty Paper (10's) (Board), 220 gsm, LONG, Cream	24	
198	Specialty Paper (10's) (Board), 220 gsm, LONG, Nude	15	
199	Specialty Paper (10's) (Board), 220 gsm, LONG, Blue	20	
200	Specialty Paper (10's) (Board), 220gsm, SHORT, White	5	
201	Specialty Paper (10's) (Board), 220gsm, SHORT, Nude	20	
202	Stainless Steel Ruler	2	
203	Stamp Pad Ink, green, 50ml w/ applicator	2	
204	Stamp Pad Ink, violet, 50ml w/ applicator	124	
205	Stamp Pad, clear stamp, felt, No. 2	50	
206	Stamp Pad, clear stamp, felt, No. 3	5	
207	Staple Remover, plier type, metal	89	
208	Staple Wire, No.35, standard 267/6, 5000s/box	322	
209	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	105	
210	Stationery Pen Holder, 7 in 1 Multi-purpose	2	
211	Sticky Index Tabs Flags, transparent, flourescent	20	
212	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	6	
213	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty	11	
214	Tape, double sided, 1" width, usable length 10m	42	
215	Tape, double sided 1", 50m	12	
216	Tape, double sided, 19mm x 50m	55	
217	Tape, duct	5	
218	Tape, masking, 12mm (1/2") width, usable length of 50m	10	
219	Tape, masking, 24mm (1") width, usable length of 50m	158	
220	Tape, masking, 48mm (2") width, usable length of 50m	151	
221	Tape, packing, 24mm (1") width, usable length of 50m	12	
222	Tape, packing, 48mm (2") width, usable length of 50m	11	
223	Tape, transparent, 24mm (1') width, usable length of 50m	160	
224	Tape, transparent, 48mm (2') width, usable length of 50m	138	
225	Thumbtacks	78	
226	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets	1	
227	Whiteboard with Aluminum Frame, 2x4	1	

Item No.	Description	Quantity	Delivered, Weeks/Months
228	Whiteboard with Aluminum Frame, 4'x8'	1	
229	Writing board with clip, long, blue	7	
230	Yellow Pad Paper, hard copy, 90 leaves	5	
231	Stock Card, Long Vellum, 180gsm	500	
232	Heavy Duty tacker staple Gun	2	
233	Tacker Gun staple wire (C type 8mm)	5	

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>
	OFFICE SUPPLIES	
1	Acetate cover, gauge 6	
2	Arc file folder, 3 hole, LD300, 2", long, BLUE	
3	Arc file folder, 3 hole, LD300, 2", long, GREEN	
4	Arc file folder, 3 hole, LD300, 2", long, RED	
5	Arc file folder, 3 hole, LD300, 2", long, WHITE	
6	Arc file folder, 3 hole, LD300, 3", long, WHITE	
7	Arc file folder, 3 hole, LD300, 3", long, BLACK	
8	Arc file folder, 3 hole, LD300, 3", long, BLUE	
9	Arc file folder, 3 hole, LD300, 3", long, GREEN	
10	Arc file folder, 3 hole, LD300, 3", long, RED	
11	Automatic Numbering Machine, 6 digits	
12	Ballpen, ordinary, BLACK	
13	Ballpen, ordinary, BLUE	

Item	Specification	Statement of Compliance
14	Ballpen, ordinary, RED	
15	Ballpen, roller ballpen, ultra fine, .04, BLACK	
16	Ballpen, roller ballpen, ultra fine, .04, BLUE	
17	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLACK	
18	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLUE	
19	Ballpen, sign pen, BLACK	
20	Ballpen, sign pen, BLUE	
21	Ballpen, sign pen, GREEN	
22	Ballpen, sign pen, RED	
23	Ballpen, sign pen REFILL, BLACK	
24	Ballpen, sign pen REFILL, BLUE	
25	Battery, 9V 6LF22 (heavy-duty)	
26	Battery, dry cell, size AA (2 pcs/pack)	
27	Battery, dry cell, size AAA (2 pcs/pack)	
28	Binder Clip 3" round head	
29	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	
30	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	
31	Binder Clip, backfold 1" (25mm) (12's/bx)	
32	Binder Clip, backfold 2" (51mm) (12's/bx)	
33	Binder Clip, backfold 3/4" (19mm) (12's/bx)	
34	Book binder paper cloth (BLUE)	
35	Book binder paper cloth (GREEN)	
36	C2S Board 300 gms (8.5x13)	
37	Calculator, 12 digits, 2 way-power	
38	Calculator, scientific	
39	Cartolina, assorted colors	
40	Cartolina, blue	
41	Cartolina, red	
42	Cartolina, white	
43	Cartolina, yellow	
44	Certificate holder, A4, wood frame	
45	Certificate holder, A4, blue	
46	Certificate holder, A4, royal blue	
47	Certificate holder, A4, royal blue	
48	Certificate holder, legal, blue	
49	Certificate holder, legal, red	
50	Certificate holder, short, royal blue	
51	Chinese Brush, 6 pcs/set	
52	Clear Book, legal	
53	Cold Laminating Film	
54	Columnar Book (24 Columns)	
55	Cork Sheet Roll 2x8ft, 2mm thick	
56	Cork board bulletin board 4x4	
57	Correction Tape 5mm x 10m	
58	Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack	
59	Cutter, heavy duty, plastic molded body, for office use	

Item	Specification	Statement of Compliance
60	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	
61	Paper Cutter, Heavy Duty, for long size Bond paper	
62	Data file box, legal, BLACK	
63	Data file box, legal, BLUE	
64	Data file box, legal, LIGHT BLUE	
65	Data file box, legal, GREEN	
66	Data file box, legal, RED	
67	Data file box, legal, YELLOW	
68	Dater Stamp, 5mm, 12 Years (2022-2033)	
69	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	
70	Desktop Document Tray Organizer, 3-tier, heavy-duty	
71	Envelope, Brown, 200 lbs, A4	
72	Envelope, Brown, 200 lbs, Legal	
73	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	
74	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, purple	
75	Envelope, EXPANDING, with garter, legal, BLUE	
76	Envelope, EXPANDING, with garter, legal, GREEN	
77	Envelope, EXPANDING, with garter, legal, KRAFT	
78	Envelope, EXPANDING, with garter, legal, RED	
79	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	
80	Erasable Rollerball Pen, 0.4mm, BLACK	
81	Erasable Rollerball Pen, 0.4mm, BLUE	
82	Eraser, blackboard/whiteboard	
83	Eraser, for pencil/draft writing, plastic/rubber, rectangular	
84	File tab divider, legal	
85	Flag, ASEAN, standard size, cotton (different countries and ASEAN)	
86	Flag, Philippine, standard size, cotton	
87	Folder, expandable, pressboard, legal, BLUE	
88	Folder, expandable, pressboard, legal, GREEN	
89	Folder, expandable, pressboard, legal, RED	
90	Folder, expandable, pressboard, legal, WHITE	
91	Folder, white, pre-punched, 14 points, A4	
92	Folder, white, pre-punched, 14 points, legal	
93	Folder, BLUE, pre-punched, 14 points, legal	
94	Glue all purpose in jar w/ applicator, 200 gms	
95	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	

