



REPUBLIC OF THE PHILIPPINES  
**CATANDUANES STATE UNIVERSITY**  
VIRAC, CATANDUANES

# **PHILIPPINE BIDDING DOCUMENTS**

## **(PROCUREMENT OF GOODS)**

*Procurement of Office Supplies for  
CatSU Main Campus (EPA)*

**With Approved Budget for the Contract (ABC) of**  
*Php3,195,231.85*  
**(Project ID No. GDS-2024-004)**

**Sixth Edition**  
**July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

# Section I. Invitation to Bid



Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
Virac, Catanduanes

## INVITATION TO BID FOR

### EARLY PROCUREMENT OF OFFICE SUPPLIES FOR CATSU MAIN CAMPUS

1. The CATANDUANES STATE UNIVERSITY, through the *National Expenditure Program (NEP) of FY 2024* intends to apply the sum of *Three Million One Hundred Ninety Five Thousand Two Hundred Thirty One Pesos and Eighty Five Centavos only (Php3,195,231.85)*, being the ABC to payments under the contract for “*Early Procurement of Office Supplies for CatSU Main Campus*” (Project ID No. 2023-062). 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 29 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 **December 6, 2023 at 2:00pm** at BAC Conference Room, 1<sup>st</sup> 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 18, 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 18, 2023 at 2:15pm** at the BAC Conference Room, 1<sup>st</sup> 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*  
*1<sup>st</sup> 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](http://www.philgeps.gov.ph)  
[www.catanduanesstateu.edu.ph](http://www.catanduanesstateu.edu.ph)

For online bid submission: [bac@catsu.edu.ph](mailto:bac@catsu.edu.ph)  
[catsc\\_bacsec@yahoo.com](mailto:catsc_bacsec@yahoo.com)

29 November 2023

  
**ENGR. BENJAMIN HANNYCEL T. NUYDA**  
BAC Chairperson

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

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

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Early Procurement of Office Supplies for CatSU Main Campus**, with identification number **(2023-062)**.

The Procurement Project (referred to herein as "Project") is composed of **Two Hundred Sixty Eight (268) 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 2024** in the amount of **Three Million One Hundred Ninety Five Thousand Two Hundred Thirty One Pesos and Eighty Five Centavos only (Php3,195,231.85)**.

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 maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as **One Project having several items that shall be awarded as one contract.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the

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

**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*

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Supply and Delivery of Office Supplies;</li> <li>b. completed within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	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"> <li>a. The amount of not less <i>[2% of the ABC]</i> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less <i>[5% of the ABC]</i> if bid security is in Surety Bond.</li> </ul>
15	<p>Each Bidder shall submit <i>ONE (1) SET original</i> and <i>ONE (1) SET copy</i> of the first and second components of its bid, enclosed in one mother envelope. Each set shall be properly fastened with tabbing for each requirement.</p> <p><b><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></b></p> <p><b>For online submission of bids:</b> 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 <b>two (2) password-protected bidding documents in compressed archive folders</b>. 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 One Hundred Ninety Five Thousand Two Hundred Thirty One Pesos and Eighty Five Centavos only (PhP3,195,231.85)</i> .

20.2	No further instructions.
21.1	List of additional contract document: <ul style="list-style-type: none"><li>• <i>Company Profile</i></li></ul>

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

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

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

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

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

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

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

### **3. Performance Security**

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

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

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

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

**5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

**6. Liability of the Supplier**

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

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



## *Section V. Special Conditions of Contract*

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

## 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
	<b>OFFICE SUPPLIES</b>		
1	Acetate cover, gauge 6	15	Within thirty (30) calendar days upon receipt of Notice to Proceed
2	Acrylic Certificate Frame A4 Display Stand	3	
3	Arc file folder, 2 hole, LD300, 2", long, BLUE	6	
4	Arc file folder, 3 hole, LD300, 2", long, BLUE	123	
5	Arc file folder, 3 hole, LD300, 2", long, RED	80	
6	Arc file folder, 3 hole, LD300, 2", long, GREEN	25	
7	Arc file folder, 3 hole, LD300, 2", long	50	
8	Arc file folder, 3 hole, LD300, 2", long, WHITE	12	
9	Arc file folder, 3 hole, LD300, 3", long, WHITE	12	
10	Arc file folder, 3 hole, LD300, 3", long, BLUE	171	
11	Arc file folder, 3 hole, LD300, 3", long, ROYAL BLUE	12	
12	Arc file folder, 3 hole, LD300, 3", long, GREEN	84	
13	Arc file folder, 3 hole, LD300, 3", long, RED	18	
14	Arc file folder, 3 hole, LD300, 3", long, BLACK	5	
15	Arc file folder, 3 hole, LD300, 3", long	50	
16	Ballpen, ordinary, BLACK	494	
17	Ballpen, ordinary, BLUE	1,267	
18	Ballpen, ordinary, RED	221	
19	Ballpen, sign pen, BLACK	367	
20	Ballpen, sign pen, BLUE	1,071	
21	Ballpen, sign pen, RED	67	
22	Ballpen, sign pen, GREEN	48	
23	Ballpen, frixon erasable Rollerball Pens-0.4mm	30	
24	Ballpen, roller ballpen, ultra fine,.04, BLACK	12	
25	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLACK	36	
26	Ballpen, roller ballpen, ultra fine,.04, BLUE	22	
27	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLUE	94	
28	Ballpen sign pen, liquid/gel ink, 0.5mm needle tip with non-slip grip, BLUE	132	
29	Ballpen, sign pen, 0.7mm needle BLUE	44	
30	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLUE	25	
31	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLACK	35	
32	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLACK	20	

Item No.	Description	Quantity	Delivered, Weeks/Months
33	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLUE	105	
34	G-tech, C4 pen blue	40	
35	Battery, dry cell, size AA (2 pcs/pack)	134	
36	Battery, dry cell, size AAA (2 pcs/pack)	151	
37	Battery, 9V 6LF22 (heavy duty)	4	
38	Binder Clip, backfold 3/4" (19mm) (12's/bx)	180	
39	Binder Clip, backfold 1" (25mm) (12's/bx)	201	
40	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	173	
41	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	104	
42	Binder Clip, backfold 2" (51mm) (12's/bx)	195	
43	Calculator, 12 digits, 2 way-power	35	
44	Calculator, scientific	5	
45	Cartolina, assorted colors	105	
46	Cartolina, assorted white	10	
47	Certificate holder, A4 (Royal Blue)	54	
48	Certificate holder, A4 (Blue)	140	
49	Certificate holder, A4	195	
50	Certificate holder, legal (Red)	10	
51	Certificate holder, legal (Blue)	60	
52	Certificate holder, legal	50	
53	Certificate holder, short	20	
54	Certificate holder, short royal blue	50	
55	Certificate Frame short	15	
56	Certificate holder, A4 Wood Frame (picture frame)	30	
57	Clear adhesive tape	5	
58	Clear Book Refillable	10	
59	Clear book Legal	5	
60	Cold laminating film	2	
61	Correction Tape 5mm x 10m	631	
62	Columnar Book (24 Columns)	50	
63	Cork board bulletin board 4x4	1	
64	Cork board with frame 2' x 3'	1	
65	Cork board with frame 2' x 15'	2	
66	Cork board with frame 10' x 12'	1	
67	Cork Board with frame, 30x 40 cm	4	
68	Cork pin/Push pin 50s	12	
69	Cork Sheet Roll 2x8ft, 2mm thick	2	
70	Cutter, Heavy duty, 18mm	5	
71	Cutter, Heavy duty, 18mm, refill	3	
72	Cutter, heavy duty, plastic molded body, for office use	33	
73	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	9	
74	C2S Board 300gms (8.5x13)	150	
75	Data file box, legal, BLUE	344	
76	Data file box, legal, BLACK	4	
77	Data file box, legal, DARK BLUE	5	
78	Data file box, legal, GREEN	46	
79	Data file box, legal, RED	7	
80	Data file box, legal, YELLOW	5	
81	Data file box, legal, NAVY BLUE	15	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
82	Data file box, legal,	15	
83	Dater Stamp, 5mm, 12 Years (2022-2033)	44	
84	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	15	
85	Double sided magnetic whiteboard (25x35cm)	2	
86	Duct Tape	7	
87	Envelope, Brown, 200 lbs, A4	633	
88	Envelope, Brown, 200 lbs, Legal	6,111	
89	Envelope, EXPANDING, with garter, legal, KRAFT	496	
90	Envelope, EXPANDING, with garter, legal, BLUE	210	
91	Envelope, EXPANDING, with garter, legal,	20	
92	Envelope, EXPANDING, with garter, legal, GREEN	26	
93	Envelope, EXPANDING, with garter, legal, RED	12	
94	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	6	
95	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, BROWN	15	
96	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, PURPLE	10	
97	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	20	
98	Eraser, blackboard/whiteboard	253	
99	Eraser, for pencil/draft writing, plastic/rubber, rectangular	67	
100	Extension wire with 3-4 Universal Outlets	2	
101	Extension cord 4 gang set w/universal outlet and switch	6	
102	Frixion erasable rollerball pens - 0.4, Blue	16	
103	Frixion erasable rollerball pens - 0.4, Black	4	
104	File tab divider, legal	37	
105	File Desk Organizer Metal, 3 layer	3	
106	Folder, white, pre-punched, 14 points, A4	890	
107	Folder, white, pre-punched, 14 points, legal	2,226	
108	Folder, Long Golden Yellow	50	
109	Folder, expandable, pressboard, legal, BLUE	345	
110	Folder, expandable, pressboard, legal, GREEN	238	
111	Folder, expandable, pressboard, legal, WHITE	50	
112	Folder, expandable, pressboard, legal, RED	59	
113	Folder, sliding, plastic transparent, A4	6	
114	Folder, sliding, plastic transparent, A5	6	
115	Glue all purpose in jar w/ applicator, 200 gms	38	
116	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	10	
117	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	5	
118	Glue stick, big	141	
119	Glue stick, small	104	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
120	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	215	
121	Highlighter, neon GREEN	103	
122	Highlighter, neon ORANGE	80	
123	Highlighter, neon PINK	79	
124	Highlighter, neon YELLOW	143	
125	Highlighter, neon colors	25	
126	Hi-Techpoint V10 Grip Blue	12	
127	Index tab, self-adhesive, 3 colors/set	77	
128	Index tab, self-adhesive, 3 set (white color)	10	
129	Transparent Florescent Index Tabs Flags Sticky (any color)	10	
130	Laminating Film 4 inches x 50 meters 250 micron	6	
131	Laminating Film 12 inches x 50 meters 250 micron	1	
132	Marking pen, water resistant, permanent marker, BLACK, broad	173	
133	Marking pen, water resistant, permanent marker, BLUE, broad	85	
134	Marking pen, water resistant, permanent marker, RED, broad	5	
135	Marking pen, water resistant, permanent marker, BLACK, fine	150	
136	Marking pen, water resistant, permanent marker, BLUE, fine	68	
137	Marking pen, water resistant, permanent marker, RED, fine	32	
138	Marking Pen, for whiteboard, felt tip, BLACK	598	
139	Marking Pen, for whiteboard, felt tip, BLUE	417	
140	Marking Pen, for whiteboard, felt tip, RED	79	
141	Marking Pen REFILL Ink for whiteboard, felt tip black, 30 ml	93	
142	Marking Pen REFILL Ink for whiteboard, felt tip blue, 30 ml	75	
143	Marking Pen REFILL Ink for permanent ink black, 30 ml	5	
144	Paper Clip Vinyl Coated small (33 mm)	192	
145	Paper Clip Vinyl Coated, jumbo (50mm)	213	
146	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173	
147	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	40	
148	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	20	
149	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	680	
150	Paper, copier paper, subs. 20, 70gsm, A3 (8.27x11.69)	74	
151	Paper, copier paper, subs. 20, 70gsm, LETTER (8.27x11.69)	89	
152	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,294	



