



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS

Procurement of Office and Janitorial Supplies

**With Approved Budget for the Contract (ABC) of
Php1,237,181.65
(Project ID No.: GDS-2024-032)**

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

INVITATION TO BID FOR

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

1. The CATANDUANES STATE UNIVERSITY, through the *GAA and SBUI 2024* intends to apply the sum of *One Million Two Hundred Thirty Seven Thousand One Hundred Eighty One Pesos & 65/100 (Php1,237,181.65)*, being the ABC to payments under the contract for the “*Procurement of Office and Janitorial Supplies*” (Project ID No. GDS-2024-032). 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 three (3) 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 and inspect the Bidding Documents at the address given below during 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 28-December 17, 2024** 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 (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

Payment shall be made directly to the CatSU Cashiering Services or thru deposit to CatSU LBP Account. 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 5, 2024 3:00pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **December 17, 2024 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 17, 2024 at 2:15pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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

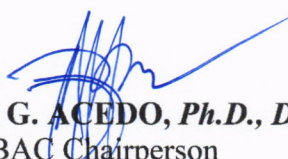
10. The Catanduanes State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the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

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

12. You may visit the following websites:

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

27 November 2024


GEMMA G. ACEDO, Ph.D., DIT
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Procurement of Office and Janitorial Supplies**, with identification number **GDS-2024-032**.

The Procurement Project (referred to herein as “Project”) is composed of **two hundred forty six (246) 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 **One Million Two Hundred Thirty Seven Thousand One Hundred Eighty One Pesos & 65/100 (Php1,237,181.65)**.

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

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **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 **three (3) 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:
- a. **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 follows:

Option 1 – 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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Supply and Delivery of Office and Janitorial Supplies; b. The bidder must have completed within three (3) years prior to the deadline for the submission and receipt of bids a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP CatSU, Virac, Catanduanes or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php24,743.63 (2% of the ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less Php61,859.08 (5% of the ABC) if bid security is in Surety Bond.
15	<p>Each Bidder shall submit Three (3) copies (1 Original Copy, Copy 1 and 2) of the first and second components of its bid, enclosed in one mother envelope. Each set should be properly sealed with signed and should be properly fastened with tabbing for each requirement.</p> <p><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></p>
19.2	Partial bids are not allowed.
19.3	The descriptions of the items are indicated in Section VII (Technical Specifications) with an ABC of Php1,237,181.65. The NFCC must be sufficient for the total of the ABC.
20.2	No further instructions.
21.1	No further instructions.

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of the Contract

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

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

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

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

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

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

Packaging –

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

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

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

Name of the Procuring Entity:

Name of the Supplier:

Contract Description:

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

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

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

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

Section VI. Schedule of Requirements

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	Unit of Measure	Quantity	Delivered, Weeks/Months
OFFICE SUPPLIES				Within 30 calendar days upon receipt of the Notice to Proceed
1	Acetate cover, gauge 6	roll	2	
2	Arc file folder, 3 hole, LD300, 2" Long, Blue	piece	26	
3	Arc file folder, 3 hole, LD300, 2" Long, Green	piece	46	
4	Arc file folder, 3 hole, LD300, 3" Long, Black	piece	5	
5	Arc file folder, 3 hole, LD300, 3" Long, Blue	piece	132	
6	Arc file folder, 3 hole, LD300, 3" Long, Green	piece	65	
7	Ballpen, Ordinary, BLACK	piece	116	
8	Ballpen, Ordinary, BLUE	piece	491	
9	Ballpen, Ordinary, RED	piece	126	
10	Ballpen, roller ballpen, ultra fine, .04, BLACK	piece	29	
11	Ballpen, roller ballpen, ultra fine, .04, BLUE	piece	5	
12	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK	piece	5	
13	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE	piece	5	
14	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE	piece	15	
15	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN	piece	5	
16	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK	piece	72	
17	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE	piece	307	
18	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN	piece	5	
19	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED	piece	6	
20	Battery size, alkaline, C dry cell 2pcs/pack	pack	35	
21	Battery size, dry cell size AA 2pcs/pack	pack	33	
22	Battery size, dry cell size AAA 2pcs/pack	pack	73	
23	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)	box	62	