Item	Specification	Statement of Compliance
96	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	
97	Glue stick, big	
98	Glue stick, small	
99	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	
100	Gun tacker wire T-50 *mm, 5/16" (1000pcs/box)	
101	Highlighter, neon GREEN	
102	Highlighter, neon ORANGE	
103	Highlighter, neon PINK	
104	Highlighter, neon YELLOW	
105	Index tab, self-adhesive, 3 colors/set	
106	Index tab, self-adhesive, 3 set (White color)	
107	Laminating Film, 250 micros, 12"x50m	
108	Marking pen, water resistant, permanent marker, BLACK, broad	
109	Marking pen, water resistant, permanent marker, BLACK, fine	
110	Marking pen, water resistant, permanent marker, BLUE, broad	
111	Marking pen, water resistant, permanent marker, BLUE, fine	
112	Marking pen, water resistant, permanent marker, RED, broad	
113	Marking pen, water resistant, permanent marker, RED, fine	
114	Marking Pen, for whiteboard, broad tip, BLACK	
115	Marking Pen, for whiteboard, broad tip, RED	
116	Marking Pen, for whiteboard, felt tip, BLACK	
117	Marking Pen, for whiteboard, felt tip, BLUE	
118	Marking Pen, for whiteboard, felt tip, RED	
119	Marking Pen REFILL Ink for whiteboard, black, 30 ml	
120	Marking Pen REFILL Ink for whiteboard, blue, 30 ml	
121	Note pad, stick on, 3x2 Yellow	
122	Note pad, stick on, 3x2 Green	
123	Note pad, stick on, 3x2 Pink	
124	Note pad, stick on, 3x2 Blue	
125	Note pad, stick on, 3x3 Yellow	
126	Note pad, stick on, 3x3 Blue	
127	Note pad, stick on, 3x3 Green	
128	Note pad, stick on, 3x3 Pink	
129	Note pad, stick on, 3x4 Yellow	
130	Note pad, stick on, 3x4 Blue	
131	Note pad, stick on, 3x4 Green	
132	Note pad, stick on, 3x4 Pink	
133	Note pad, stick on, 3x5 Blue	
134	Note pad, stick on, 4x4 Yellow	
135	Paper Clip Vinyl Coated small (33 mm)	
136	Paper Clip Vinyl Coated, jumbo (50mm)	

Item	Specification	Statement of Compliance
137	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	
138	Paper tray, 3 layers, steel	
139	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	
140	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	
141	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	
142	Paper, copier paper, subs. 20, 70gsm, A3 (297x420mm)	
143	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	
144	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	
145	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	
146	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	
147	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	
148	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	
149	Paper, Parchment, LEGAL (8.5" x 13")	
150	Paper, Parchment, LONG (9x12), 160 gsm	
151	Paper, photo, A4 (220 GSM) 20 sheets/pack, glossy	
152	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, glossy	
153	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, matte	
154	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack	
155	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (glossy)	
156	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (matte)	
157	Paper, Sticker, white, long inkjet-friendly, 10 sheets/pack	
158	Paper, Sticker, white, A4, inkjet friendly, 10 sheets/pack (glossy)	
159	Paper Sticker, A4, 80 GSM, High Gloss	
160	Paper Sticker, A4, 105 GSM, Matte Glossy	
161	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	
162	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	
163	Paper, Vellum, SHORT, White (for Report Card)	
164	Pencil #1 (fine, exact point, soft, non-smudge eraser)	
165	Pencil #2 (fine, exact point, soft, non-smudge eraser)	

Item	Specification	Statement of Compliance
166	Pencil Sharpener, HD, single cutterhead, one hole guide	
167	Philippine flag, 4 inc. x 8 inc., cotton	
168	Philippine flag, standard size, cotton	
169	Puncher Heavy duty with gauge, 2 hole guide	
170	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	
171	Push Pins, 50s	
172	Push Pins, 100 pcs, for Cork Board/Pin Board for Wall, assorted colors	
173	PVC Cover 200mic (plastic cover), A4	
174	PVC Cover 200mic (plastic cover), long	
175	Record Book 200 pages w/ printed "Official Record Book"	
176	Record Book 300 pages w/ printed "Official Record Book"	
177	Record Book 500 pages w/ printed "Official Record Book"	
178	Ring Binder (1 1/2" x 44") Plastic, BLACK	
179	Ring Binder (1 x 44") Plastic, BLACK	
180	Ring Binder (1/2" x 44") Plastic, BLACK	
181	Ring Binder (3/4" x 44") Plastic, BLACK	
182	Rubber band jumbo, all purpose, transparent, size 18	
183	Ruler Plastic 12"	
184	Ruler Plastic 18"	
185	Scissors, symmetrical, 215mm min. Overall length, for office use	
186	Scissors, symmetrical, 158mm min. Overall length, for office use	
187	Sinamay, 10 yards	
188	Specialty Paper (10's), 220 gsm, A4	
189	Specialty Paper (10's), 220 gsm, A4, Nude	
190	Specialty Paper (10's), 220 gsm, A4, White	
191	Specialty Paper (10's), 220 gsm, LONG	
192	Specialty paper (10's), 220 gsm, LONG, Blue	
193	Specialty paper (10's), 220 gsm, LONG, Nude	
194	Specialty paper (10's), 220 gsm, LONG, White	
195	Specialty paper (10's) (Board), 220 gsm, A4	
196	Specialty Paper (10's) (Board), 220 gsm, LONG, White	
197	Specialty Paper (10's) (Board), 220 gsm, LONG, Cream	
198	Specialty Paper (10's) (Board), 220 gsm, LONG, Nude	
199	Specialty Paper (10's) (Board), 220 gsm, LONG, Blue	
200	Specialty Paper (10's) (Board), 220gsm, SHORT, White	
201	Specialty Paper (10's) (Board), 220gsm, SHORT, Nude	
202	Stainless Steel Ruler	

Item	Specification	Statement of Compliance
203	Stamp Pad Ink, green, 50ml w/ applicator	
204	Stamp Pad Ink, violet, 50ml w/ applicator	
205	Stamp Pad, clear stamp, felt, No. 2	
206	Stamp Pad, clear stamp, felt, No. 3	
207	Staple Remover, plier type, metal	
208	Staple Wire, No.35, standard 267/6, 5000s/box	
209	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	
210	Stationery Pen Holder, 7 in 1 Multi-purpose	
211	Sticky Index Tabs Flags, transparent, fluorescent	
212	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	
213	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty	
214	Tape, double sided, 1" width, usable length 10m	
215	Tape, double sided 1", 50m	
216	Tape, double sided, 19mm x 50m	
217	Tape, duct	
218	Tape, masking, 12mm (1/2") width, usable length of 50m	
219	Tape, masking, 24mm (1") width, usable length of 50m	
220	Tape, masking, 48mm (2") width, usable length of 50m	
221	Tape, packing, 24mm (1") width, usable length of 50m	
222	Tape, packing, 48mm (2") width, usable length of 50m	
223	Tape, transparent, 24mm (1") width, usable length of 50m	
224	Tape, transparent, 48mm (2") width, usable length of 50m	
225	Thumbtacks	
226	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets	
227	Whiteboard with Aluminum Frame, 2x4	
228	Whiteboard with Aluminum Frame, 4'x8'	
229	Writing board with clip, long, blue	
230	Yellow Pad Paper, hard copy, 90 leaves	
231	Stock Card, Long Vellum, 180gsm	
232	Heavy Duty tacker staple Gun	
233	Tacker Gun staple wire (C type 8mm)	