<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
153	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	853	
154	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	1,147	
155	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	85	
156	Pencil #2 (fine, exact point, soft, non-smudge eraser)	682	
157	Pencil Sharpener, HD, single cutterhead, one hole guide	18	
158	Paper, Parchment, LONG (9x12), 160 gsm	250	
159	Paper, Parchment, LEGAL (8.5 x13)	1	
160	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (glossy)	27	
161	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (matte)	3	
162	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack	13	
163	Paper, Sticker, white A4, inkjet friendly, 10 sheets/pack	133	
164	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, glossy	47	
165	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, matte	5	
166	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack	9	
167	Paper, photo, inkjet glossy A4 (100 sheets/pack)	5	
168	Paper, Vellum, SHORT, White (for Report Card)	370	
169	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	170	
170	Paper, Vellum, 220 gsm, LONG, White	20	
171	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	170	
172	Paper Tray, 3 layers, steel	7	
173	Philippine flag, standard size, cotton	13	
174	ASEAN flag, standard size, cotton (different countries and ASEAN)	11	
175	Pre-cut Plastic cover Long	5	
176	Puncher Heavy duty with gauge, 2 hole guide	36	
177	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	12	
178	Push Pin	27	
179	PVC Cover 200mic (plastic cover), A4	9	
180	PVC Cover 200mic (plastic cover), long	18	
181	Receive Stamp	2	
182	Record Book 200 pages w/ printed "Official Record Book"	74	
183	Record Book 300 pages w/ printed "Official Record Book"	118	
184	Record Book 500 pages w/ printed "Official Record Book"	125	
185	Ring Binder (1/2" x 44") Plastic, BLACK	138	
186	Ring Binder (3/4" x 44") Plastic, BLACK	146	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
187	Ring Binder (1 x 44") Plastic, BLACK	140	
188	Ring Binder (1 1/2" x 44") Plastic, BLACK	143	
189	Rubber band jumbo, all purpose, transparent, size 18	29	
190	Ruler Plastic 12"	92	
191	Ruler Plastic 18"	49	
192	Sliding Folder, Legal, with side clip	50	
193	Scissors, Stainless steel, 7"	2	
194	Scissors, symmetrical, 215mm min. Overall length, for office use	6	
195	Scissors, symmetrical, 158mm min. Overall length, for office use	128	
196	Specialty paper (10"s) 220 gsm, A4, White	8	
197	Specialty paper (10"s) 220 gsm, A4, Cream	7	
198	Specialty paper (10's), 220 gsm, LONG, White	25	
199	Specialty paper (10's), 220 gsm, SHORT, White	33	
200	Specialty paper (10's), 220 gsm, SHORT, Beige	25	
201	Specialty paper (10's), 220 gsm, LONG, Cream	7	
202	Specialty paper (10's) (board), 220 gsm, LONG, White	316	
203	Specialty paper (10's) (board), 220 gsm, LONG, Cream	19	
204	Specialty paper (10's) (board), 220 gsm, SHORT, Cream	7	
205	Specialty paper (10's) (board), 220 gsm, SHORT, White	15	
206	Specialty paper (10's) (board), 220 gsm, A4, White	139	
207	Stamp Pad Ink, violet, 50ml w/ applicator	81	
208	Stamp Pad Ink, GREEN, 50ml w/ applicator	5	
209	Stamp Pad, clear stamp, felt, No. 2	54	
210	Stamp Pad, clear stamp, felt, No. 3	3	
211	Staple Remover, plier type, metal	68	
212	Staple Wire, No.35, standard 267/6, 5000s/box	244	
213	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	135	
214	Sticky Notes, 0.6 x 2 Inches, Small Size	15	
215	Sticky Notes Flag Tabs: self-adhesive, transparent, flourescent, writable, repastable (200 sheets)	10	
216	Sticky Note, 3 x1/2"	4	
217	Notepad, A5, Spiral,Lined	10	
218	Notepad .6x2 small size yellow	6	
219	Note pad, stick on, 3x2 (Yellow)	102	
220	Note pad, stick on, 3x2 (Pink)	18	
221	Note pad, stick on, 3x2 (Blue)	6	
222	Note pad, stick on, 3x2 (Light Blue)	41	
223	Note pad, stick on, 3x2 (Assorted Colors)	51	
224	Note pad, stick on, 3x3 (Yellow)	16	
225	Note pad, stick on, 3x3 (Pink)	9	
226	Note pad, stick on, 3x3 ( Light Pink)	35	
227	Note pad, stick on, 3x3 (Blue)	13	
228	Note pad, stick on, 3x3 (Green)	10	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
229	Note pad, stick on, 3x3 (Orange)	5	
230	Note pad, stick on, 3x3 (Assorted Colors)	50	
231	Note pad, stick on, 3x3 with 5 colors	6	
232	Note pad, stick on, 3x4 (Yellow)	18	
233	Note pad, stick on, 3x4 (Pink)	15	
234	Note pad, stick on, 3x4 (Blue)	18	
235	Note pad, stick on, 3x4 (Green)	8	
236	Note pad, stick on, 3x4 (Assorted Colors)	27	
237	Note pad, stick on, 3x4 (yellow)	10	
238	Note pad, stick on, 3x5 (Assorted Colors)	8	
239	Note pad, stick on, 3x5 (yellow)	5	
240	Note pad, stick on, 4x4 (Assorted Colors)	12	
241	Note pad, stick on, 4x4 (pink)	10	
242	Tape, double sided, 1' width usable length 10m	76	
243	Tape, double sided, 2' width usable length 10m	2	
244	Tape dispenser, high quality, heavy duty	12	
245	Tape, masking, 12mm (1/2") width, usable length of 50m	23	
246	Tape, masking, 24mm (1") width, usable length of 50m	134	
247	Tape, masking, 48mm (2") width, usable length of 50m	100	
248	Tape, packing, 24mm (1") width, usable length of 50m	13	
249	Tape, packing, 48mm (2") width, usable length of 50m	20	
250	Tape, transparent, 24mm (1') width, usable length of 50m	169	
251	Tape, transparent, 48mm (2') width, usable length of 50m	143	
252	Thumbtacks	58	
253	A3 laminator, Heavy duty	1	
254	Sliding Cutter Heavy Duty A4 and A3 size for vinyl cardboard paper	1	
255	File Organizer Box Desk Vertical Expanding File Folder Plastic 24 Pockets, black Accordion Legal size, Long Folder	6	
256	Desk Pen Holder Multifunctional Stationery Box with tape dispenser (acrylic, 168 x 127 x 80mm, white/transparent)	8	
257	Large Mouse pad with Stitched Edges Anti-Fray Cloth Waterproof, Non-Slip Portable Rubber Base LED Light 80x30cm	5	
258	Floating Premium Acrylic Wall Display Frame (24x28 inches-sheets)	6	
259	Three layers File Tray Acrylic Organizer Office files	3	
260	Key holder 4 hooks, wall mounted, made of fine solid woods	5	
261	Plastic Key Chain Tags ID label (10 pcs)	3	
26	Vinyl inkjet sticker, water-proof, A4, glossy, 20 sheets	1	
263	100 Sheets morandi colorful boxed sticky notes solid colow waterproof index	24	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
264	White board, wall mount 3x5 ft	1	
265	Writing board with clip, long, blue	7	
266	Whiteboard with Aluminum Frame 4' x 8'	2	
267	Whiteboard eraser	1	
268	White Board 4 x 6	3	

## *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>
	<b>OFFICE SUPPLIES</b>	
1	Acetate cover, gauge 6	
2	Acrylic Certificate Frame A4 Display Stand	
3	Arc file folder, 2 hole, LD300, 2", long, BLUE	
4	Arc file folder, 3 hole, LD300, 2", long, BLUE	
5	Arc file folder, 3 hole, LD300, 2", long, RED	
6	Arc file folder, 3 hole, LD300, 2", long, GREEN	
7	Arc file folder, 3 hole, LD300, 2", long	
8	Arc file folder, 3 hole, LD300, 2", long, WHITE	
9	Arc file folder, 3 hole, LD300, 3", long, WHITE	
10	Arc file folder, 3 hole, LD300, 3", long, BLUE	
11	Arc file folder, 3 hole, LD300, 3", long, ROYAL BLUE	
12	Arc file folder, 3 hole, LD300, 3", long, GREEN	
13	Arc file folder, 3 hole, LD300, 3", long, RED	