24	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)	box	30
25	Binder Clip, backfold 1" (25mm) (12s/bx)	box	63
26	Binder Clip, backfold 2" (51mm) (12s/bx)	box	57
27	Binder Clip, backfold 3/4" (19mm) (12s/bx)	box	63
28	Calculator, 12 digits, 2-way power	piece	11
29	Cartolina (Assorted)	piece	80
30	Certificate frame, 8.5 x 11", acrylic (Black Border)	piece	6
31	Certificate holder, A4, Royal Blue	piece	65
32	Certificate holder, A4,Blue	piece	35
33	Certificate holder, Legal, Royal Blue	piece	50
34	Certificate holder, Short, Royal Blue	piece	50
35	Certificate holder, Legal, Blue	piece	10
36	Certificate holder, Legal, Red	piece	15
37	Cork board with frame, 10' X 12'	piece	1
38	Cork board with frame, 3x4	piece	1
39	Cork pin/push pin 50s	box	14
40	Correction Tape 5mm x 10m	piece	282
41	Cutter Big, Ordinary	piece	1
42	Cutter, heavy duty, plastic molded body, for office use	piece	6
43	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	piece	2
44	Data file box, legal, BLUE	piece	104
45	Data file box, legal, RED	piece	1
46	Data file box, legal, GREEN	piece	50
47	Dater Stamp 5mm 12years (2024-2027)	piece	3
48	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color	piece	2
49	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"	piece	15
50	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack	packs	10
51	Envelope Brown, 200 lbs. A4	piece	125
52	Envelope Brown, 200 lbs. Legal	piece	250
53	Envelope, EXPANDING, hard plastic, legal	piece	5
54	Envelope, EXPANDING, with garter, hard plastic legal	piece	40
55	Envelope, EXPANDING, with garter, legal, KRAFT	piece	35

56	Envelope, EXPANDING, with garter, legal, BLUE	piece	27
57	Envelope, EXPANDING, with garter, legal, GREEN	piece	10
58	Envelope, EXPANDING, with garter, legal, RED	piece	10
59	Envelope. MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	box	2
60	Eraser, Blackboard/whiteboard	piece	24
61	Eraser, for pencil/draft writing, plastic/rubber, rectangular	piece	15
62	FILE BOX, Magfile closed horizontal, Legal, BLUE	piece	5
63	File Tab Divider, Legal	set	10
64	Folder, EXPANDABLE, pressboard, legal, BLUE	piece	140
65	Folder, EXPANDABLE, pressboard, legal, GREEN	piece	150
66	Folder, EXPANDABLE, pressboard, legal, WHITE	piece	10
67	Folder, white, pre-punched. 14 points, A4	piece	165
68	Folder, white, pre-punched. 14 points, legal	piece	477
69	Folder, white, pre-punched. 14 points, short	piece	10
70	Frixion erasable rollerball pens- 0.4mm BLACK	piece	5
71	Frixion erasable rollerball pens- 0.4mm BLUE	piece	17
72	Glue all purpose in jar w/ applicator, 200gms	piece	17
73	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	piece	6
74	Glue Stick Big	piece	84
75	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	piece	23
76	GUN TACKER with Staple Wire	piece	2
77	Heavy Duty Bookbinding stapler 240	piece	1
78	Highlighter, neon colors	piece	4
79	Highlighter, neon GREEN	piece	31
80	Highlighter, neon ORANGE	piece	31
81	Highlighter, neon PINK	piece	16
82	Highlighter, neon YELLOW	piece	16
83	Index tab, self-adhesive, 3 colors/set	box	8
84	Lithium battery 18650 (6800mAh)	piece	4
85	Magnetic whiteboard, 120x90cm, with aluminum frame	piece	10
86	Magnetic white board, 36 inches x 36 inches, with aluminum frame	unit	1