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, BLUE		
3	Arc file folder, 3 hole, LD300, 2", long, GREEN		
4	Arc file folder, 3 hole, LD300, 2", long, RED		
5	Arc file folder, 3 hole, LD300, 2", long, WHITE		
6	Arc file folder, 3 hole, LD300, 3", long, WHITE		
7	Arc file folder, 3 hole, LD300, 3", long, BLACK		
8	Arc file folder, 3 hole, LD300, 3", long, BLUE		
9	Arc file folder, 3 hole, LD300, 3", long, GREEN		
10	Arc file folder, 3 hole, LD300, 3", long, RED		
11	Automatic Numbering Machine, 6 digits		
12	Ballpen, ordinary, BLACK		
13	Ballpen, ordinary, BLUE		
14	Ballpen, ordinary, RED		
15	Ballpen, roller ballpen, ultra fine, .04, BLACK		
16	Ballpen, roller ballpen, ultra fine, .04, BLUE		
17	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLACK		
18	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLUE		
19	Ballpen, sign pen, BLACK		
20	Ballpen, sign pen, BLUE		
21	Ballpen, sign pen, GREEN		
22	Ballpen, sign pen, RED		
23	Ballpen, sign pen REFILL, BLACK		
24	Ballpen, sign pen REFILL, BLUE		
25	Battery, 9V 6LF22 (heavy-duty)		
26	Battery, dry cell, size AA (2 pcs/pack)		
27	Battery, dry cell, size AAA (2 pcs/pack)		
28	Binder Clip 3" round head		
29	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)		
30	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)		
31	Binder Clip, backfold 1" (25mm) (12's/bx)		
32	Binder Clip, backfold 2" (51mm) (12's/bx)		
33	Binder Clip, backfold 3/4" (19mm) (12's/bx)		
34	Book binder paper cloth (BLUE)		
35	Book binder paper cloth (GREEN)		
36	C2S Board 300 gms (8.5x13)		

Item	Specification	Brand/Model	Statement of Compliance
37	Calculator, 12 digits, 2 way-power		
38	Calculator, scientific		
39	Cartolina, assorted colors		
40	Cartolina, blue		
41	Cartolina, red		
42	Cartolina, white		
43	Cartolina, yellow		
44	Certificate holder, A4, wood frame		
45	Certificate holder, A4, blue		
46	Certificate holder, A4, royal blue		
47	Certificate holder, A4, royal blue		
48	Certificate holder, legal, blue		
49	Certificate holder, legal, red		
50	Certificate holder, short, royal blue		
51	Chinese Brush, 6 pcs/set		
52	Clear Book, legal		
53	Cold Laminating Film		
54	Columnar Book (24 Columns)		
55	Cork Sheet Roll 2x8ft, 2mm thick		
56	Cork board bulletin board 4x4		
57	Correction Tape 5mm x 10m		
58	Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack		
59	Cutter, heavy duty, plastic molded body, for office use		
60	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use		
61	Paper Cutter, Heavy Duty, for long size Bond paper		
62	Data file box, legal, BLACK		
63	Data file box, legal, BLUE		
64	Data file box, legal, LIGHT BLUE		
65	Data file box, legal, GREEN		
66	Data file box, legal, RED		
67	Data file box, legal, YELLOW		
68	Dater Stamp, 5mm, 12 Years (2022-2033)		
69	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color		
70	Desktop Document Tray Organizer, 3-tier, heavy-duty		
71	Envelope, Brown, 200 lbs, A4		
72	Envelope, Brown, 200 lbs, Legal		
73	Envelope, EXPANDING, with garter, legal, HARD PLASTIC		
74	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, purple		
75	Envelope, EXPANDING, with garter, legal, BLUE		
76	Envelope, EXPANDING, with garter, legal, GREEN		
77	Envelope, EXPANDING, with garter, legal, KRAFT		
78	Envelope, EXPANDING, with garter, legal, RED		
79	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box		
80	Erasable Rollerball Pen, 0.4mm, BLACK		
81	Erasable Rollerball Pen, 0.4mm, BLUE		
82	Eraser, blackboard/whiteboard		
83	Eraser, for pencil/draft writing, plastic/rubber, rectangular		
84	File tab divider, legal		

Item	Specification	Brand/Model	Statement of Compliance
85	Flag, ASEAN, standard size, cotton (different countries and ASEAN)		
86	Flag, Philippine, standard size, cotton		
87	Folder, expandable, pressboard, legal, BLUE		
88	Folder, expandable, pressboard, legal, GREEN		
89	Folder, expandable, pressboard, legal, RED		
90	Folder, expandable, pressboard, legal, WHITE		
91	Folder, white, pre-punched, 14 points, A4		
92	Folder, white, pre-punched, 14 points, legal		
93	Folder, BLUE, pre-punched, 14 points, legal		
94	Glue all purpose in jar w/ applicator, 200 gms		
95	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big		
96	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small		
97	Glue stick, big		
98	Glue stick, small		
99	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g		
100	Gun tacker wire T-50 *mm, 5/16" (1000pcs/box)		
101	Highlighter, neon GREEN		
102	Highlighter, neon ORANGE		
103	Highlighter, neon PINK		
104	Highlighter, neon YELLOW		
105	Index tab, self-adhesive, 3 colors/set		
106	Index tab, self-adhesive, 3 set (White color)		
107	Laminating Film, 250 micros, 12"x50m		
108	Marking pen, water resistant, permanent marker, BLACK, broad		
109	Marking pen, water resistant, permanent marker, BLACK, fine		
110	Marking pen, water resistant, permanent marker, BLUE, broad		
111	Marking pen, water resistant, permanent marker, BLUE, fine		
112	Marking pen, water resistant, permanent marker, RED, broad		
113	Marking pen, water resistant, permanent marker, RED, fine		
114	Marking Pen, for whiteboard, broad tip, BLACK		
115	Marking Pen, for whiteboard, broad tip, RED		
116	Marking Pen, for whiteboard, felt tip, BLACK		
117	Marking Pen, for whiteboard, felt tip, BLUE		
118	Marking Pen, for whiteboard, felt tip, RED		
119	Marking Pen REFILL Ink for whiteboard, black, 30 ml		
120	Marking Pen REFILL Ink for whiteboard, blue, 30 ml		
121	Note pad, stick on, 3x2 Yellow		
122	Note pad, stick on, 3x2 Green		
123	Note pad, stick on, 3x2 Pink		
124	Note pad, stick on, 3x2 Blue		
125	Note pad, stick on, 3x3 Yellow		
126	Note pad, stick on, 3x3 Blue		
127	Note pad, stick on, 3x3 Green		
128	Note pad, stick on, 3x3 Pink		
129	Note pad, stick on, 3x4 Yellow		
130	Note pad, stick on, 3x4 Blue		
131	Note pad, stick on, 3x4 Green		
132	Note pad, stick on, 3x4 Pink		
133	Note pad, stick on, 3x5 Blue		
134	Note pad, stick on, 4x4 Yellow		