Item	Specification	Statement of Compliance
14	Arc file folder, 3 hole, LD300, 3", long, BLACK	
15	Arc file folder, 3 hole, LD300, 3", long	
16	Ballpen, ordinary, BLACK	
17	Ballpen, ordinary, BLUE	
18	Ballpen, ordinary, RED	
19	Ballpen, sign pen, BLACK	
20	Ballpen, sign pen, BLUE	
21	Ballpen, sign pen, RED	
22	Ballpen, sign pen, GREEN	
23	Ballpen, frixon erasable Rollerball Pens-0.4mm	
24	Ballpen, roller ballpen, ultra fine,.04, BLACK	
25	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLACK	
26	Ballpen, roller ballpen, ultra fine,.04, BLUE	
27	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLUE	
28	Ballpen sign pen, liquid/gel ink, 0.5mm needle tip with non-slip grip, BLUE	
29	Ballpen, sign pen, 0.7mm needle BLUE	
30	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLUE	
31	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLACK	
32	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLACK	
33	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLUE	
34	G-tech, C4 pen blue	
35	Battery, dry cell, size AA (2 pcs/pack)	
36	Battery, dry cell, size AAA (2 pcs/pack)	
37	Battery, 9V 6LF22 (heavy duty)	
38	Binder Clip, backfold 3/4" (19mm) (12's/bx)	
39	Binder Clip, backfold 1" (25mm) (12's/bx)	
40	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	
41	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	
42	Binder Clip, backfold 2" (51mm) (12's/bx)	
43	Calculator, 12 digits, 2 way-power	
44	Calculator, scientific	
45	Cartolina, assorted colors	
46	Cartolina, assorted white	
47	Certificate holder, A4 (Royal Blue)	
48	Certificate holder, A4 (Blue)	
49	Certificate holder, A4	
50	Certificate holder, legal (Red)	
51	Certificate holder, legal (Blue)	
52	Certificate holder, legal	
53	Certificate holder, short	
54	Certificate holder, short royal blue	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
55	Certificate Frame short	
56	Certificate holder, A4 Wood Frame (picture frame)	
57	Clear adhesive tape	
58	Clear Book Refillable	
59	Clear book Legal	
60	Cold laminating film	
61	Correction Tape 5mm x 10m	
62	Columnar Book (24 Columns)	
63	Cork board bulletin board 4x4	
64	Cork board with frame 2' x 3'	
65	Cork board with frame 2' x 15'	
66	Cork board with frame 10' x 12'	
67	Cork Board with frame, 30x 40 cm	
68	Cork pin/Push pin 50s	
69	Cork Sheet Roll 2x8ft, 2mm thick	
70	Cutter, Heavy duty, 18mm	
71	Cutter, Heavy duty, 18mm, refill	
72	Cutter, heavy duty, plastic molded body, for office use	
73	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	
74	C2S Board 300gms (8.5x13)	
75	Data file box, legal, BLUE	
76	Data file box, legal, BLACK	
77	Data file box, legal, DARK BLUE	
78	Data file box, legal, GREEN	
79	Data file box, legal, RED	
80	Data file box, legal, YELLOW	
81	Data file box, legal, NAVY BLUE	
82	Data file box, legal,	
83	Dater Stamp, 5mm, 12 Years (2022-2033)	
84	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	
85	Double sided magnetic whiteboard (25x35cm)	
86	Duct Tape	
87	Envelope, Brown, 200 lbs, A4	
88	Envelope, Brown, 200 lbs, Legal	
89	Envelope, EXPANDING, with garter, legal, KRAFT	
90	Envelope, EXPANDING, with garter, legal, BLUE	
91	Envelope, EXPANDING, with garter, legal,	
92	Envelope, EXPANDING, with garter, legal, GREEN	
93	Envelope, EXPANDING, with garter, legal, RED	
94	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	
95	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, BROWN	

Item	Specification	Statement of Compliance
96	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, PURPLE	
97	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	
98	Eraser, blackboard/whiteboard	
99	Eraser, for pencil/draft writing, plastic/rubber, rectangular	
100	Extension wire with 3-4 Universal Outlets	
101	Extension cord 4 gang set w/universal outlet and switch	
102	Frixion erasable rollerball pens - 0.4, Blue	
103	Frixion erasable rollerball pens - 0.4, Black	
104	File tab divider, legal	
105	File Desk Organizer Metal, 3 layer	
106	Folder, white, pre-punched, 14 points, A4	
107	Folder, white, pre-punched, 14 points, legal	
108	Folder, Long Golden Yellow	
109	Folder, expandable, pressboard, legal, BLUE	
110	Folder, expandable, pressboard, legal, GREEN	
111	Folder, expandable, pressboard, legal, WHITE	
112	Folder, expandable, pressboard, legal, RED	
113	Folder, sliding, plastic transparent, A4	
114	Folder, sliding, plastic transparent, A5	
115	Glue all purpose in jar w/ applicator, 200 gms	
116	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	
117	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	
118	Glue stick, big	
119	Glue stick, small	
120	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	
121	Highlighter, neon GREEN	
122	Highlighter, neon ORANGE	
123	Highlighter, neon PINK	
124	Highlighter, neon YELLOW	
125	Highlighter, neon colors	
126	Hi-Techpoint V10 Grip Blue	
127	Index tab, self-adhesive, 3 colors/set	
128	Index tab, self-adhesive, 3 set (white color)	
129	Transparent Florescent Index Tabs Flags Sticky (any color)	
130	Laminating Film 4 inches x 50 meters 250 micron	
131	Laminating Film 12 inches x 50 meters 250 micron	
132	Marking pen, water resistant, permanent marker, BLACK, broad	
133	Marking pen, water resistant, permanent marker, BLUE, broad	



<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
134	Marking pen, water resistant, permanent marker , RED, broad	
135	Marking pen, water resistant, permanent marker, BLACK, fine	
136	Marking pen, water resistant, permanent marker, BLUE, fine	
137	Marking pen, water resistant, permanent marker , RED, fine	
138	Marking Pen, for whiteboard, felt tip, BLACK	
139	Marking Pen, for whiteboard, felt tip, BLUE	
140	Marking Pen, for whiteboard, felt tip, RED	
141	Marking Pen REFILL Ink for whiteboard, felt tip black, 30 ml	
142	Marking Pen REFILL Ink for whiteboard, felt tip blue, 30 ml	
143	Marking Pen REFILL Ink for permanent ink black, 30 ml	
144	Paper Clip Vinyl Coated small (33 mm)	
145	Paper Clip Vinyl Coated, jumbo (50mm)	
146	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	
147	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	
148	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	
149	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	
150	Paper, copier paper, subs. 20, 70gsm, A3 (8.27x11.69)	
151	Paper, copier paper, subs. 20, 70gsm, LETTER (8.27x11.69)	
152	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	
153	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	
154	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	
155	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	
156	Pencil #2 (fine, exact point, soft, non-smudge eraser)	
157	Pencil Sharpener, HD, single cutterhead, one hole guide	
158	Paper, Parchment, LONG (9x12), 160 gsm	
159	Paper, Parchment, LEGAL (8.5 x13)	
160	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (glossy)	
161	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (matte)	
162	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack	
163	Paper, Sticker, white A4, inkjet friendly, 10 sheets/pack	

Item	Specification	Statement of Compliance
164	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, glossy	
165	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, matte	
166	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack	
167	Paper, photo, inkjet glossy A4 (100 sheets/pack)	
168	Paper, Vellum, SHORT, White (for Report Card)	
169	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	
170	Paper, Vellum, 220 gsm, LONG, White	
171	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	
172	Paper Tray, 3 layers, steel	
173	Philippine flag, standard size, cotton	
174	ASEAN flag, standard size, cotton (different countries and ASEAN)	
175	Pre-cut Plastic cover Long	
176	Puncher Heavy duty with gauge, 2 hole guide	
177	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	
178	Push Pin	
179	PVC Cover 200mic (plastic cover), A4	
180	PVC Cover 200mic (plastic cover), long	
181	Receive Stamp	
182	Record Book 200 pages w/ printed "Official Record Book"	
183	Record Book 300 pages w/ printed "Official Record Book"	
184	Record Book 500 pages w/ printed "Official Record Book"	
185	Ring Binder (1/2" x 44") Plastic, BLACK	
186	Ring Binder (3/4" x 44") Plastic, BLACK	
187	Ring Binder (1 x 44") Plastic, BLACK	
188	Ring Binder (1 1/2" x 44") Plastic, BLACK	
189	Rubber band jumbo, all purpose, transparent, size 18	
190	Ruler Plastic 12"	
191	Ruler Plastic 18"	
192	Sliding Folder, Legal, with side clip	
193	Scissors, Stainless steel, 7"	
194	Scissors, symmetrical, 215mm min. Overall length, for office use	
195	Scissors, symmetrical, 158mm min. Overall length, for office use	
196	Specialty paper (10"s) 220 gsm, A4, White	
197	Specialty paper (10"s) 220 gsm, A4, Cream	
198	Specialty paper (10's), 220 gsm, LONG, White	
199	Specialty paper (10's), 220 gsm, SHORT, White	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
200	Specialty paper (10's), 220 gsm, SHORT, Beige	
201	Specialty paper (10's), 220 gsm, LONG, Cream	
202	Specialty paper (10's) (board), 220 gsm, LONG, White	
203	Specialty paper (10's) (board), 220 gsm, LONG, Cream	
204	Specialty paper (10's) (board), 220 gsm, SHORT, Cream	
205	Specialty paper (10's) (board), 220 gsm, SHORT, White	
206	Specialty paper (10's) (board), 220 gsm, A4, White	
207	Stamp Pad Ink, violet, 50ml w/ applicator	
208	Stamp Pad Ink, GREEN, 50ml w/ applicator	
209	Stamp Pad, clear stamp, felt, No. 2	
210	Stamp Pad, clear stamp, felt, No. 3	
211	Staple Remover, plier type, metal	
212	Staple Wire, No.35, standard 267/6, 5000s/box	
213	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	
214	Sticky Notes, 0.6 x 2 Inches, Small Size	
215	Sticky Notes Flag Tabs: self-adhesive, transparent, flourescent, writable, repastable (200 sheets)	
216	Sticky Note, 3 x1/2"	
217	Notepad, A5, Spiral,Lined	
218	Notepad .6x2 small size yellow	
219	Note pad, stick on, 3x2 (Yellow)	
220	Note pad, stick on, 3x2 (Pink)	
221	Note pad, stick on, 3x2 (Blue)	
222	Note pad, stick on, 3x2 (Light Blue)	
223	Note pad, stick on, 3x2 (Assorted Colors)	
224	Note pad, stick on, 3x3 (Yellow)	
225	Note pad, stick on, 3x3 (Pink)	
226	Note pad, stick on, 3x3 ( Light Pink)	
227	Note pad, stick on, 3x3 (Blue)	
228	Note pad, stick on, 3x3 (Green)	
229	Note pad, stick on, 3x3 (Orange)	
230	Note pad, stick on, 3x3 (Assorted Colors)	
231	Note pad, stick on, 3x3 with 5 colors	
232	Note pad, stick on, 3x4 (Yellow)	
233	Note pad, stick on, 3x4 (Pink)	
234	Note pad, stick on, 3x4 (Blue)	
235	Note pad, stick on, 3x4 (Green)	
236	Note pad, stick on, 3x4 (Assorted Colors)	
237	Note pad, stick on, 3x4 (yellow)	
238	Note pad, stick on, 3x5 (Assorted Colors)	
239	Note pad, stick on, 3x5 (yellow)	
240	Note pad, stick on, 4x4 (Assorted Colors)	
241	Note pad, stick on, 4x4 (pink)	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
242	Tape, double sided, 1' width usable length 10m	
243	Tape, double sided, 2' width usable length 10m	
244	Tape dispenser, high quality, heavy duty	
245	Tape, masking, 12mm (1/2") width, usable length of 50m	
246	Tape, masking, 24mm (1") width, usable length of 50m	
247	Tape, masking, 48mm (2") width, usable length of 50m	
248	Tape, packing, 24mm (1") width, usable length of 50m	
249	Tape, packing, 48mm (2") width, usable length of 50m	
250	Tape, transparent, 24mm (1') width, usable length of 50m	
251	Tape, transparent, 48mm (2') width, usable length of 50m	
252	Thumbtacks	
253	A3 laminator, Heavy duty	
254	Sliding Cutter Heavy Duty A4 and A3 size for vinyl cardboard paper	
255	File Organizer Box Desk Vertical Expanding File Folder Plastic 24 Pockets, black Accordion Legal size, Long Folder	
256	Desk Pen Holder Multifunctional Stationery Box with tape dispenser (acrylic, 168 x 127 x 80mm, white/transparent)	
257	Large Mouse pad with Stitched Edges Anti-Fray Cloth Waterproof, Non-Slip Portable Rubber Base LED Light 80x30cm	
258	Floating Premium Acrylic Wall Display Frame (24x28 inches-sheets)	
259	Three layers File Tray Acrylic Organizer Office files	
260	Key holder 4 hooks, wall mounted, made of fine solid woods	
261	Plastic Key Chain Tags ID label (10 pcs)	
26	Vinyl inkjet sticker, water-proof, A4, glossy, 20 sheets	
263	100 Sheets morandi colorful boxed sticky notes solid color waterproof index	
264	White board, wall mount 3x5 ft	
265	Writing board with clip, long, blue	
266	Whiteboard with Aluminum Frame 4' x 8'	
267	Whiteboard eraser	
268	White Board 4 x 6	