87	Magnetic white board, 48 inches x 36 inches, with aluminum frame	unit	1
88	Marking pen REFILL ink for whiteboard, black, 30 ml	piece	3
89	Marking pen, for whiteboard, felt tip, BLACK	piece	117
90	Marking pen, for whiteboard, felt tip, BLUE	piece	70
91	Marking pen, PERMANENT, water resistant, BROAD, BLACK	piece	49
92	Marking pen, PERMANENT, water resistant, BROAD, BLUE	piece	38
93	Marking pen, PERMANENT, water resistant, BROAD, RED	piece	1
94	Marking pen, PERMANENT, water resistant, FINE, BLACK	piece	6
95	Marking pen, PERMANENT, water resistant, FINE, BLUE	piece	12
96	Note pad, stick on, 3x2 assorted colors	pad	6
97	Note pad, stick on, 3x2 BLUE	pad	2
98	Note pad, stick on, 3x2 PINK	pad	35
99	Note pad, stick on, 3x2 Yellow	pad	8
100	Note pad, stick on, 3x3 assorted colors	pad	6
101	Note pad, stick on, 3x3 BLUE	pad	46
102	Note pad, stick on, 3x4 assorted colors	pad	6
103	Note pad, stick on, 3x4 GREEN	pad	5
104	Note pad, stick on, 3x4 NEON GREEN	pad	1
105	Note pad, stick on, 3x4 YELLOW	pad	30
106	Paper Clip Vinyl Coated Jumbo (50mm)	box	96
107	Paper Clip Vinyl Coated Small (33mm)	box	82
108	Paper Cutter, 3 way rotary, A4/A3, heavy duty	piece	2
109	Paper fastener, plastic colored, 70mm (2-3/4") centers, 50mm capacity	box	29
110	Paper tray, 3 layers, steel	set	18
111	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	ream	6
112	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	ream	2
113	Paper, copier paper, subs. 20, 70 gsm, A3 (297x420mm)	ream	1
114	Paper, Multi-purpose paper, subs. 20, 70 gsm, white A4 (8.27 x 11.69)	ream	16

115	Paper, Multi-purpose paper, subs. 20, 70 gsm, white LEGAL (8.5 X 13)	ream	171
116	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	ream	394
117	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	ream	580
118	Paper, Multi-purpose paper, subs. 24, 80 gsm, white SHORT (8.5 x 11)	ream	5
119	Paper, parchment, Letter (8.5" x 11")	box	2
120	Paper, photo, A4, Dual sided (220GSM) 20sheets/pack, glossy	pack	18
121	Paper, sticker (Glossy) white, A4, inkjet friendly, 10 sheets/pack	pack	11
122	Paper, sticker (Glossy) white, long, inkjet friendly, 10 sheets/pack	pack	15
123	Paper, sticker, white, long, inkjet friendly, 10 sheets/pack	pack	5
124	Paper, Vellum (for certificates) 220gsm, LONG (pale cream)	pack	35
125	Paper, Vellum (for certificates) 220gsm, SHORT (pale cream)	pack	20
126	Paper, Vellum (for certificates) 220gsm, SHORT (WHITE)	pack	15
127	Pencil #1 (fine, exact point, soft, non-smudge eraser)	piece	15
128	Pencil #2 (fine, exact point, soft, non-smudge eraser)	piece	354
129	Pencil Sharpener, HD, single cutter head, one hole guide	piece	4
130	Philippine flag standard size, cotton	piece	1
131	Puncher, Adjustable 3-hole, Heavy duty, 30 sheets punch capacity, 7mm size hole, w/metal gauge scale	piece	10
132	Puncher, heavy duty with gauge, 2 hole guide	piece	6
133	PVC Cover 200mic (plastic cover) A4	box	5
134	PVC Cover 200mic (plastic cover) long	box	8
135	Record Book 200/pages w/printed "Official Record Book"	piece	13
136	Record Book 300/pages w/printed "Official Record Book"	piece	32