Item	Specification	Brand/Model	Statement of Compliance
135	Paper Clip Vinyl Coated small (33 mm)		
136	Paper Clip Vinyl Coated, jumbo (50mm)		
137	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity		
138	Paper tray, 3 layers, steel		
139	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm		
140	Paper, colored, short, assorted colors, 250 sheets, 80 gsm		
141	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)		
142	Paper, copier paper, subs. 20, 70gsm, A3 (297x420mm)		
143	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)		
144	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)		
145	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)		
146	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)		
147	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)		
148	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)		
149	Paper, Parchment, LEGAL (8.5" x 13")		
150	Paper, Parchment, LONG (9x12), 160 gsm		
151	Paper, photo, A4 (220 GSM) 20 sheets/pack, glossy		
152	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, glossy		
153	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, matte		
154	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack		
155	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (glossy)		
156	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (matte)		
157	Paper, Sticker, white, long inkjet-friendly, 10 sheets/pack		
158	Paper, Sticker, white, A4, inkjet friendly, 10 sheets/pack (glossy)		
159	Paper Sticker, A4, 80 GSM, High Gloss		
160	Paper Sticker, A4, 105 GSM, Matte Glossy		
161	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)		
162	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)		
163	Paper, Vellum, SHORT, White (for Report Card)		
164	Pencil #1 (fine, exact point, soft, non-smudge eraser)		
165	Pencil #2 (fine, exact point, soft, non-smudge eraser)		
166	Pencil Sharpener, HD, single cutterhead, one hole guide		
167	Philippine flag, 4 inc. x 8 inc., cotton		
168	Philippine flag, standard size, cotton		
169	Puncher Heavy duty with gauge, 2 hole guide		
170	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets		
171	Push Pins, 50s		
172	Push Pins, 100 pcs, for Cork Board/Pin Board for Wall, assorted colors		
173	PVC Cover 200mic (plastic cover), A4		
174	PVC Cover 200mic (plastic cover), long		
175	Record Book 200 pages w/ printed "Official Record Book"		
176	Record Book 300 pages w/ printed "Official Record Book"		
177	Record Book 500 pages w/ printed "Official Record Book"		
178	Ring Binder (1 1/2" x 44") Plastic, BLACK		
179	Ring Binder (1 x 44") Plastic, BLACK		

Item	Specification	Brand/Model	Statement of Compliance
180	Ring Binder (1/2" x 44") Plastic, BLACK		
181	Ring Binder (3/4" x 44") Plastic, BLACK		
182	Rubber band jumbo, all purpose, transparent, size 18		
183	Ruler Plastic 12"		
184	Ruler Plastic 18"		
185	Scissors, symmetrical, 215mm min. Overall length, for office use		
186	Scissors, symmetrical, 158mm min. Overall length, for office use		
187	Sinamay, 10 yards		
188	Specialty Paper (10's), 220 gsm, A4		
189	Specialty Paper (10's), 220 gsm, A4, Nude		
190	Specialty Paper (10's), 220 gsm, A4, White		
191	Specialty Paper (10's), 220 gsm, LONG		
192	Specialty paper (10's), 220 gsm, LONG, Blue		
193	Specialty paper (10's), 220 gsm, LONG, Nude		
194	Specialty paper (10's), 220 gsm, LONG, White		
195	Specialty paper (10's) (Board), 220 gsm, A4		
196	Specialty Paper (10's) (Board), 220 gsm, LONG, White		
197	Specialty Paper (10's) (Board), 220 gsm, LONG, Cream		
198	Specialty Paper (10's) (Board), 220 gsm, LONG, Nude		
199	Specialty Paper (10's) (Board), 220 gsm, LONG, Blue		
200	Specialty Paper (10's) (Board), 220gsm, SHORT, White		
201	Specialty Paper (10's) (Board), 220gsm, SHORT, Nude		
202	Stainless Steel Ruler		
203	Stamp Pad Ink, green, 50ml w/ applicator		
204	Stamp Pad Ink, violet, 50ml w/ applicator		
205	Stamp Pad, clear stamp, felt, No. 2		
206	Stamp Pad, clear stamp, felt, No. 3		
207	Staple Remover, plier type, metal		
208	Staple Wire, No.35, standard 267/6, 5000s/box		
209	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style		
210	Stationery Pen Holder, 7 in 1 Multi-purpose		
211	Sticky Index Tabs Flags, transparent, flourescent		
212	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets		
213	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty		
214	Tape, double sided, 1" width, usable length 10m		
215	Tape, double sided 1", 50m		
216	Tape, double sided, 19mm x 50m		
217	Tape, duct		
218	Tape, masking, 12mm (1/2") width, usable length of 50m		
219	Tape, masking, 24mm (1") width, usable length of 50m		
220	Tape, masking, 48mm (2") width, usable length of 50m		
221	Tape, packing, 24mm (1") width, usable length of 50m		
222	Tape, packing, 48mm (2") width, usable length of 50m		
223	Tape, transparent, 24mm (1') width, usable length of 50m		
224	Tape, transparent, 48mm (2') width, usable length of 50m		
225	Thumbtacks		
226	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets		
227	Whiteboard with Aluminum Frame, 2x4		
228	Whiteboard with Aluminum Frame, 4'x8'		
229	Writing board with clip, long, blue		

Item	Specification	Brand/Model	Statement of Compliance
230	Yellow Pad Paper, hard copy, 90 leaves		
231	Stock Card, Long Vellum, 180gsm		
232	Heavy Duty tacker staple Gun		
233	Tacker Gun staple wire (C type 8mm)		

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
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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	8	
2	Arc file folder, 3 hole, LD300, 2", long, BLUE	113	
3	Arc file folder, 3 hole, LD300, 2", long, GREEN	26	
4	Arc file folder, 3 hole, LD300, 2", long, RED	66	
5	Arc file folder, 3 hole, LD300, 2", long, WHITE	18	
6	Arc file folder, 3 hole, LD300, 3", long, WHITE	18	
7	Arc file folder, 3 hole, LD300, 3", long, BLACK	4	
8	Arc file folder, 3 hole, LD300, 3", long, BLUE	233	
9	Arc file folder, 3 hole, LD300, 3", long, GREEN	125	
10	Arc file folder, 3 hole, LD300, 3", long, RED	18	
11	Automatic Numbering Machine, 6 digits	2	
12	Ballpen, ordinary, BLACK	679	
13	Ballpen, ordinary, BLUE	1,456	
14	Ballpen, ordinary, RED	219	
15	Ballpen, roller ballpen, ultra fine, .04, BLACK	20	
16	Ballpen, roller ballpen, ultra fine, .04, BLUE	40	
17	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLACK	22	
18	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLUE	52	
19	Ballpen, sign pen, BLACK	487	
20	Ballpen, sign pen, BLUE	1,393	
21	Ballpen, sign pen, GREEN	104	
22	Ballpen, sign pen, RED	41	
23	Ballpen, sign pen REFILL, BLACK	10	
24	Ballpen, sign pen REFILL, BLUE	40	
25	Battery, 9V 6LF22 (heavy-duty)	4	
26	Battery, dry cell, size AA (2 pcs/pack)	214	
27	Battery, dry cell, size AAA (2 pcs/pack)	141	
28	Binder Clip 3" round head	5	
29	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	133	
30	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	81	
31	Binder Clip, backfold 1" (25mm) (12's/bx)	158	
32	Binder Clip, backfold 2" (51mm) (12's/bx)	168	
33	Binder Clip, backfold 3/4" (19mm) (12's/bx)	162	
34	Book binder paper cloth (BLUE)	10	
35	Book binder paper cloth (GREEN)	10	
36	C2S Board 300 gms (8.5x13)	50	
37	Calculator, 12 digits, 2 way-power	61	
38	Calculator, scientific	4	
39	Cartolina, assorted colors	229	
40	Cartolina, blue	20	
41	Cartolina, red	20	
42	Cartolina, white	20	