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

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### **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***

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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	Acrylic Certificate Frame A4 Display Stand		
3	Arc file folder, 2 hole, LD300, 2", long, BLUE		
4	Arc file folder, 3 hole, LD300, 2", long, BLUE		
5	Arc file folder, 3 hole, LD300, 2", long, RED		
6	Arc file folder, 3 hole, LD300, 2", long, GREEN		
7	Arc file folder, 3 hole, LD300, 2", long		
8	Arc file folder, 3 hole, LD300, 2", long, WHITE		
9	Arc file folder, 3 hole, LD300, 3", long, WHITE		
10	Arc file folder, 3 hole, LD300, 3", long, BLUE		
11	Arc file folder, 3 hole, LD300, 3", long, ROYAL BLUE		
12	Arc file folder, 3 hole, LD300, 3", long, GREEN		
13	Arc file folder, 3 hole, LD300, 3", long, RED		
14	Arc file folder, 3 hole, LD300, 3", long, BLACK		
15	Arc file folder, 3 hole, LD300, 3", long		
16	Ballpen, ordinary, BLACK		
17	Ballpen, ordinary, BLUE		
18	Ballpen, ordinary, RED		
19	Ballpen, sign pen, BLACK		
20	Ballpen, sign pen, BLUE		
21	Ballpen, sign pen, RED		
22	Ballpen, sign pen, GREEN		
23	Ballpen, frixon erasable Rollerball Pens-0.4mm		
24	Ballpen, roller ballpen, ultra fine,.04, BLACK		
25	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLACK		
26	Ballpen, roller ballpen, ultra fine,.04, BLUE		
27	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLUE		
28	Ballpen sign pen, liquid/gel ink, 0.5mm needle tip with non-slip grip, BLUE		
29	Ballpen, sign pen, 0.7mm needle BLUE		
30	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLUE		
31	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLACK		
32	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLACK		

Item	Specification	Brand/Model	Statement of Compliance
33	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLUE		
34	G-tech, C4 pen blue		
35	Battery, dry cell, size AA (2 pcs/pack)		
36	Battery, dry cell, size AAA (2 pcs/pack)		
37	Battery, 9V 6LF22 (heavy duty)		
38	Binder Clip, backfold 3/4" (19mm) (12's/bx)		
39	Binder Clip, backfold 1" (25mm) (12's/bx)		
40	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)		
41	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)		
42	Binder Clip, backfold 2" (51mm) (12's/bx)		
43	Calculator, 12 digits, 2 way-power		
44	Calculator, scientific		
45	Cartolina, assorted colors		
46	Cartolina, assorted white		
47	Certificate holder, A4 (Royal Blue)		
48	Certificate holder, A4 (Blue)		
49	Certificate holder, A4		
50	Certificate holder, legal (Red)		
51	Certificate holder, legal (Blue)		
52	Certificate holder, legal		
53	Certificate holder, short		
54	Certificate holder, short royal blue		
55	Certificate Frame short		
56	Certificate holder, A4 Wood Frame (picture frame)		
57	Clear adhesive tape		
58	Clear Book Refillable		
59	Clear book Legal		
60	Cold laminating film		
61	Correction Tape 5mm x 10m		
62	Columnar Book (24 Columns)		
63	Cork board bulletin board 4x4		
64	Cork board with frame 2' x 3'		
65	Cork board with frame 2' x 15'		
66	Cork board with frame 10' x 12'		
67	Cork Board with frame, 30x 40 cm		
68	Cork pin/Push pin 50s		
69	Cork Sheet Roll 2x8ft, 2mm thick		
70	Cutter, Heavy duty, 18mm		
71	Cutter, Heavy duty, 18mm, refill		
72	Cutter, heavy duty, plastic molded body, for office use		
73	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use		
74	C2S Board 300gms (8.5x13)		
75	Data file box, legal, BLUE		
76	Data file box, legal, BLACK		
77	Data file box, legal, DARK BLUE		
78	Data file box, legal, GREEN		
79	Data file box, legal, RED		
80	Data file box, legal, YELLOW		
81	Data file box, legal, NAVY BLUE		
82	Data file box, legal,		

Item	Specification	Brand/Model	Statement of Compliance
83	Dater Stamp, 5mm, 12 Years (2022-2033)		
84	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color		
85	Double sided magnetic whiteboard (25x35cm)		
86	Duct Tape		
87	Envelope, Brown, 200 lbs, A4		
88	Envelope, Brown, 200 lbs, Legal		
89	Envelope, EXPANDING, with garter, legal, KRAFT		
90	Envelope, EXPANDING, with garter, legal, BLUE		
91	Envelope, EXPANDING, with garter, legal,		
92	Envelope, EXPANDING, with garter, legal, GREEN		
93	Envelope, EXPANDING, with garter, legal, RED		
94	Envelope, EXPANDING, with garter, legal, HARD PLASTIC		
95	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, BROWN		
96	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, PURPLE		
97	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box		
98	Eraser, blackboard/whiteboard		
99	Eraser, for pencil/draft writing, plastic/rubber, rectangular		
100	Extension wire with 3-4 Universal Outlets		
101	Extension cord 4 gang set w/universal outlet and switch		
102	Frixion erasable rollerball pens - 0.4, Blue		
103	Frixion erasable rollerball pens - 0.4, Black		
104	File tab divider, legal		
105	File Desk Organizer Metal, 3 layer		
106	Folder, white, pre-punched, 14 points, A4		
107	Folder, white, pre-punched, 14 points, legal		
108	Folder, Long Golden Yellow		
109	Folder, expandable, pressboard, legal, BLUE		
110	Folder, expandable, pressboard, legal, GREEN		
111	Folder, expandable, pressboard, legal, WHITE		
112	Folder, expandable, pressboard, legal, RED		
113	Folder, sliding, plastic transparent, A4		
114	Folder, sliding, plastic transparent, A5		
115	Glue all purpose in jar w/ applicator, 200 gms		
116	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big		
117	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small		
118	Glue stick, big		
119	Glue stick, small		
120	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g		
121	Highlighter, neon GREEN		
122	Highlighter, neon ORANGE		
123	Highlighter, neon PINK		
124	Highlighter, neon YELLOW		
125	Highlighter, neon colors		
126	Hi-Techpoint V10 Grip Blue		
127	Index tab, self-adhesive, 3 colors/set		

Item	Specification	Brand/Model	Statement of Compliance
128	Index tab, self-adhesive, 3 set (white color)		
129	Transparent Florescent Index Tabs Flags Sticky (any color)		
130	Laminating Film 4 inches x 50 meters 250 micron		
131	Laminating Film 12 inches x 50 meters 250 micron		
132	Marking pen, water resistant, permanent marker, BLACK, broad		
133	Marking pen, water resistant, permanent marker, BLUE, broad		
134	Marking pen, water resistant, permanent marker, RED, broad		
135	Marking pen, water resistant, permanent marker, BLACK, fine		
136	Marking pen, water resistant, permanent marker, BLUE, fine		
137	Marking pen, water resistant, permanent marker, RED, fine		
138	Marking Pen, for whiteboard, felt tip, BLACK		
139	Marking Pen, for whiteboard, felt tip, BLUE		
140	Marking Pen, for whiteboard, felt tip, RED		
141	Marking Pen REFILL Ink for whiteboard, felt tip black, 30 ml		
142	Marking Pen REFILL Ink for whiteboard, felt tip blue, 30 ml		
143	Marking Pen REFILL Ink for permanent ink black, 30 ml		
144	Paper Clip Vinyl Coated small (33 mm)		
145	Paper Clip Vinyl Coated, jumbo (50mm)		
146	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity		
147	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm		
148	Paper, colored, short, assorted colors, 250 sheets, 80 gsm		
149	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)		
150	Paper, copier paper, subs. 20, 70gsm, A3 (8.27x11.69)		
151	Paper, copier paper, subs. 20, 70gsm, LETTER (8.27x11.69)		
152	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)		
153	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)		
154	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)		
155	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)		
156	Pencil #2 (fine, exact point, soft, non-smudge eraser)		
157	Pencil Sharpener, HD, single cutterhead, one hole guide		
158	Paper, Parchment, LONG (9x12), 160 gsm		
159	Paper, Parchment, LEGAL (8.5 x13)		
160	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (glossy)		
161	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (matte)		
162	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack		
163	Paper, Sticker, white A4, inkjet friendly, 10 sheets/pack		
164	Paper, Photo, A4 dual sided (220 GSM), 20 sheets/pack, glossy		
165	Paper, Photo, A4 dual sided (220 GSM), 20 sheets/pack, matte		