137	Record Book 500/pages w/printed "Official Record Book"	piece	36
138	Ring binder (1 1/2 x44") plastic, black	piece	52
139	Ring binder (1" x44") plastic, black	piece	56
140	Ring binder (1/2" x44") plastic, black	piece	72
141	Ring binder (2" x44") plastic, black	piece	5
142	Ring binder (3/4" x44") plastic, black	piece	52
143	Rubber band jumbo, all purpose, transparent, size 18	box	1
144	Ruler Plastic 12"	piece	12
145	Ruler Plastic 18"	piece	5
146	Scissors, symmetrical, 158mm min. Overall length, for office use	piece	36
147	Specialty Paper, (10's) (board), 220 gsm, A4 WHITE	pack	50
148	Specialty Paper, (10's) (board), 220 gsm, LONG WHITE	pack	113
149	Specialty Paper, 200 gsm, SHORT	pack	10
150	Stamp Pad Ink, green 50ml w/ applicator	piece	25
151	Stamp Pad Ink, violet 50ml w/ applicator	piece	10
152	Stamp Pad, clear stamp, felt, No.2	piece	19
153	Stamp Pad, clear stamp, felt, No.3	piece	2
154	Staple wire for bookbinding	box	3
155	Staple Wire, No. 35, standard 267/6, 5000/box	box	50
156	Stapler Remover, plier type, metal	piece	18
157	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	piece	27
158	Sticky note pad 3x2	pad	1
159	Sticky note pad 3x5	pad	1
160	Tape masking, 12mm (1/2") width, usable length of 50m	piece	10
161	Tape masking, 24mm (1") width, usable length of 50m	piece	55
162	Tape masking, 48mm (2") width, usable length of 50m	piece	47
163	Tape packing, 24mm (1") width, usable length of 50m	piece	19
164	Tape packing, 48mm (2") width, usable length of 50m	piece	10
165	Tape transparent, 24mm (1") width, usable length of 50m	piece	38

166	Tape transparent, 48mm (2") width, usable length of 50m	piece	31	Within 30 calendar days upon receipt of the Notice to Proceed	
167	Tape, double sided, 1" width, usable length 10m	piece	50		
168	Tape, double sided, 1" width, usable length 50m	piece	10		
169	Tape, Duct	piece	1		
170	Thumbtacks	box	10		
171	White Velum Board paper A4 (100 sheets)	pack	1		
JANITORIAL SUPPLIES					
172	Air Freshener, aerosol, 320 ml, Lavender scent	bottle	1		
173	Air Freshener, aerosol, 320 ml, Lemon scent	bottle	8		
174	Air Freshener, gel type, big, Lavender scent	can	1		
175	Air Freshener, gel type, big, Lemon scent	can	5		
176	Alcohol (70% isopropyl) 500ml, scented	bottle	2		
177	Alcohol (70% isopropyl) 1 gallon, scented	gallon	14		
178	Alcohol bottle sprayer, refillable, plastic 250 ml	bottle	2		
179	Alcohol dispenser sprayer, 300 ml	piece	30		
180	Basin (small)	piece	2		
181	Basin (Big)	piece	2		
182	Bath soap, germicidal, 130g	piece	7		
183	Bathroom tissue, 3 ply, 10 rolls per pack	pack	6		
184	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml	bottle	52		
185	Broom soft (tambo) derecho, standard	piece	77		
186	Broom stick (walis tingting)	piece	47		
187	Chlorine granules, 70%, 40kg/drum	drum	2		
188	Deodorant cake, 50g, with cover	piece	10		
189	Dipper (tabo)	piece	6		
190	Disinfectant spray, hospital grade, surfae disinfectant, areosol, 340g	can	32		
191	Diswashing foam/scrub	piece	27		
192	Diswashing liquid, 1L, Lemon	bottle	32		
193	Diswashing liquid, 1L, Assorted scent	bottle	5		
194	Doormat, rectangle	piece	12		
195	Dust pan, non-rigid plastic, large	piece	6		
196	Fabric conditioner, 1L	bottle	2		
197	Facemask, surgical, 3 ply, earloop (FDA	box	5		
198	Floorbrush with retractable handle, 10" Plastic	piece	8		

199	Floorwax, liquid type, for all types of floor, emulsion type	gallon	2
200	Flower Plastic Pot, 11.5"H x 10"W white	piece	12
201	Garbage bag, black, large 10's	piece	10
202	Glass and multi-surface cleanser, 250 ml with spray	bottle	35
203	Glass Wiper	piece	5
204	Anti-Static Gloves, Non-Slip ESD Gloves	pair	3
205	Gloves, cotton with rubber, Large (for construction)	pair	44
206	Gloves, cotton with rubber, Medium (for construction)	pair	44
207	Gloves, rubber, Large (for janitorial)	pair	32
208	Gloves, rubber, Medium (for janitorial)	pair	30
209	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Apple scent)	bottle	20
210	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Lemon scent)	bottle	4
211	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (assorted scent)	bottle	6
212	Liquid Detergent, 1kg, Lemon	bottle	3
213	Liquid Detergent, 1kg, assorted scent	bottle	5
214	Liquid sosa, 1 liter	bottle	13
215	Mop bucket, heavy duty, hard plastic	unit	11
216	Mop handle, screw type, heavy duty, wooden handle	piece	28
217	Mop head, 100% rayon, 400 gms	piece	29
218	Multi-insect killer, 500 ml, solvent based, aerosol	can	18
219	Multi-purpose cleaner, liquid, classic, anti microbial for toilet and floors, 1L	bottle	22
220	Muriatic Acid, household use, hydrochloric acid-15%	gallon	11
221	Pail, big	piece	14
222	Pail big, 16 liters capacity with cover	piece	2
223	Portable mini mop (for glass cleaning)	unit	10
224	Powder Detergent, 1kg	kg	80
225	Powder Detergent, 3.6kg	piece	3
226	Push brush with handle, 10" x 42, heavy duty. Plastic, hard bristle	piece	1
227	Rags, all cotton, 7" diameter	kg	53
228	Spin Tornado Mop with Spinner and Bucket, 360°	unit	2