Item No.	Description	Quantity	Delivered, Weeks/Months
43	Cartolina, yellow	20	
44	Certificate holder, A4, wood frame	30	
45	Certificate holder, A4, blue	270	
46	Certificate holder, A4, royal blue	124	
47	Certificate holder, A4, royal blue	30	
48	Certificate holder, legal, blue	162	
49	Certificate holder, legal, red	10	
50	Certificate holder, short, royal blue	50	
51	Chinese Brush, 6 pcs/set	1	
52	Clear Book, legal	3	
53	Cold Laminating Film	2	
54	Columnar Book (24 Columns)	50	
55	Cork Sheet Roll 2x8ft, 2mm thick	3	
56	Cork board bulletin board 4x4	1	
57	Correction Tape 5mm x 10m	706	
58	Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack	2	
59	Cutter, heavy duty, plastic molded body, for office use	62	
60	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	15	
61	Paper Cutter, Heavy Duty, for long size Bond paper	1	
62	Data file box, legal, BLACK	3	
63	Data file box, legal, BLUE	445	
64	Data file box, legal, LIGHT BLUE	3	
65	Data file box, legal, GREEN	124	
66	Data file box, legal, RED	32	
67	Data file box, legal, YELLOW	15	
68	Dater Stamp, 5mm, 12 Years (2022-2033)	28	
69	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	25	
70	Desktop Document Tray Organizer, 3-tier, heavy-duty	4	
71	Envelope, Brown, 200 lbs, A4	372	
72	Envelope, Brown, 200 lbs, Legal	5,889	
73	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	58	
74	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, purple	10	
75	Envelope, EXPANDING, with garter, legal, BLUE	141	
76	Envelope, EXPANDING, with garter, legal, GREEN	80	
77	Envelope, EXPANDING, with garter, legal, KRAFT	379	
78	Envelope, EXPANDING, with garter, legal, RED	34	
79	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	28	
80	Erasable Rollerball Pen, 0.4mm, BLACK	11	
81	Erasable Rollerball Pen, 0.4mm, BLUE	57	
82	Eraser, blackboard/whiteboard	205	
83	Eraser, for pencil/draft writing, plastic/rubber, rectangular	148	
84	File tab divider, legal	69	
85	Flag, ASEAN, standard size, cotton (different countries and ASEAN)	11	
86	Flag, Philippine, standard size, cotton	11	
87	Folder, expandable, pressboard, legal, BLUE	493	
88	Folder, expandable, pressboard, legal, GREEN	374	
89	Folder, expandable, pressboard, legal, RED	105	

Item No.	Description	Quantity	Delivered, Weeks/Months
90	Folder, expandable, pressboard, legal, WHITE	115	
91	Folder, white, pre-punched, 14 points, A4	1,329	
92	Folder, white, pre-punched, 14 points, legal	2,792	
93	Folder, BLUE, pre-punched, 14 points, legal	100	
94	Glue all purpose in jar w/ applicator, 200 gms	47	
95	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	22	
96	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	10	
97	Glue stick, big	229	
98	Glue stick, small	116	
99	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	181	
100	Gun tacker wire T-50 *mm, 5/16" (1000pcs/box)	5	
101	Highlighter, neon GREEN	113	
102	Highlighter, neon ORANGE	79	
103	Highlighter, neon PINK	94	
104	Highlighter, neon YELLOW	168	
105	Index tab, self-adhesive, 3 colors/set	125	
106	Index tab, self-adhesive, 3 set (White color)	4	
107	Laminating Film, 250 micros, 12"x50m	1	
108	Marking pen, water resistant, permanent marker, BLACK, broad	207	
109	Marking pen, water resistant, permanent marker, BLACK, fine	141	
110	Marking pen, water resistant, permanent marker, BLUE, broad	128	
111	Marking pen, water resistant, permanent marker, BLUE, fine	91	
112	Marking pen, water resistant, permanent marker, RED, broad	19	
113	Marking pen, water resistant, permanent marker, RED, fine	26	
114	Marking Pen, for whiteboard, broad tip, BLACK	462	
115	Marking Pen, for whiteboard, broad tip, RED	201	
116	Marking Pen, for whiteboard, felt tip, BLACK	290	
117	Marking Pen, for whiteboard, felt tip, BLUE	233	
118	Marking Pen, for whiteboard, felt tip, RED	45	
119	Marking Pen REFILL Ink for whiteboard, black, 30 ml	73	
120	Marking Pen REFILL Ink for whiteboard, blue, 30 ml	51	
121	Note pad, stick on, 3x2 Yellow	63	
122	Note pad, stick on, 3x2 Green	17	
123	Note pad, stick on, 3x2 Pink	33	
124	Note pad, stick on, 3x2 Blue	56	
125	Note pad, stick on, 3x3 Yellow	31	
126	Note pad, stick on, 3x3 Blue	54	
127	Note pad, stick on, 3x3 Green	13	
128	Note pad, stick on, 3x3 Pink	76	
129	Note pad, stick on, 3x4 Yellow	31	
130	Note pad, stick on, 3x4 Blue	24	
131	Note pad, stick on, 3x4 Green	29	
132	Note pad, stick on, 3x4 Pink	24	
133	Note pad, stick on, 3x5 Blue	9	
134	Note pad, stick on, 4x4 Yellow	9	
135	Paper Clip Vinyl Coated small (33 mm)	229	
136	Paper Clip Vinyl Coated, jumbo (50mm)	218	

Item No.	Description	Quantity	Delivered, Weeks/Months
137	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173	
138	Paper tray, 3 layers, steel	8	
139	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	36	
140	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	16	
141	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,145	
142	Paper, copier paper, subs. 20, 70gsm, A3 (297x420mm)	82	
143	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	822	
144	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	84	
145	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	92	
146	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	825	
147	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	1,100	
148	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	43	
149	Paper, Parchment, LEGAL (8.5" x 13")	2	
150	Paper, Parchment, LONG (9x12), 160 gsm	300	
151	Paper, photo, A4 (220 GSM) 20 sheets/pack, glossy	68	
152	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, glossy	28	
153	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, matte	6	
154	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack	37	
155	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (glossy)	12	
156	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (matte)	3	
157	Paper, Sticker, white, long inkjet-friendly, 10 sheets/pack	23	
158	Paper, Sticker, white, A4, inkjet friendly, 10 sheets/pack (glossy)	10	
159	Paper Sticker, A4, 80 GSM, High Gloss	104	
160	Paper Sticker, A4, 105 GSM, Matte Glossy	3	
161	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	150	
162	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	150	
163	Paper, Vellum, SHORT, White (for Report Card)	700	
164	Pencil #1 (fine, exact point, soft, non-smudge eraser)	30	
165	Pencil #2 (fine, exact point, soft, non-smudge eraser)	610	
166	Pencil Sharpener, HD, single cutterhead, one hole guide	22	
167	Philippine flag, 4 inc. x 8 inc., cotton	6	
168	Philippine flag, standard size, cotton	1	
169	Puncher Heavy duty with gauge, 2 hole guide	46	
170	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	17	
171	Push Pins, 50s	44	
172	Push Pins, 100 pcs, for Cork Board/Pin Board for Wall, assorted colors	11	
173	PVC Cover 200mic (plastic cover), A4	17	
174	PVC Cover 200mic (plastic cover), long	28	