Item	Specification	Brand/Model	Statement of Compliance
166	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack		
167	Paper, photo, inkjet glossy A4 (100 sheets/pack)		
168	Paper, Vellum, SHORT, White (for Report Card)		
169	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)		
170	Paper, Vellum, 220 gsm, LONG, White		
171	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)		
172	Paper Tray, 3 layers, steel		
173	Philippine flag, standard size, cotton		
174	ASEAN flag, standard size, cotton (different countries and ASEAN)		
175	Pre-cut Plastic cover Long		
176	Puncher Heavy duty with gauge, 2 hole guide		
177	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets		
178	Push Pin		
179	PVC Cover 200mic (plastic cover), A4		
180	PVC Cover 200mic (plastic cover), long		
181	Receive Stamp		
182	Record Book 200 pages w/ printed "Official Record Book"		
183	Record Book 300 pages w/ printed "Official Record Book"		
184	Record Book 500 pages w/ printed "Official Record Book"		
185	Ring Binder (1/2" x 44") Plastic, BLACK		
186	Ring Binder (3/4" x 44") Plastic, BLACK		
187	Ring Binder (1 x 44") Plastic, BLACK		
188	Ring Binder (1 1/2" x 44") Plastic, BLACK		
189	Rubber band jumbo, all purpose, transparent, size 18		
190	Ruler Plastic 12"		
191	Ruler Plastic 18"		
192	Sliding Folder, Legal, with side clip		
193	Scissors, Stainless steel, 7"		
194	Scissors, symmetrical, 215mm min. Overall length, for office use		
195	Scissors, symmetrical, 158mm min. Overall length, for office use		
196	Specialty paper (10"s) 220 gsm, A4, White		
197	Specialty paper (10"s) 220 gsm, A4, Cream		
198	Specialty paper (10's), 220 gsm, LONG, White		
199	Specialty paper (10's), 220 gsm, SHORT, White		
200	Specialty paper (10's), 220 gsm, SHORT, Beige		
201	Specialty paper (10's), 220 gsm, LONG, Cream		
202	Specialty paper (10's) (board), 220 gsm, LONG, White		
203	Specialty paper (10's) (board), 220 gsm, LONG, Cream		
204	Specialty paper (10's) (board), 220 gsm, SHORT, Cream		
205	Specialty paper (10's) (board), 220 gsm, SHORT, White		
206	Specialty paper (10's) (board), 220 gsm, A4, White		
207	Stamp Pad Ink, violet, 50ml w/ applicator		
208	Stamp Pad Ink, GREEN, 50ml w/ applicator		
209	Stamp Pad, clear stamp, felt, No. 2		
210	Stamp Pad, clear stamp, felt, No. 3		
211	Staple Remover, plier type, metal		
212	Staple Wire, No.35, standard 267/6, 5000s/box		

Item	Specification	Brand/Model	Statement of Compliance
213	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style		
214	Sticky Notes, 0.6 x 2 Inches, Small Size		
215	Sticky Notes Flag Tabs: self-adhesive, transparent, flourescent, writable, repastable (200 sheets)		
216	Sticky Note, 3 x1/2"		
217	Notepad, A5, Spiral,Lined		
218	Notepad .6x2 small size yellow		
219	Note pad, stick on, 3x2 (Yellow)		
220	Note pad, stick on, 3x2 (Pink)		
221	Note pad, stick on, 3x2 (Blue)		
222	Note pad, stick on, 3x2 (Light Blue)		
223	Note pad, stick on, 3x2 (Assorted Colors)		
224	Note pad, stick on, 3x3 (Yellow)		
225	Note pad, stick on, 3x3 (Pink)		
226	Note pad, stick on, 3x3 ( Light Pink)		
227	Note pad, stick on, 3x3 (Blue)		
228	Note pad, stick on, 3x3 (Green)		
229	Note pad, stick on, 3x3 (Orange)		
230	Note pad, stick on, 3x3 (Assorted Colors)		
231	Note pad, stick on, 3x3 with 5 colors		
232	Note pad, stick on, 3x4 (Yellow)		
233	Note pad, stick on, 3x4 (Pink)		
234	Note pad, stick on, 3x4 (Blue)		
235	Note pad, stick on, 3x4 (Green)		
236	Note pad, stick on, 3x4 (Assorted Colors)		
237	Note pad, stick on, 3x4 (yellow)		
238	Note pad, stick on, 3x5 (Assorted Colors)		
239	Note pad, stick on, 3x5 (yellow)		
240	Note pad, stick on, 4x4 (Assorted Colors)		
241	Note pad, stick on, 4x4 (pink)		
242	Tape, double sided, 1' width usable length 10m		
243	Tape, double sided, 2' width usable length 10m		
244	Tape dispenser, high quality, heavy duty		
245	Tape, masking, 12mm (1/2") width, usable length of 50m		
246	Tape, masking, 24mm (1") width, usable length of 50m		
247	Tape, masking, 48mm (2") width, usable length of 50m		
248	Tape, packing, 24mm (1") width, usable length of 50m		
249	Tape, packing, 48mm (2") width, usable length of 50m		
250	Tape, transparent, 24mm (1') width, usable length of 50m		
251	Tape, transparent, 48mm (2') width, usable length of 50m		
252	Thumbtacks		
253	A3 laminator, Heavy duty		
254	Sliding Cuter Heavy Duty A4 and A3 size for vinyl cardboard paper		
255	File Organizer Box Desk Vertical Expanding File Folder Plastic 24 Pockets, black Accordion Legal size, Long Folder		
256	Desk Pen Holder Multifunctional Stationery Box with tape dispenser (acrylic, 168 x 127 x 80mm, white/transparent)		
257	Large Mouse pad with Stitched Edges Anti-Fray Cloth Waterproof, Non-Slip Portable Rubber Base LED Light 80x30cm		





### 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	15	
2	Acrylic Certificate Frame A4 Display Stand	3	
3	Arc file folder, 2 hole, LD300, 2", long, BLUE	6	
4	Arc file folder, 3 hole, LD300, 2", long, BLUE	123	
5	Arc file folder, 3 hole, LD300, 2", long, RED	80	
6	Arc file folder, 3 hole, LD300, 2", long, GREEN	25	
7	Arc file folder, 3 hole, LD300, 2", long	50	
8	Arc file folder, 3 hole, LD300, 2", long, WHITE	12	
9	Arc file folder, 3 hole, LD300, 3", long, WHITE	12	
10	Arc file folder, 3 hole, LD300, 3", long, BLUE	171	
11	Arc file folder, 3 hole, LD300, 3", long, ROYAL BLUE	12	
12	Arc file folder, 3 hole, LD300, 3", long, GREEN	84	
13	Arc file folder, 3 hole, LD300, 3", long, RED	18	
14	Arc file folder, 3 hole, LD300, 3", long, BLACK	5	
15	Arc file folder, 3 hole, LD300, 3", long	50	
16	Ballpen, ordinary, BLACK	494	
17	Ballpen, ordinary, BLUE	1,267	
18	Ballpen, ordinary, RED	221	
19	Ballpen, sign pen, BLACK	367	
20	Ballpen, sign pen, BLUE	1,071	
21	Ballpen, sign pen, RED	67	
22	Ballpen, sign pen, GREEN	48	
23	Ballpen, frixon erasable Rollerball Pens-0.4mm	30	
24	Ballpen, roller ballpen, ultra fine,.04, BLACK	12	
25	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLACK	36	
26	Ballpen, roller ballpen, ultra fine,.04, BLUE	22	
27	Ballpen, roller ballpen, ultra fine,.04,REFILL, BLUE	94	
28	Ballpen sign pen, liquid/gel ink, 0.5mm needle tip with non-slip grip, BLUE	132	
29	Ballpen, sign pen, 0.7mm needle BLUE	44	
30	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLUE	25	
31	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLACK	35	
32	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLACK	20	
33	Ballpen, sign pen, liquid/Gel Ink,0.5mm needle tip REFILL, BLUE	105	
34	G-tech, C4 pen blue	40	
35	Battery, dry cell, size AA (2 pcs/pack)	134	
36	Battery, dry cell, size AAA (2 pcs/pack)	151	

Item No.	Description	Quantity	Delivered, Weeks/Months
37	Battery, 9V 6LF22 (heavy duty)	4	
38	Binder Clip, backfold 3/4" (19mm) (12's/bx)	180	
39	Binder Clip, backfold 1" (25mm) (12's/bx)	201	
40	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	173	
41	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	104	
42	Binder Clip, backfold 2" (51mm) (12's/bx)	195	
43	Calculator, 12 digits, 2 way-power	35	
44	Calculator, scientific	5	
45	Cartolina, assorted colors	105	
46	Cartolina, assorted white	10	
47	Certificate holder, A4 (Royal Blue)	54	
48	Certificate holder, A4 (Blue)	140	
49	Certificate holder, A4	195	
50	Certificate holder, legal (Red)	10	
51	Certificate holder, legal (Blue)	60	
52	Certificate holder, legal	50	
53	Certificate holder, short	20	
54	Certificate holder, short royal blue	50	
55	Certificate Frame short	15	
56	Certificate holder, A4 Wood Frame (picture frame)	30	
57	Clear adhesive tape	5	
58	Clear Book Refillable	10	
59	Clear book Legal	5	
60	Cold laminating film	2	
61	Correction Tape 5mm x 10m	631	
62	Columnar Book (24 Columns)	50	
63	Cork board bulletin board 4x4	1	
64	Cork board with frame 2' x 3'	1	
65	Cork board with frame 2' x 15'	2	
66	Cork board with frame 10' x 12'	1	
67	Cork Board with frame, 30x 40 cm	4	
68	Cork pin/Push pin 50s	12	
69	Cork Sheet Roll 2x8ft, 2mm thick	2	
70	Cutter, Heavy duty, 18mm	5	
71	Cutter, Heavy duty, 18mm, refill	3	
72	Cutter, heavy duty, plastic molded body, for office use	33	
73	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	9	
74	C2S Board 300gms (8.5x13)	150	
75	Data file box, legal, BLUE	344	
76	Data file box, legal, BLACK	4	
77	Data file box, legal, DARK BLUE	5	
78	Data file box, legal, GREEN	46	
79	Data file box, legal, RED	7	
80	Data file box, legal, YELLOW	5	
81	Data file box, legal, NAVY BLUE	15	
82	Data file box, legal,	15	
83	Dater Stamp, 5mm, 12 Years (2022-2033)	44	
84	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	15	
85	Double sided magnetic whiteboard (25x35cm)	2	
86	Duct Tape	7	
87	Envelope, Brown, 200 lbs, A4	633	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
88	Envelope, Brown, 200 lbs, Legal	6,111	
89	Envelope, EXPANDING, with garter, legal, KRAFT	496	
90	Envelope, EXPANDING, with garter, legal, BLUE	210	
91	Envelope, EXPANDING, with garter, legal,	20	
92	Envelope, EXPANDING, with garter, legal, GREEN	26	
93	Envelope, EXPANDING, with garter, legal, RED	12	
94	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	6	
95	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, BROWN	15	
96	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, PURPLE	10	
97	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	20	
98	Eraser, blackboard/whiteboard	253	
99	Eraser, for pencil/draft writing, plastic/rubber, rectangular	67	
100	Extension wire with 3-4 Universal Outlets	2	
101	Extension cord 4 gang set w/universal outlet and switch	6	
102	Frixion erasable rollerball pens - 0.4, Blue	16	
103	Frixion erasable rollerball pens - 0.4, Black	4	
104	File tab divider, legal	37	
105	File Desk Organizer Metal, 3 layer	3	
106	Folder, white, pre-punched, 14 points, A4	890	
107	Folder, white, pre-punched, 14 points, legal	2,226	
108	Folder, Long Golden Yellow	50	
109	Folder, expandable, pressboard, legal, BLUE	345	
110	Folder, expandable, pressboard, legal, GREEN	238	
111	Folder, expandable, pressboard, legal, WHITE	50	
112	Folder, expandable, pressboard, legal, RED	59	
113	Folder, sliding, plastic transparent, A4	6	
114	Folder, sliding, plastic transparent, A5	6	
115	Glue all purpose in jar w/ applicator, 200 gms	38	
116	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	10	
117	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	5	
118	Glue stick, big	141	
119	Glue stick, small	104	
120	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	215	
121	Highlighter, neon GREEN	103	
122	Highlighter, neon ORANGE	80	
123	Highlighter, neon PINK	79	
124	Highlighter, neon YELLOW	143	
125	Highlighter, neon colors	25	
126	Hi-Techpoint V10 Grip Blue	12	
127	Index tab, self-adhesive, 3 colors/set	77	
128	Index tab, self-adhesive, 3 set (white color)	10	
129	Transparent Florescent Index Tabs Flags Sticky (any color)	10	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
130	Laminating Film 4 inches x 50 meters 250 micron	6	
131	Laminating Film 12 inches x 50 meters 250 micron	1	
132	Marking pen, water resistant, permanent marker, BLACK, broad	173	
133	Marking pen, water resistant, permanent marker, BLUE, broad	85	
134	Marking pen, water resistant, permanent marker, RED, broad	5	
135	Marking pen, water resistant, permanent marker, BLACK, fine	150	
136	Marking pen, water resistant, permanent marker, BLUE, fine	68	
137	Marking pen, water resistant, permanent marker, RED, fine	32	
138	Marking Pen, for whiteboard, felt tip, BLACK	598	
139	Marking Pen, for whiteboard, felt tip, BLUE	417	
140	Marking Pen, for whiteboard, felt tip, RED	79	
141	Marking Pen REFILL Ink for whiteboard, felt tip black, 30 ml	93	
142	Marking Pen REFILL Ink for whiteboard, felt tip blue, 30 ml	75	
143	Marking Pen REFILL Ink for permanent ink black, 30 ml	5	
144	Paper Clip Vinyl Coated small (33 mm)	192	
145	Paper Clip Vinyl Coated, jumbo (50mm)	213	
146	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173	
147	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	40	
148	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	20	
149	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	680	
150	Paper, copier paper, subs. 20, 70gsm, A3 (8.27x11.69)	74	
151	Paper, copier paper, subs. 20, 70gsm, LETTER (8.27x11.69)	89	
152	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,294	
153	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	853	
154	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	1,147	
155	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	85	
156	Pencil #2 (fine, exact point, soft, non-smudge eraser)	682	
157	Pencil Sharpener, HD, single cutterhead, one hole guide	18	
158	Paper, Parchment, LONG (9x12), 160 gsm	250	
159	Paper, Parchment, LEGAL (8.5 x13)	1	
160	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (glossy)	27	
161	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (matte)	3	