229	Spin Tornado Mop with Bucket 360° rotating mop head with stainless steel basket, dispenser, mop handle holder, big wheels retracting handle, water outlet	unit	3	
230	Scouring pad, economy size, 140mmx22mm, green, 5pcs/pack	pack	2	
231	Toilet Bowl & Urinal Cleaner, 100ml	bottle	42	
232	Toilet brush, heavy duty, with holder	piece	39	
233	Toilet deodorant cake with holder, 50g, assorted scent	piece	35	
234	Toilet deodorant cake with holder, 100g, Lemon	piece	18	
235	Toilet pump with holder	piece	17	
236	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Medium	roll	5	
237	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Large	roll	173	
238	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XL	roll	44	
239	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XXL	roll	18	
240	Trash bag, plastic, black, (15x15x37), 100's (10 pcs per roll), heavy duty	roll	1	
241	Turbo Mop Cleaner (Heavy Duty)	pcs	2	
242	Ultra thick bleach toilet cleaner classic 500ml bottle, removes stains, prevents limescale, disinfectant	bottle	6	
243	Wastebasket, non-rigid plastic, 9.75 liters	piece	2	
244	Water dispenser container, round, blue 5gallon	piece	1	
245	Water hose pipe, 1/2 diameter 15 meter with hose connector	set	2	
246	Window squeegee cleaner with extension pole; micro fiber, alloy, rubber; 120-180cm (Length)	piece	1	

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.] Please state the brand and model being offered</i>
Office Supplies and Janitorial Supplies		
1	Acetate cover, gauge 6	
2	Arc file folder, 3 hole, LD300, 2" Long, Blue	
3	Arc file folder, 3 hole, LD300, 2" Long, Green	
4	Arc file folder, 3 hole, LD300, 3" Long, Black	
5	Arc file folder, 3 hole, LD300, 3" Long, Blue	
6	Arc file folder, 3 hole, LD300, 3" Long, Green	
7	Ballpen, Ordinary, BLACK	
8	Ballpen, Ordinary, BLUE	
9	Ballpen, Ordinary, RED	
10	Ballpen, roller ballpen, ultra fine, .04, BLACK	
11	Ballpen, roller ballpen, ultra fine, .04, BLUE	
12	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK	
13	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE	
14	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE	

Item	Specification	Statement of Compliance
15	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN	
16	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK	
17	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE	
18	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN	
19	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED	
20	Battery size, alkaline, C dry cell 2pcs/pack	
21	Battery size, dry cell size AA 2pcs/pack	
22	Battery size, dry cell size AAA 2pcs/pack	
23	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)	
24	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)	
25	Binder Clip, backfold 1" (25mm) (12s/bx)	
26	Binder Clip, backfold 2" (51mm) (12s/bx)	
27	Binder Clip, backfold 3/4" (19mm) (12s/bx)	
28	Calculator, 12 digits, 2-way power	
29	Cartolina (Assorted)	
30	Certificate frame, 8.5 x 11", acrylic (Black Border)	
31	Certificate holder, A4, Royal Blue	
32	Certificate holder, A4,Blue	
33	Certificate holder, Legal, Royal Blue	
34	Certificate holder, Short, Royal Blue	
35	Certificate holder, Legal, Blue	
36	Certificate holder, Legal, Red	
37	Cork board with frame, 10' X 12'	
38	Cork board with frame, 3x4	
39	Cork pin/push pin 50s	
40	Correction Tape 5mm x 10m	
41	Cutter Big, Ordinary	
42	Cutter, heavy duty, plastic molded body, for office use	
43	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	
44	Data file box, legal, BLUE	
45	Data file box, legal, RED	
46	Data file box, legal, GREEN	
47	Dater Stamp 5mm 12years (2024-2027)	
48	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color	
49	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"	
50	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack	