Item No.	Description	Quantity	Delivered, Weeks/Months
175	Record Book 200 pages w/ printed "Official Record Book"	48	
176	Record Book 300 pages w/ printed "Official Record Book"	154	
177	Record Book 500 pages w/ printed "Official Record Book"	142	
178	Ring Binder (1 1/2" x 44") Plastic, BLACK	164	
179	Ring Binder (1 x 44") Plastic, BLACK	160	
180	Ring Binder (1/2" x 44") Plastic, BLACK	175	
181	Ring Binder (3/4" x 44") Plastic, BLACK	169	
182	Rubber band jumbo, all purpose, transparent, size 18	31	
183	Ruler Plastic 12"	75	
184	Ruler Plastic 18"	55	
185	Scissors, symmetrical, 215mm min. Overall length, for office use	12	
186	Scissors, symmetrical, 158mm min. Overall length, for office use	135	
187	Sinamay, 10 yards	28	
188	Specialty Paper (10's), 220 gsm, A4	15	
189	Specialty Paper (10's), 220 gsm, A4, Nude	25	
190	Specialty Paper (10's), 220 gsm, A4, White	3	
191	Specialty Paper (10's), 220 gsm, LONG	10	
192	Specialty paper (10's), 220 gsm, LONG, Blue	20	
193	Specialty paper (10's), 220 gsm, LONG, Nude	20	
194	Specialty paper (10's), 220 gsm, LONG, White	3	
195	Specialty paper (10's) (Board), 220 gsm, A4	30	
196	Specialty Paper (10's) (Board), 220 gsm, LONG, White	144	
197	Specialty Paper (10's) (Board), 220 gsm, LONG, Cream	24	
198	Specialty Paper (10's) (Board), 220 gsm, LONG, Nude	15	
199	Specialty Paper (10's) (Board), 220 gsm, LONG, Blue	20	
200	Specialty Paper (10's) (Board), 220gsm, SHORT, White	5	
201	Specialty Paper (10's) (Board), 220gsm, SHORT, Nude	20	
202	Stainless Steel Ruler	2	
203	Stamp Pad Ink, green, 50ml w/ applicator	2	
204	Stamp Pad Ink, violet, 50ml w/ applicator	124	
205	Stamp Pad, clear stamp, felt, No. 2	50	
206	Stamp Pad, clear stamp, felt, No. 3	5	
207	Staple Remover, plier type, metal	89	
208	Staple Wire, No.35, standard 267/6, 5000s/box	322	
209	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	105	
210	Stationery Pen Holder, 7 in 1 Multi-purpose	2	
211	Sticky Index Tabs Flags, transparent, flourescent	20	
212	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	6	
213	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty	11	
214	Tape, double sided, 1" width, usable length 10m	42	
215	Tape, double sided 1", 50m	12	
216	Tape, double sided, 19mm x 50m	55	
217	Tape, duct	5	
218	Tape, masking, 12mm (1/2") width, usable length of 50m	10	

Item No.	Description	Quantity	Delivered, Weeks/Months
219	Tape, masking, 24mm (1") width, usable length of 50m	158	
220	Tape, masking, 48mm (2") width, usable length of 50m	151	
221	Tape, packing, 24mm (1") width, usable length of 50m	12	
222	Tape, packing, 48mm (2") width, usable length of 50m	11	
223	Tape, transparent, 24mm (1') width, usable length of 50m	160	
224	Tape, transparent, 48mm (2') width, usable length of 50m	138	
225	Thumbtacks	78	
226	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets	1	
227	Whiteboard with Aluminum Frame, 2x4	1	
228	Whiteboard with Aluminum Frame, 4'x8'	1	
229	Writing board with clip, long, blue	7	
230	Yellow Pad Paper, hard copy, 90 leaves	5	
231	Stock Card, Long Vellum, 180gsm	500	
232	Heavy Duty tacker staple Gun	2	
233	Tacker Gun staple wire (C type 8mm)	5	

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
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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 Main 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 Main 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;)];

3. [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 the Procurement of Office Supplies for CatSU Main 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 Office Supplies for CatSU Main 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 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	8						
2	piece	Arc file folder, 3 hole, LD300, 2", long, BLUE	113						
3	piece	Arc file folder, 3 hole, LD300, 2", long, GREEN	26						
4	piece	Arc file folder, 3 hole, LD300, 2", long, RED	66						
5	piece	Arc file folder, 3 hole, LD300, 2", long, WHITE	18						
6	piece	Arc file folder, 3 hole, LD300, 3", long, WHITE	18						
7	piece	Arc file folder, 3 hole, LD300, 3", long, BLACK	4						
8	piece	Arc file folder, 3 hole, LD300, 3", long, BLUE	233						
9	piece	Arc file folder, 3 hole, LD300, 3", long, GREEN	125						
10	piece	Arc file folder, 3 hole, LD300, 3", long, RED	18						
11	piece	Automatic Numbering Machine, 6 digits	2						
12	piece	Ballpen, ordinary, BLACK	679						
13	piece	Ballpen, ordinary, BLUE	1,456						
14	piece	Ballpen, ordinary, RED	219						

1	2	3	4	5	6	7	8	9	10
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)
15	piece	Ballpen, roller ballpen, ultra fine, .04, BLACK	20						
16	piece	Ballpen, roller ballpen, ultra fine, .04, BLUE	40						
17	piece	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLACK	22						
18	piece	Ballpen, roller ballpen, ultra fine, .04, REFILL, BLUE	52						
19	piece	Ballpen, sign pen, BLACK	487						
20	piece	Ballpen, sign pen, BLUE	1,393						
21	piece	Ballpen, sign pen, GREEN	104						
22	piece	Ballpen, sign pen, RED	41						
23	piece	Ballpen, sign pen REFILL, BLACK	10						
24	piece	Ballpen, sign pen REFILL, BLUE	40						
25	piece	Battery, 9V 6LF22 (heavy-duty)	4						
26	pack	Battery, dry cell, size AA (2 pcs/pack)	214						
27	pack	Battery, dry cell, size AAA (2 pcs/pack)	141						
28	piece	Binder Clip 3" round head	5						
29	box	Binder Clip, backfold 1 1/4" (32mm) (12's/box)	133						
30	box	Binder Clip, backfold 1 5/8" (41mm) (12's/box)	81						
31	box	Binder Clip, backfold 1" (25mm) (12's/box)	158						
32	box	Binder Clip, backfold 2" (51mm) (12's/box)	168						
33	box	Binder Clip, backfold 3/4" (19mm) (12's/box)	162						
34	box	Book binder paper cloth (BLUE)	10						
35	box	Book binder paper cloth (GREEN)	10						
36	piece	C2S Board 300 gms (8.5x13)	50						

1	2	3	4	5	6	7	8	9	10
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)
37	piece	Calculator, 12 digits, 2 way-power	61						
38	piece	Calculator, scientific	4						
39	piece	Cartolina, assorted colors	229						
40	piece	Cartolina, blue	20						
41	piece	Cartolina, red	20						
42	piece	Cartolina, white	20						
43	piece	Cartolina, yellow	20						
44	piece	Certificate holder, A4, wood frame	30						
45	piece	Certificate holder, A4, blue	270						
46	piece	Certificate holder, A4, royal blue	124						
47	piece	Certificate holder, A4, royal blue	30						
48	piece	Certificate holder, legal, blue	162						
49	piece	Certificate holder, legal, red	10						
50	piece	Certificate holder, short, royal blue	50						
51	set	Chinese Brush, 6 pcs/set	1						
52	piece	Clear Book, legal	3						
53	pack	Cold Laminating Film	2						
54	piece	Columnar Book (24 Columns)	50						
55	piece	Cork Sheet Roll 2x8ft, 2mm thick	3						
56	unit	Cork board bulletin board 4x4	1						
57	piece	Correction Tape 5mm x 10m	706						
58	pack	Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack	2						