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
162	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack	13	
163	Paper, Sticker, white A4, inkjet friendly, 10 sheets/pack	133	
164	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, glossy	47	
165	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack, matte	5	
166	Paper, Photo, A4 dual sided (220 GSM) , 20sheets/pack	9	
167	Paper, photo, inkjet glossy A4 (100 sheets/pack)	5	
168	Paper, Vellum, SHORT, White (for Report Card)	370	
169	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	170	
170	Paper, Vellum, 220 gsm, LONG, White	20	
171	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	170	
172	Paper Tray, 3 layers, steel	7	
173	Philippine flag, standard size, cotton	13	
174	ASEAN flag, standard size, cotton (different countries and ASEAN)	11	
175	Pre-cut Plastic cover Long	5	
176	Puncher Heavy duty with gauge, 2 hole guide	36	
177	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	12	
178	Push Pin	27	
179	PVC Cover 200mic (plastic cover), A4	9	
180	PVC Cover 200mic (plastic cover), long	18	
181	Receive Stamp	2	
182	Record Book 200 pages w/ printed "Official Record Book"	74	
183	Record Book 300 pages w/ printed "Official Record Book"	118	
184	Record Book 500 pages w/ printed "Official Record Book"	125	
185	Ring Binder (1/2" x 44") Plastic, BLACK	138	
186	Ring Binder (3/4" x 44") Plastic, BLACK	146	
187	Ring Binder (1 x 44") Plastic, BLACK	140	
188	Ring Binder (1 1/2" x 44") Plastic, BLACK	143	
189	Rubber band jumbo, all purpose, transparent, size 18	29	
190	Ruler Plastic 12"	92	
191	Ruler Plastic 18"	49	
192	Sliding Folder, Legal, with side clip	50	
193	Scissors, Stainless steel, 7"	2	
194	Scissors, symmetrical, 215mm min. Overall length, for office use	6	
195	Scissors, symmetrical, 158mm min. Overall length, for office use	128	
196	Specialty paper (10"s) 220 gsm, A4, White	8	
197	Specialty paper (10"s) 220 gsm, A4, Cream	7	
198	Specialty paper (10's), 220 gsm, LONG, White	25	
199	Specialty paper (10's), 220 gsm, SHORT, White	33	
200	Specialty paper (10's), 220 gsm, SHORT, Beige	25	
201	Specialty paper (10's), 220 gsm, LONG, Cream	7	

Item No.	Description	Quantity	Delivered, Weeks/Months
202	Specialty paper (10's) (board), 220 gsm, LONG, White	316	
203	Specialty paper (10's) (board), 220 gsm, LONG, Cream	19	
204	Specialty paper (10's) (board), 220 gsm, SHORT, Cream	7	
205	Specialty paper (10's) (board), 220 gsm, SHORT, White	15	
206	Specialty paper (10's) (board), 220 gsm, A4, White	139	
207	Stamp Pad Ink, violet, 50ml w/ applicator	81	
208	Stamp Pad Ink, GREEN, 50ml w/ applicator	5	
209	Stamp Pad, clear stamp, felt, No. 2	54	
210	Stamp Pad, clear stamp, felt, No. 3	3	
211	Staple Remover, plier type, metal	68	
212	Staple Wire, No.35, standard 267/6, 5000s/box	244	
213	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	135	
214	Sticky Notes, 0.6 x 2 Inches, Small Size	15	
215	Sticky Notes Flag Tabs: self-adhesive, transparent, flourescent, writable, repastable (200 sheets)	10	
216	Sticky Note, 3 x1/2"	4	
217	Notepad, A5, Spiral,Lined	10	
218	Notepad .6x2 small size yellow	6	
219	Note pad, stick on, 3x2 (Yellow)	102	
220	Note pad, stick on, 3x2 (Pink)	18	
221	Note pad, stick on, 3x2 (Blue)	6	
222	Note pad, stick on, 3x2 (Light Blue)	41	
223	Note pad, stick on, 3x2 (Assorted Colors)	51	
224	Note pad, stick on, 3x3 (Yellow)	16	
225	Note pad, stick on, 3x3 (Pink)	9	
226	Note pad, stick on, 3x3 ( Light Pink)	35	
227	Note pad, stick on, 3x3 (Blue)	13	
228	Note pad, stick on, 3x3 (Green)	10	
229	Note pad, stick on, 3x3 (Orange)	5	
230	Note pad, stick on, 3x3 (Assorted Colors)	50	
231	Note pad, stick on, 3x3 with 5 colors	6	
232	Note pad, stick on, 3x4 (Yellow)	18	
233	Note pad, stick on, 3x4 (Pink)	15	
234	Note pad, stick on, 3x4 (Blue)	18	
235	Note pad, stick on, 3x4 (Green)	8	
236	Note pad, stick on, 3x4 (Assorted Colors)	27	
237	Note pad, stick on, 3x4 (yellow)	10	
238	Note pad, stick on, 3x5 (Assorted Colors)	8	
239	Note pad, stick on, 3x5 (yellow)	5	
240	Note pad, stick on, 4x4 (Assorted Colors)	12	
241	Note pad, stick on, 4x4 (pink)	10	
242	Tape, double sided, 1' width usable length 10m	76	
243	Tape, double sided, 2' width usable length 10m	2	
244	Tape dispenser, high quality, heavy duty	12	
245	Tape, masking, 12mm (1/2") width, usable length of 50m	23	
246	Tape, masking, 24mm (1") width, usable length of 50m	134	

Item No.	Description	Quantity	Delivered, Weeks/Months
247	Tape, masking, 48mm (2") width, usable length of 50m	100	
248	Tape, packing, 24mm (1") width, usable length of 50m	13	
249	Tape, packing, 48mm (2") width, usable length of 50m	20	
250	Tape, transparent, 24mm (1') width, usable length of 50m	169	
251	Tape, transparent, 48mm (2') width, usable length of 50m	143	
252	Thumbtacks	58	
253	A3 laminator, Heavy duty	1	
254	Sliding Cuter Heavy Duty A4 and A3 size for vinyl cardboard paper	1	
255	File Organizer Box Desk Vertical Expanding File Folder Plastic 24 Pockets, black Accordion Legal size, Long Folder	6	
256	Desk Pen Holder Multifunctional Stationery Box with tape dispenser (acrylic, 168 x 127 x 80mm, white/transparent)	8	
257	Large Mouse pad with Stitched Edges Anti-Fray Cloth Waterproof, Non-Slip Portable Rubber Base LED Light 80x30cm	5	
258	Floating Premium Acrylic Wall Display Frame (24x28 inches-sheets)	6	
259	Three layers File Tray Acrylic Organizer Office files	3	
260	Key holder 4 hooks, wall mounted, made of fine solid woods	5	
261	Plastic Key Chain Tags ID label (10 pcs)	3	
26	Vinyl inkjet sticker, water-proof, A4, glossy, 20 sheets	1	
263	100 Sheets morandi colorful boxed sticky notes solid colow waterproof index	24	
264	White board, wall mount 3x5 ft	1	
265	Writing board with clip, long, blue	7	
266	Whiteboard with Aluminum Frame 4' x 8'	2	
267	Whiteboard eraser	1	
268	White Board 4 x 6	3	

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

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

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

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

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Early 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 **Early 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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Early 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	_____
<b>NFCC</b>	_____