Item	Specification	Statement of Compliance
51	Envelope Brown, 200 lbs. A4	
52	Envelope Brown, 200 lbs. Legal	
53	Envelope, EXPANDING, hard plastic, legal	
54	Envelope, EXPANDING, with garter, hard plastic legal	
55	Envelope, EXPANDING, with garter, legal, KRAFT	
56	Envelope, EXPANDING, with garter, legal, BLUE	
57	Envelope, EXPANDING, with garter, legal, GREEN	
58	Envelope, EXPANDING, with garter, legal, RED	
59	Envelope. MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	
60	Eraser, Blackboard/whiteboard	
61	Eraser, for pencil/draft writing, plastic/rubber, rectangular	
62	FILE BOX, Magfile closed horizontal, Legal, BLUE	
63	File Tab Divider, Legal	
64	Folder, EXPANDABLE, pressboard, legal, BLUE	
65	Folder, EXPANDABLE, pressboard, legal, GREEN	
66	Folder, EXPANDABLE, pressboard, legal, WHITE	
67	Folder, white, pre-punched. 14 points, A4	
68	Folder, white, pre-punched. 14 points, legal	
69	Folder, white, pre-punched. 14 points, short	
70	Frixion erasable rollerball pens-0.4mm BLACK	
71	Frixion erasable rollerball pens-0.4mm BLUE	
72	Glue all purpose in jar w/ applicator, 200gms	
73	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	
74	Glue Stick Big	
75	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	
76	GUN TACKER with Staple Wire	
77	Heavy Duty Bookbinding stapler 240	
78	Highlighter, neon colors	
79	Highlighter, neon GREEN	
80	Highlighter, neon ORANGE	
81	Highlighter, neon PINK	
82	Highlighter, neon YELLOW	
83	Index tab, self-adhesive, 3 colors/set	
84	Lithium battery 18650 (6800mAh)	
85	Magnetic whiteboard, 120x90cm, with aluminum frame	

Item	Specification	Statement of Compliance
86	Magnetic white board, 36 inches x 36 inches, with aluminum frame	
87	Magnetic white board, 48 inches x 36 inches, with aluminum frame	
88	Marking pen REFILL ink for whiteboard, black, 30 ml	
89	Marking pen, for whiteboard, felt tip, BLACK	
90	Marking pen, for whiteboard, felt tip, BLUE	
91	Marking pen, PERMANENT, water resistant, BROAD, BLACK	
92	Marking pen, PERMANENT, water resistant, BROAD, BLUE	
93	Marking pen, PERMANENT, water resistant, BROAD, RED	
94	Marking pen, PERMANENT, water resistant, FINE, BLACK	
95	Marking pen, PERMANENT, water resistant, FINE, BLUE	
96	Note pad, stick on, 3x2 assorted colors	
97	Note pad, stick on, 3x2 BLUE	
98	Note pad, stick on, 3x2 PINK	
99	Note pad, stick on, 3x2 Yellow	
100	Note pad, stick on, 3x3 assorted colors	
101	Note pad, stick on, 3x3 BLUE	
102	Note pad, stick on, 3x4 assorted colors	
103	Note pad, stick on, 3x4 GREEN	
104	Note pad, stick on, 3x4 NEON GREEN	
105	Note pad, stick on, 3x4 YELLOW	
106	Paper Clip Vinyl Coated Jumbo (50mm)	
107	Paper Clip Vinyl Coated Small (33mm)	
108	Paper Cutter, 3 way rotary, A4/A3, heavy duty	
109	Paper fastener, plastic colored, 70mm (2-3/4") centers, 50mm capacity	
110	Paper tray, 3 layers, steel	
111	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	
112	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	
113	Paper, copier paper, subs. 20, 70 gsm, A3 (297x420mm)	
114	Paper, Multi-purpose paper, subs. 20, 70 gsm, white A4 (8.27 x 11.69)	
115	Paper, Multi-purpose paper, subs. 20, 70 gsm, white LEGAL (8.5 X 13)	
116	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	
117	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	
118	Paper, Multi-purpose paper, subs. 24, 80 gsm, white SHORT (8.5 x 11)	