1	2	3	4	5	6	7	8	9	10
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 (col 9) x (col 4)
59	piece	Cutter, heavy duty, plastic molded body, for office use	62						
60	piece	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	15						
61	piece	Paper Cutter, Heavy Duty, for long size Bond paper	1						
62	piece	Data file box, legal, BLACK	3						
63	piece	Data file box, legal, BLUE	445						
64	piece	Data file box, legal, LIGHT BLUE	3						
65	piece	Data file box, legal, GREEN	124						
66	piece	Data file box, legal, RED	32						
67	piece	Data file box, legal, YELLOW	15						
68	piece	Dater Stamp, 5mm, 12 Years (2022-2033)	28						
69	piece	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	25						
70	piece	Desktop Document Tray Organizer, 3-tier, heavy-duty	4						
71	piece	Envelope, Brown, 200 lbs, A4	372						
72	piece	Envelope, Brown, 200 lbs, Legal	5,889						
73	piece	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	58						
74	piece	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, purple	10						
75	piece	Envelope, EXPANDING, with garter, legal, BLUE	141						
76	piece	Envelope, EXPANDING, with garter, legal, GREEN	80						
77	piece	Envelope, EXPANDING, with garter, legal, KRAFT	379						

1	2	3	4	5	6	7	8	9	10
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)
78	piece	Envelope, EXPANDING, with garter, legal, RED	34						
79	box	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	28						
80	piece	Erasable Rollerball Pen, 0.4mm, BLACK	11						
81	piece	Erasable Rollerball Pen, 0.4mm, BLUE	57						
82	piece	Eraser, blackboard/whiteboard	205						
83	piece	Eraser, for pencil/draft writing, plastic/rubber, rectangular	148						
84	set	File tab divider, legal	69						
85	piece	Flag, ASEAN, standard size, cotton (different countries and	11						
86	piece	Flag, Philippine, standard size, cotton	11						
87	piece	Folder, expandable, pressboard, legal, BLUE	493						
88	piece	Folder, expandable, pressboard, legal, GREEN	374						
89	piece	Folder, expandable, pressboard, legal, RED	105						
90	piece	Folder, expandable, pressboard, legal, WHITE	115						
91	piece	Folder, white, pre-punched, 14 points, A4	1,329						
92	piece	Folder, white, pre-punched, 14 points, legal	2,792						
93	piece	Folder, BLUE, pre-punched, 14 points, legal	100						
94	piece	Glue all purpose in jar w/ applicator, 200 gms	47						
95	piece	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60HZ, big	22						
96		Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60HZ, small	10						
97	piece	Glue stick, big	229						
98	piece	Glue stick, small	116						
99	piece	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	181						

1	2	3	4	5	6	7	8	9	10
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)
100	box	Gun tacker wire T-50 *mm, 5/16" (1000pcs/box)	5						
101	piece	Highlighter, neon GREEN	113						
102	piece	Highlighter, neon ORANGE	79						
103	piece	Highlighter, neon PINK	94						
104	piece	Highlighter, neon YELLOW	168						
105	box	Index tab, self-adhesive, 3 colors/set	125						
106	pack	Index tab, self-adhesive, 3 set (White color)	4						
107	roll	Laminating Film, 250 micros, 12"x50m	1						
108	piece	Marking pen, water resistant, permanent marker, BLACK, broad	207						
109	piece	Marking pen, water resistant, permanent marker, BLACK, fine	141						
110	piece	Marking pen, water resistant, permanent marker, BLUE, broad	128						
111	piece	Marking pen, water resistant, permanent marker, BLUE, fine	91						
112	piece	Marking pen, water resistant, permanent marker, RED, broad	19						
113	piece	Marking pen, water resistant, permanent marker, RED, fine	26						
114	piece	Marking Pen, for whiteboard, broad tip, BLACK	462						
115	piece	Marking Pen, for whiteboard, broad tip, RED	201						
116	piece	Marking Pen, for whiteboard, felt tip, BLACK	290						
117	piece	Marking Pen, for whiteboard, felt tip, BLUE	233						
118	piece	Marking Pen, for whiteboard, felt tip, RED	45						
119	piece	Marking Pen REFILL Ink for whiteboard, black, 30 ml	73						
120	piece	Marking Pen REFILL Ink for whiteboard, blue, 30 ml	51						
121	pad	Note pad, stick on, 3x2 Yellow	63						

1	2	3	4	5	6	7	8	9	10
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)
122	pad	Note pad, stick on, 3x2 Green	17						
123	pad	Note pad, stick on, 3x2 Pink	33						
124	pad	Note pad, stick on, 3x2 Blue	56						
125	pad	Note pad, stick on, 3x3 Yellow	31						
126	pad	Note pad, stick on, 3x3 Blue	54						
127	pad	Note pad, stick on, 3x3 Green	13						
128	pad	Note pad, stick on, 3x3 Pink	76						
129	pad	Note pad, stick on, 3x4 Yellow	31						
130	pad	Note pad, stick on, 3x4 Blue	24						
131	pad	Note pad, stick on, 3x4 Green	29						
132	pad	Note pad, stick on, 3x4 Pink	24						
133	pad	Note pad, stick on, 3x5 Blue	9						
134	pad	Note pad, stick on, 4x4 Yellow	9						
135	box	Paper Clip Vinyl Coated small (33 mm)	229						
136	box	Paper Clip Vinyl Coated, jumbo (50mm)	218						
137	box	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173						
138	unit	Paper tray, 3 layers, steel	8						
139	ream	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	36						
140	ream	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	16						
141	ream	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,145						
142	ream	Paper, copier paper, subs. 20, 70gsm, A3 (297x420mm)	82						

1	2	3	4	5	6	7	8	9	10
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)
143	ream	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	822						
144	ream	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	84						
145	ream	Paper, copier paper, subs. 20, 70gsm, LETTER (8.5x11)	92						
146	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	825						
147	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEG	1,100						
148	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	43						
149	box	Paper, Parchment, LEGAL (8.5" x 13")	2						
150	piece	Paper, Parchment, LONG (9x12), 160 gsm	300						
151	pack	Paper, photo, A4 (220 GSM) 20 sheets/pack, glossy	68						
152	pack	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, glossy	28						
153	pack	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack, matte	6						
154	pack	Paper, Photo, A4, Dual-sided (220 GSM), 20 sheets/pack	37						
155	pack	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack (glossy)	12						
156		Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack	3						
157	pack	Paper, Sticker, white, long inkjet-friendly, 10 sheets/pack	23						
158	pack	Paper, Sticker, white, A4, inkjet friendly, 10 sheets/pack (glossy)	10						
159	pack	Paper Sticker, A4, 80 GSM, High Gloss	104						

1	2	3	4	5	6	7	8	9	10
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)
160	pack	Paper Stricker, A4, 105 GSM, Matte Glossy	3						
161	pack	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	150						
162	pack	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	150						
163	piece	Paper, Vellum, SHORT, White (for Report Card)	700						
164	piece	Pencil #1 (fine, exact point, soft, non-smudge eraser)	30						
165	piece	Pencil #2 (fine, exact point, soft, non-smudge eraser)	610						
166	piece	Pencil Sharpener, HD, single cutterhead, one hole guide	22						
167	piece	Philippine flag, 4 inc. x 8 inc., cotton	6						
168	piece	Philippine flag, standard size, cotton	1						
169	piece	Puncher Heavy duty with gauge, 2 hole guide	46						
170	piece	Puncher with adjustable 5 note punch, 7 mm (9/32" notes), max cap 30 sheets	17						
171	box	Push Pins, 50s	44						
172	box	Push Pins, 100 pcs, for Cork Board/Pin Board for Wall, assorted colors	11						
173	box	PVC Cover 200mic (plastic cover), A4	17						
174	box	PVC Cover 200mic (plastic cover), long	28						
175	piece	Record Book 200 pages w/ printed "Official Record Book"	48						
176	piece	Record Book 300 pages w/ printed "Official Record Book"	154						
177	piece	Record Book 500 pages w/ printed "Official Record Book"	142						
178	piece	Ring Binder (1 1/2" x 44") Plastic, BLACK	164						
179	piece	Ring Binder (1 x 44") Plastic, BLACK	160						
180	piece	Ring Binder (1 1/2" x 44") Plastic, BLACK	175						