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 Abroad

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

## For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

Name of Bidder: \_\_\_\_\_

Project ID No.: 2023-062

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	15						
2	piece	Acrylic Certificate Frame A4 Display Stand	3						
3	piece	Arc file folder, 2 hole, LD300, 2", long, BLUE	6						
4	piece	Arc file folder, 3 hole, LD300, 2", long, BLUE	123						
5	piece	Arc file folder, 3 hole, LD300, 2", long, RED	80						
6	piece	Arc file folder, 3 hole, LD300, 2", long, GREEN	25						
7	piece	Arc file folder, 3 hole, LD300, 2", long	50						
8	piece	Arc file folder, 3 hole, LD300, 2", long, WHITE	12						
9	piece	Arc file folder, 3 hole, LD300, 3", long, WHITE	12						
10	piece	Arc file folder, 3 hole, LD300, 3", long, BLUE	171						
11	piece	Arc file folder, 3 hole, LD300, 3", long, ROYAL BLUE	12						
12	piece	Arc file folder, 3 hole, LD300, 3", long, GREEN	84						
13	piece	Arc file folder, 3 hole, LD300, 3", long, RED	18						
14	piece	Arc file folder, 3 hole, LD300, 3", long, BLACK	5						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
15	piece	Arc file folder, 3 hole, LD300, 3", long	50						
16	piece	Ballpen, ordinary, BLACK	494						
17	piece	Ballpen, ordinary, BLUE	1,267						
18	piece	Ballpen, ordinary, RED	221						
19	piece	Ballpen, sign pen, BLACK	367						
20	piece	Ballpen, sign pen, BLUE	1,071						
21	piece	Ballpen, sign pen, RED	67						
22	piece	Ballpen, sign pen, GREEN	48						
23	piece	Ballpen, fixon erasable Rollerball Pens-0.4mm	30						
24	piece	Ballpen, roller ballpen, ultra fine,.04, BLACK	12						
25	piece	Ballpen, roller ballpen, ultra fine,.04, REFILL, BLACK	36						
26	piece	Ballpen, roller ballpen, ultra fine,.04, BLUE	22						
27	piece	Ballpen, roller ballpen, ultra fine,.04, REFILL, BLUE	94						
28	piece	Ballpen sign pen, liquid/gel ink, 0.5mm needle tip with non-slip	132						
29	piece	Ballpen, sign pen, 0.7mm needle BLUE	44						
30	piece	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip grip, BLUE	25						
31	piece	Ballpen sign pen, liquid/gel ink, 1.0mm needle tip with non-slip	35						
32	piece	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL, BLACK	20						
33	piece	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL, BLUE	105						
34	piece	G-tech, C4 pen blue	40						
35	pack	Battery, dry cell, size AA (2 pcs/pack)	134						



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)
36	pack	Battery, dry cell, size AAA (2 pcs/pack)	151						
37	pack	Battery, 9V 6L.F22 (heavy duty)	4						
38	box	Binder Clip, backfold 3/4" (19mm) (12's/box)	180						
39	box	Binder Clip, backfold 1" (25mm) (12's/box)	201						
40	box	Binder Clip, backfold 1 1/4" (32mm) (12's/box)	173						
41	box	Binder Clip, backfold 1 5/8" (41mm) (12's/box)	104						
42	box	Binder Clip, backfold 2" (51mm) (12's/box)	195						
43	piece	Calculator, 12 digits, 2 way-power	35						
44	piece	Calculator, scientific	5						
45	piece	Cartolina, assorted colors	105						
46	piece	Cartolina, assorted white	10						
47	piece	Certificate holder, A4 (Royal Blue)	54						
48	piece	Certificate holder, A4 (Blue)	140						
49	piece	Certificate holder, A4	195						
50	piece	Certificate holder, legal (Red)	10						
51	piece	Certificate holder, legal (Blue)	60						
52	piece	Certificate holder, legal	50						
53	piece	Certificate holder, short	20						
54	piece	Certificate holder, short royal blue	50						
55	piece	Certificate Frame short	15						
56	piece	Certificate holder, A4 Wood Frame (picture frame)	30						
57	piece	Clear adhesive tape	5						
58	piece	Clear Book Refillable	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)
1	2	3	4	5	6	7	8	9	10
59	piece	Clear book Legal	5						
60	pack	Cold laminating film	2						
61	piece	Correction Tape 5mm x 10m	631						
62	piece	Columnar Book (24 Columns)	50						
63	piece	Cork board bulletin board 4x4	1						
64	piece	Cork board with frame 2' x 3'	1						
65	piece	Cork board with frame 2' x 15'	2						
66	piece	Cork board with frame 10' x 12'	1						
67	piece	Cork Board with frame, 30x 40 cm	4						
68	box	Cork pin/Push pin 50s	12						
69	piece	Cork Sheet Roll 2x8ft, 2mm thick	2						
70	piece	Cutter, Heavy duty, 18mm	5						
71	piece	Cutter, Heavy duty, 18mm, refill	3						
72	piece	Cutter, heavy duty, plastic molded body, for office use	33						
73	piece	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	9						
74	piece	C2S Board 300gms (8.5x13)	150						
75	piece	Data file box, legal, BLUE	344						
76		Data file box, legal, BLACK	4						
77	piece	Data file box, legal, DARK BLUE	5						
78	piece	Data file box, legal, GREEN	46						
79	piece	Data file box, legal, RED	7						
80	piece	Data file box, legal, YELLOW	5						
81	piece	Data file box, legal, NAVY BLUE	15						
82	piece	Data file box, legal,	15						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
83	piece	Dater Stamp, 5mm, 12 Years (2022-2033)	44						
84	piece	Dating & Stamping Machine, heavy duty, Self-inking stamp, fo	15						
85	unit	Double sided magnetic whiteboard (25x35cm)	2						
86	piece	Duct Tape	7						
87	piece	Envelope, Brown, 200 lbs, A4	633						
88	piece	Envelope, Brown, 200 lbs, Legal	6,111						
89	piece	Envelope, EXPANDING, with garter, legal, KRAFT	496						
90	piece	Envelope, EXPANDING, with garter, legal, BLUE	210						
91		Envelope, EXPANDING, with garter, legal,	20						
92	piece	Envelope, EXPANDING, with garter, legal, GREEN	26						
93	piece	Envelope, EXPANDING, with garter, legal, RED	12						
94	piece	Envelope, EXPANDING, with garter, legal, HARD PLASTIC	6						
95	piece	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, BROWN	15						
96	piece	Envelope, EXPANDING, with garter, legal, HARD PLASTIC, PURPLE	10						
97	box	Envelope, MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	20						
98	piece	Eraser, blackboard/whiteboard	253						
99	piece	Eraser, for pencil/draft writing, plastic/rubber, rectangular	67						
100	piece	Extension wire with 3-4 Universal Outlets	2						
101	piece	Extension cord 4 gang set w/universal outlet and switch	6						

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)
102	piece	Frixion erasable rollerball pens - 0.4, Blue	16						
103	piece	Frixion erasable rollerball pens - 0.4, Black	4						
104	set	File tab divider, legal	37						
105	piece	File Desk Organizer Metal, 3 layer	3						
106	piece	Folder, white, pre-punched, 14 points, A4	890						
107	piece	Folder, white, pre-punched, 14 points, legal	2,226						
108	piece	Folder, Long Golden Yellow	50						
109	piece	Folder, expandable, pressboard, legal, BLUE	345						
110	piece	Folder, expandable, pressboard, legal, GREEN	238						
111	piece	Folder, expandable, pressboard, legal, WHITE	50						
112	piece	Folder, expandable, pressboard, legal, RED	59						
113	piece	Folder, sliding, plastic transparent, A4	6						
114	piece	Folder, sliding, plastic transparent, A5	6						
115	piece	Glue all purpose in jar w/ applicator, 200 gms	38						
116	piece	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, big	10						
117	piece	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, small	5						
118	piece	Glue stick, big	141						
119	piece	Glue stick, small	104						
120	piece	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	215						
121	piece	Highlighter, neon GREEN	103						
122	piece	Highlighter, neon ORANGE	80						

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)
123	piece	Highlighter, neon PINK	79						
124	piece	Highlighter, neon YELLOW	143						
125	piece	Highlighter, neon colors	25						
126	piece	Hi-Teckpoint V10 Grip Blue	12						
127	box	Index tab, self-adhesive, 3 colors/set	77						
128		Index tab, self-adhesive, 3 set (white color)	10						
129	box	Transparent Florescent Index Tabs Flags Sticky (any color)	10						
130	roll	Laminating Film 4 inches x 50 meters 250 micron	6						
131	roll	Laminating Film 12 inches x 50 meters 250 micron	1						
132	piece	Marking pen, water resistant, permanent marker, BLACK, broad	173						
133	piece	Marking pen, water resistant, permanent marker, BLUE, broad	85						
134	piece	Marking pen, water resistant, permanent marker, RED, broad	5						
135	piece	Marking pen, water resistant, permanent marker, BLACK, fine	150						
136	piece	Marking pen, water resistant, permanent marker, BLUE, fine	68						
137	piece	Marking pen, water resistant, permanent marker, RED, fine	32						
138	piece	Marking Pen, for whiteboard, felt tip, BLACK	598						
139	piece	Marking Pen, for whiteboard, felt tip, BLUE	417						
140	piece	Marking Pen, for whiteboard, felt tip, RED	79						

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)
141	piece	Marking Pen REFILL Ink for whiteboard, felt tip black, 30 ml	93						
142	piece	Marking Pen REFILL Ink for whiteboard, felt tip blue, 30 ml	75						
143	piece	Marking Pen REFILL Ink for permanent ink black, 30 ml	5						
144	box	Paper Clip Vinyl Coated small (33 mm)	192						
145	box	Paper Clip Vinyl Coated, jumbo (50mm)	213						
146	box	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	173						
147	ream	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	40						
148	ream	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	20						
149	ream	Paper, copier paper, subs. 20, 70gsm, A4 (8.27x11.69)	680						
150	ream	Paper, copier paper, subs. 20, 70gsm, A3 (8.27x11.69)	74						
151	ream	Paper, copier paper, subs. 20, 70gsm, LETTER (8.27x11.69)	89						
152	ream	Paper, copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	1,294						
153	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x11.69)	853						
154	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	1,147						
155	ream	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	85						
156	piece	Pencil #2 (fine, exact point, soft, non-smudge eraser)	682						
157	piece	Pencil Sharpener, HD, single cutterhead, one hole guide	18						
158	piece	Paper, Parchment, LONG (9x12), 160 gsm	250						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
159	box	Paper, Parchment, LEGAL (8.5 x13)	1						
160	pack	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (glossy)	27						
161	pack	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack (matte)	3						
162	pack	Paper, Sticker, white long, inkjet friendly, 10 sheets/pack	13						
163	pack	Paper, Sticker, white A4, inkjet friendly, 10 sheets/pack	133						
164	pack	Paper, Photo, A4 dual sided (220 GSM), 20sheets/pack, glossy	47						
165	pack	Paper, Photo, A4 dual sided (220 GSM), 20sheets/pack, matte	5						
166	pack	Paper, Photo, A4 dual sided (220 GSM), 20sheets/pack	9						
167	pack	Paper, photo, inkjet glossy A4 (100 sheets/pack)	5						
168	piece	Paper, Vellum, SHORT, White (for Report Card)	370						
169	pack	Paper, Vellum, 220 gsm, LONG, Pale Cream (for Certificates)	170						
170	pack	Paper, Vellum, 220 gsm, LONG, White	20						
171	pack	Paper, Vellum, 220 gsm, SHORT, White (for Certificates)	170						
172	piece	Paper Tray, 3 layers, steel	7						
173	piece	Philippine flag, standard size, cotton	13						
174	piece	ASEAN flag, standard size, cotton (different countries and ASEAN)	11						
175	piece	Pre-cut Plastic cover Long	5						
176	piece	Puncher Heavy duty with gauge, 2 hole guide	36						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
177	piece	Puncher with adjustable 3 hole punch, 7 mm (9/32" holes), max cap. 30 sheets	12						
178	box	Push Pin	27						
179	box	PVC Cover 200mic (plastic cover), A4	9						
180	box	PVC Cover 200mic (plastic cover), long	18						
181	piece	Receive Stamp	2						
182	piece	Record Book 200 pages w/ printed "Official Record Book"	74						
183	piece	Record Book 300 pages w/ printed "Official Record Book"	118						
184	piece	Record Book 500 pages w/ printed "Official Record Book"	125						
185	piece	Ring Binder (1/2" x 44") Plastic, BLACK	138						
186	piece	Ring Binder (3/4" x 44") Plastic, BLACK	146						
187	piece	Ring Binder (1 x 44") Plastic, BLACK	140						
188	piece	Ring Binder (1 1/2" x 44") Plastic, BLACK	143						
189	box	Rubber band jumbo, all purpose, transparent, size 18	29						
190	piece	Ruler Plastic 12"	92						
191	piece	Ruler Plastic 18"	49						
192	piece	Sliding Folder, Legal, with side clip	50						
193	piece	Scissors, Stainless steel, 7"	2						
194	piece	Scissors, symmetrical, 215mm min. Overall length, for office use	6						
195	piece	Scissors, symmetrical, 158mm min. Overall length, for office use	128						
196	pack	Specialty paper (10"s) 220 gsm, A4, White	8						