Item	Specification	Statement of Compliance
119	Paper, parchment, Letter (8.5" x 11")	
120	Paper, photo, A4, Dual sided (220GSM) 20sheets/pack, glossy	
121	Paper, sticker (Glossy) white, A4, inkjet friendly, 10 sheets/pack	
122	Paper, sticker (Glossy) white, long, inkjet friendly, 10 sheets/pack	
123	Paper, sticker, white, long, inkjet friendly, 10 sheets/pack	
124	Paper, Vellum (for certificates) 220gsm, LONG (pale cream)	
125	Paper, Vellum (for certificates) 220gsm, SHORT (pale cream)	
126	Paper, Vellum (for certificates) 220gsm, SHORT (WHITE)	
127	Pencil #1 (fine, exact point, soft, non- smudge eraser)	
128	Pencil #2 (fine, exact point, soft, non- smudge eraser)	
129	Pencil Sharpener, HD, single cutter head, one hole guide	
130	Philippine flag standard size, cotton	
131	Puncher, Adjustable 3-hole, Heavy duty, 30 sheets punch capacity, 7mm size hole, w/metal gauge scale	
132	Puncher, heavy duty with gauge, 2 hole guide	
133	PVC Cover 200mic (plastic cover) A4	
134	PVC Cover 200mic (plastic cover) long	
135	Record Book 200/pages w/printed "Official Record Book"	
136	Record Book 300/pages w/printed "Official Record Book"	
137	Record Book 500/pages w/printed "Official Record Book"	
138	Ring binder (1 1/2 x44") plastic, black	
139	Ring binder (1" x44") plastic, black	
140	Ring binder (1/2" x44") plastic, black	
141	Ring binder (2" x44") plastic, black	
142	Ring binder (3/4" x44") plastic, black	
143	Rubber band jumbo, all purpose, transparent, size 18	
144	Ruler Plastic 12"	
145	Ruler Plastic 18"	
146	Scissors, symmetrical, 158mm min. Overall length, for office use	
147	Specialty Paper, (10's) (board), 220 gsm, A4 WHITE	
148	Specialty Paper, (10's) (board), 220 gsm, LONG WHITE	
149	Specialty Paper, 200 gsm, SHORT	
150	Stamp Pad Ink, green 50ml w/ applicator	
151	Stamp Pad Ink, violet 50ml w/ applicator	

Item	Specification	Statement of Compliance
152	Stamp Pad, clear stamp, felt, No.2	
153	Stamp Pad, clear stamp, felt, No.3	
154	Staple wire for bookbinding	
155	Staple Wire, No. 35, standard 267/6, 5000/box	
156	Stapler Remover, plier type, metal	
157	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	
158	Sticky note pad 3x2	
159	Sticky note pad 3x5	
160	Tape masking, 12mm (1/2") width, usable length of 50m	
161	Tape masking, 24mm (1") width, usable length of 50m	
162	Tape masking, 48mm (2") width, usable length of 50m	
163	Tape packing, 24mm (1") width, usable length of 50m	
164	Tape packing, 48mm (2") width, usable length of 50m	
165	Tape transparent, 24mm (1") width, usable length of 50m	
166	Tape transparent, 48mm (2") width, usable length of 50m	
167	Tape, double sided, 1" width, usable length 10m	
168	Tape, double sided, 1" width, usable length 50m	
169	Tape, Duct	
170	Thumbtacks	
171	White Velum Board paper A4 (100 sheets)	
172	Air Freshener, aerosol, 320 ml, Lavender scent	
173	Air Freshener, aerosol, 320 ml, Lemon scent	
174	Air Freshener, gel type, big, Lavender scent	
175	Air Freshener, gel type, big, Lemon scent	
176	Alcohol (70% isopropyl) 500ml, scented	
177	Alcohol (70% isopropyl) 1 gallon, scented	
178	Alcohol bottle sprayer, refillable, plastic 250 ml	
179	Alcohol dispenser sprayer, 300 ml	
180	Basin (small)	
181	Basin (Big)	
182	Bath soap, germicidal, 130g	
183	Bathroom tissue, 3 ply, 10 rolls per pack	
184	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml	
185	Broom soft (tambo) derecho, standard	
186	Broom stick (walis tingting)	
187	Chlorine granules, 70%, 40kg/drum	
188	Deodorant cake, 50g, with cover	