1	2	3	4	5	6	7	8	9	10
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)
181	piece	Ring Binder (3/4" x 44") Plastic, BLACK	169						
182	box	Rubber band jumbo, all purpose, transparent, size 18	31						
183	piece	Ruler Plastic 12"	75						
184	piece	Ruler Plastic 18"	55						
185	piece	Scissors, symmetrical, 215mm min. Overall length, for office	12						
186	piece	Scissors, symmetrical, 158mm min. Overall length, for office	135						
187	bundle	Sinamay, 10 yards	28						
188	pack	Specialty Paper (10's), 220 gsm, A4	15						
189	pack	Specialty Paper (10's), 220 gsm, A4, Nude	25						
190	pack	Specialty Paper (10's), 220 gsm, A4, White	3						
191	pack	Specialty Paper (10's), 220 gsm, LONG	10						
192	pack	Specialty paper (10's), 220 gsm, LONG, Blue	20						
193	pack	Specialty paper (10's), 220 gsm, LONG, Nude	20						
194	pack	Specialty paper (10's), 220 gsm, LONG, White	3						
195	pack	Specialty paper (10's) (Board), 220 gsm, A4	30						
196	pack	Specialty Paper (10's) (Board), 220 gsm, LONG, White	144						
197	pack	Specialty Paper (10's) (Board), 220 gsm, LONG, Cream	24						
198	pack	Specialty Paper (10's) (Board), 220 gsm, LONG, Nude	15						
199	pack	Specialty Paper (10's) (Board), 220 gsm, LONG, Blue	20						
200	piece	Specialty Paper (10's) (Board), 220gsm, SHORT, White	5						
201	pack	Specialty Paper (10's) (Board), 220gsm, SHORT, Nude	20						

1	2	3	4	5	6	7	8	9	10
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)
202	piece	Stainless Steel Ruler	2						
203	bottle	Stamp Pad Ink, green, 50ml w/ applicator	2						
204	bottle	Stamp Pad Ink, violet, 50ml w/ applicator	124						
205	piece	Stamp Pad, clear stamp, felt, No. 2	50						
206	piece	Stamp Pad, clear stamp, felt, No. 3	5						
207	piece	Staple Remover, plier type, metal	89						
208	box	Staple Wire, No.35, standard 267/6, 5000s/box	322						
209	piece	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	105						
210	piece	Stationery Pen Holder, 7 in 1 Multi-purpose	2						
211	box	Sticky Index Tabs Flags, transparent, fluorescent	20						
212	box	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	6						
213	piece	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty	11						
214	roll	Tape, double sided, 1" width, usable length 10m	42						
215	roll	Tape, double sided 1", 50m	12						
216	roll	Tape, double sided, 19mm x 50m	55						
217	piece	Tape, duct	5						
218	roll	Tape, masking, 12mm (1/2") width, usable length of 50m	10						
219	roll	Tape, masking, 24mm (1") width, usable length of 50m	158						
220	roll	Tape, masking, 48mm (2") width, usable length of 50m	151						
221	piece	Tape, packing, 24mm (1") width, usable length of 50m	12						
222	piece	Tape, packing, 48mm (2") width, usable length of 50m	11						

1	2	3	4	5	6	7	8	9	10
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)
223	roll	Tape, transparent, 24mm (1") width, usable length of 50m	160						
224	roll	Tape, transparent, 48mm (2") width, usable length of 50m	138						
225	box	Thumbtacks	78						
226	pack	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets	1						
227	piece	Whiteboard with Aluminum Frame, 2x4	1						
228	piece	Whiteboard with Aluminum Frame, 4'x8'	1						
229	piece	Writing board with clip, long, blue	7						
230	pad	Yellow Pad Paper, hard copy, 90 leaves	5						
231	piece	Stock Card, Long Vellum, 180gsm	500						
232	piece	Heavy Duty tacker staple Gun	2						
233	box	Tacker Gun staple wire (C type 8mm)	5						
TOTAL									3,430,924.20

Name: _____

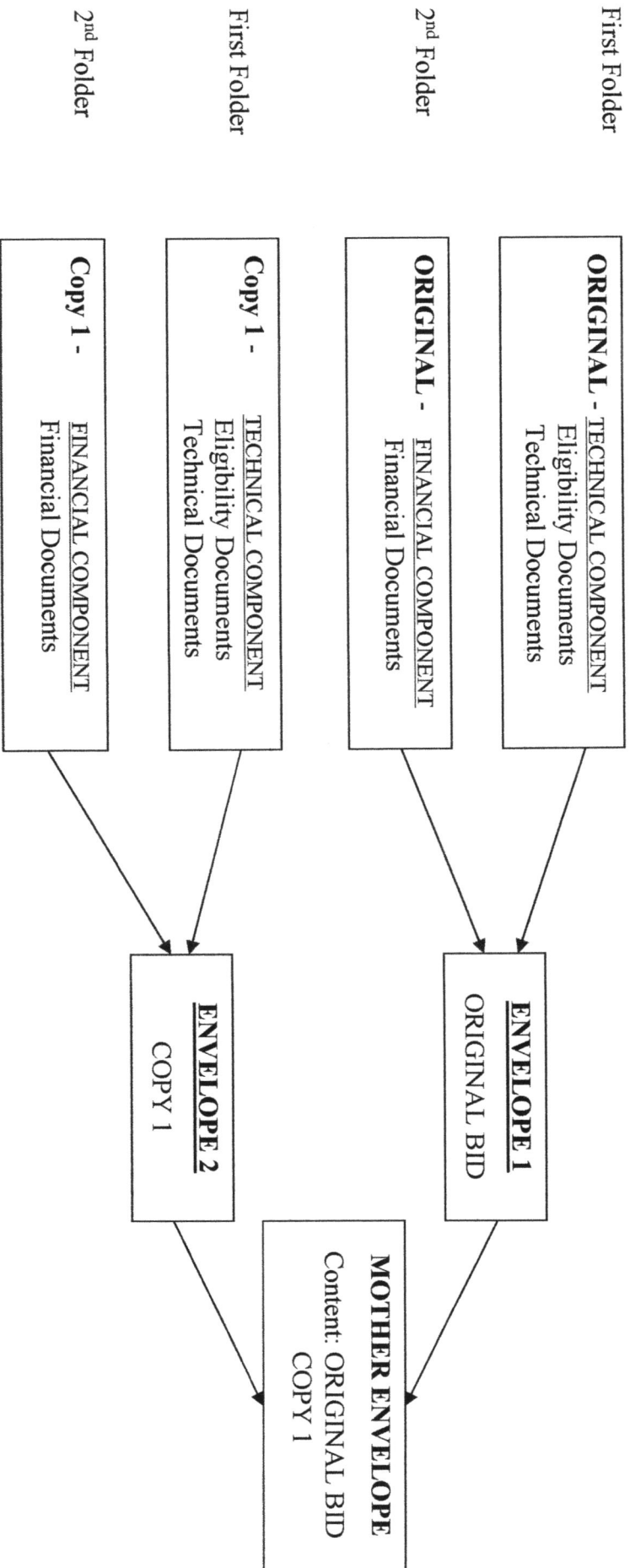
Legal Capacity: _____

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

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

Mother Envelope

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

- 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.**

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: _____

Republic of the Philippines



Government Procurement Policy Board