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)
197	pack	Specialty paper (10"s) 220 gsm, A4, Cream	7						
198	pack	Specialty paper (10's), 220 gsm, LONG, White	25						
199	pack	Specialty paper (10's), 220 gsm, SHORT, White	33						
200	pack	Specialty paper (10's), 220 gsm, SHORT, Beige	25						
201	pack	Specialty paper (10's), 220 gsm, LONG, Cream	7						
202	pack	Specialty paper (10's) (board), 220 gsm, LONG, White	316						
203	pack	Specialty paper (10's) (board), 220 gsm, LONG, Cream	19						
204	pack	Specialty paper (10's) (board), 220 gsm, SHORT, Cream	7						
205	pack	Specialty paper (10's) (board), 220 gsm, SHORT, White	15						
206	pack	Specialty paper (10's) (board), 220 gsm, A4, White	139						
207	bottle	Stamp Pad Ink, violet, 50ml w/ applicator	81						
208	bottle	Stamp Pad Ink, GREEN, 50ml w/ applicator	5						
209	piece	Stamp Pad, clear stamp, felt, No. 2	54						
210		Stamp Pad, clear stamp, felt, No. 3	3						
211	piece	Staple Remover, plier type, metal	68						
212	box	Staple Wire, No.35, standard 267/6, 5000s/box	244						
213	piece	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	135						
214	pack	Sticky Notes, 0.6 x 2 Inches, Small Size	15						
215	piece	Sticky Notes Flag Tabs: self-adhesive, transparent, fluorescent, writable, repastable (200 sheets)	10						
216	pad	Sticky Note, 3 x1/2"	4						
217	pad	Notepad, A5, Spiral, Lined	10						
218	pad	Notepad, 6x2 small size yellow	6						
219	pad	Note pad, stick on, 3x2 (Yellow)	102						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
220	pad	Note pad, stick on, 3x2 (Pink)	18						
221	pad	Note pad, stick on, 3x2 (Blue)	6						
222	pad	Note pad, stick on, 3x2 (Light Blue)	41						
223	pad	Note pad, stick on, 3x2 (Assorted Colors)	51						
224	pad	Note pad, stick on, 3x3 (Yellow)	16						
225	pad	Note pad, stick on, 3x3 (Pink)	9						
226	pad	Note pad, stick on, 3x3 (Light Pink)	35						
227	pad	Note pad, stick on, 3x3 (Blue)	13						
228	pad	Note pad, stick on, 3x3 (Green)	10						
229	pad	Note pad, stick on, 3x3 (Orange)	5						
230	pad	Note pad, stick on, 3x3 (Assorted Colors)	50						
231	pad	Note pad, stick on, 3x3 with 5 colors	6						
232	pad	Note pad, stick on, 3x4 (Yellow)	18						
233	pad	Note pad, stick on, 3x4 (Pink)	15						
234	pad	Note pad, stick on, 3x4 (Blue)	18						
235	pad	Note pad, stick on, 3x4 (Green)	8						
236	pad	Note pad, stick on, 3x4 (Assorted Colors)	27						
237	pad	Note pad, stick on, 3x4 (Yellow)	10						
238	pad	Note pad, stick on, 3x5 (Assorted Colors)	8						
239	pad	Note pad, stick on, 3x5 (Yellow)	5						
240	pad	Note pad, stick on, 4x4 (Assorted Colors)	12						
241	pad	Note pad, stick on, 4x4 (pink)	10						
242	roll	Tape, double sided, 1' width usable length 10m	76						
243	roll	Tape, double sided, 2' width usable length 10m	2						
244	piece	Tape dispenser, high quality, heavy duty	12						
245	roll	Tape, masking, 12mm (1/2") width, usable length of 50m	23						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
246	roll	Tape, masking, 24mm (1") width, usable length of 50m	134						
247	roll	Tape, masking, 48mm (2") width, usable length of 50m	100						
248	piece	Tape, packing, 24mm (1") width, usable length of 50m	13						
249	piece	Tape, packing, 48mm (2") width, usable length of 50m	20						
250	roll	Tape, transparent, 24mm (1") width, usable length of 50m	169						
251	roll	Tape, transparent, 48mm (2") width, usable length of 50m	143						
252	box	Thumbtacks	58						
253	unit	A3 laminator, Heavy duty	1						
254	piece	Sliding Cutter Heavy Duty A4 and A3 size for vinyl cardboard paper	1						
255	piece	File Organizer Box Desk Vertical Expanding File Folder Plastic 24 Pockets, black Accordion Legal size, Long Folder	6						
256	piece	Desk Pen Holder Multifunctional Stationery Box with tape dispenser (acrylic, 168 x 127 x 80mm, white/transparent)	8						
257	piece	Large Mouse pad with Stitched Edges Anti-Fray Cloth Waterproof, Non-Slip Portable Rubber Base LED Light 80x30cm	5						
258	piece	Floating Premium Acrylic Wall Display Frame (24x28 inches-sheets)	6						
259	piece	Three layers File Tray Acrylic Organizer Office files	3						
260	piece	Key holder 4 hooks, wall mounted, made of fine solid woods	5						
261	piece	Plastic Key Chain Tags ID label (10 pcs)	3						

Item	Unit of Measure	Brief Description	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	2	3	4	5	6	7	8	9	10
262	piece	Vinyl inkjet sticker, water-proof, A4, glossy, 20 sheets	1						
263	pack	100 Sheets morandi colorful boxed sticky notes solid color waterproof index	24						
264	piece	White board, wall mount 3x5 ft	1						
265	piece	Writing board with clip, long, blue	7						
266	piece	Whiteboard with Aluminum Frame 4' x 8'	2						
267	piece	Whiteboard eraser	1						
268	piece	White Board 4 x 6	3						
<b>TOTAL</b>									

Name: \_\_\_\_\_

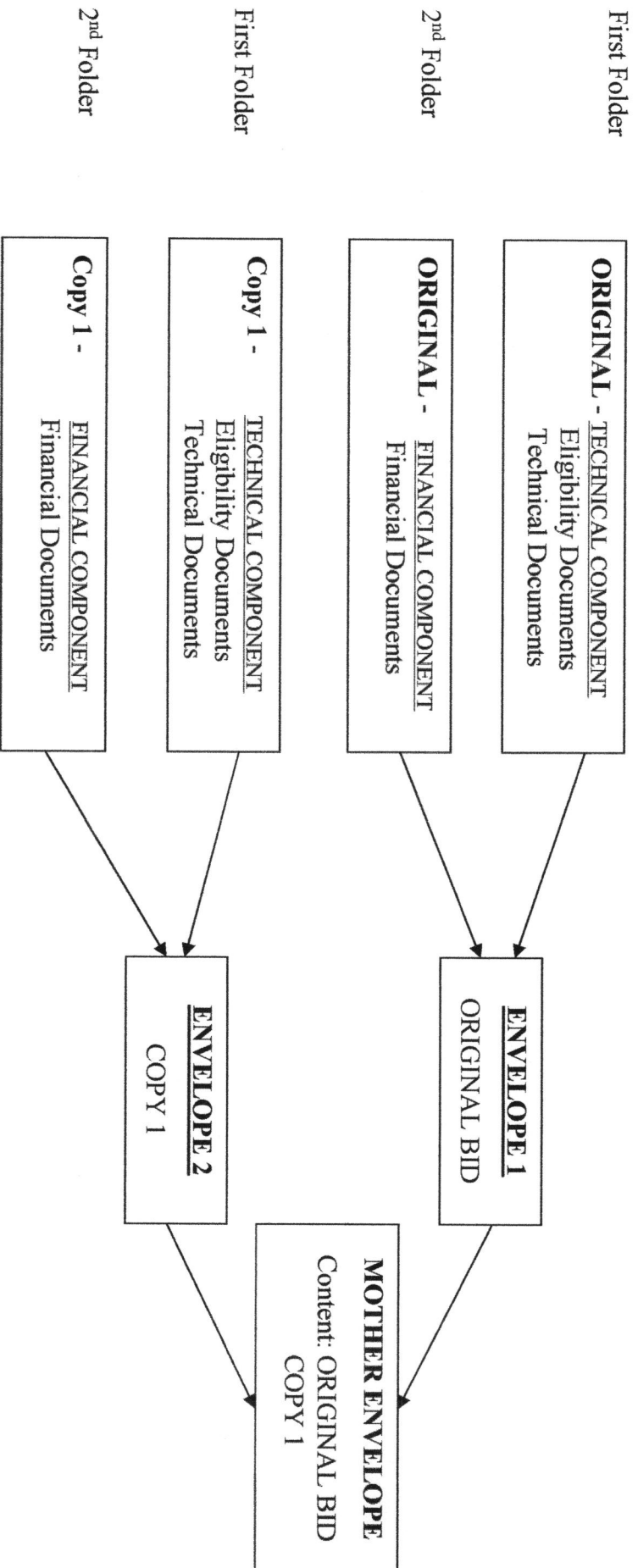
Legal Capacity: \_\_\_\_\_

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**

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

**Mother Envelope**

<b>BIDDER'S NAME AND ADDRESS</b>  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.**