Item	Specification	Statement of Compliance
189	Dipper (tabo)	
190	Disinfectant spray, hospital grade, surfae disinfectant, areosol, 340g	
191	Diswashing foam/scrub	
192	Diswashing liquid, 1L, Lemon	
193	Diswashing liquid, 1L, Assorted scent	
194	Doormat, rectangle	
195	Dust pan, non-rigid plastic, large	
196	Fabric conditioner, 1L	
197	Facemask, surgical, 3 ply, earloop (FDA	
198	Floorbrush with retractable handle, 10" Plastic	
199	Floorwax, liquid type, for all types of floor, emulsion type	
200	Flower Plastic Pot, 11.5"H x 10"W white	
201	Garbage bag, black, large 10's	
202	Glass and multi-surface cleanser, 250 ml with spray	
203	Glass Wiper	
204	Anti-Static Gloves, Non-Slip ESD Gloves	
205	Gloves, cotton with rubber, Large (for construction)	
206	Gloves, cotton with rubber, Medium (for construction)	
207	Gloves, rubber, Large (for janitorial)	
208	Gloves, rubber, Medium (for janitorial)	
209	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Apple scent)	
210	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Lemon scent)	
211	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (assorted scent)	
212	Liquid Detergent, 1kg, Lemon	
213	Liquid Detergent, 1kg, assorted scent	
214	Liquid sosa, 1 liter	
215	Mop bucket, heavy duty, hard plastic	
216	Mop handle, screw type, heavy duty, wooden handle	
217	Mop head, 100% rayon, 400 gms	
218	Multi-insect killer, 500 ml, solvent based, aerosol	
219	Multi-purpose cleaner, liquid, classic, anti microbial for toilet and floors, 1L	
220	Muriatic Acid, household use, hydrochloric acid-15%	
221	Pail, big	
222	Pail big, 16 liters capacity with cover	
223	Portable mini mop (for glass cleaning)	
224	Powder Detergent, 1kg	

Item	Specification	Statement of Compliance
225	Powder Detergent, 3.6kg	
226	Push brush with handle, 10" x 42, heavy duty. Plastic, hard bristle	
227	Rags, all cotton, 7" diameter	
228	Spin Tornado Mop with Spinner and Bucket, 360°	
229	Spin Tornado Mop with Bucket 360° rotating mop head with stainless steel basket, dispenser, mop handle holder, big wheels retracting handle, water outlet	
230	Scouring pad, economy size, 140mmx22mm, green, 5pcs/pack	
231	Toilet Bowl & Urinal Cleaner, 100ml	
232	Toilet brush, heavy duty, with holder	
233	Toilet deodorant cake with holder, 50g, assorted scent	
234	Toilet deodorant cake with holder, 100g, Lemon	
235	Toilet pump with holder	
236	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Medium	
237	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Large	
238	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XL	
239	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XXL	
240	Trash bag, plastic, black, (15x15x37), 100's (10 pcs per roll), heavy duty	
241	Turbo Mop Cleaner (Heavy Duty)	
242	Ultra thick bleach toilet cleaner classic 500ml bottle, removes stains, prevents limescale, disinfectant	
243	Wastebasket, non-rigid plastic, 9.75 liters	
244	Water dispenser container, round, blue 5gallon	
245	Water hose pipe, 1/2 diameter 15 meter with hose connector	
246	Window squeegee cleaner with extension pole; micro fiber, alloy, rubber; 120-180cm (Length)	

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) 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, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
and
- (i) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The 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

- (k) 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

- (l) Original of duly signed and accomplished Financial Bid Form;
and
- (m) Original of duly signed and accomplished Price Schedule(s).

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Section IX. Bidding Forms

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

STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone No.	Contract Duration	Kinds of Goods/ Services	Amount of Contract	Date of Delivery	Value of Outstanding Contracts
<u>Government</u>							
<u>Private</u>							

Instructions:

1. State **ALL** ongoing contracts including those awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
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 or Contract
 - c. *Notice to Proceed issued by the owner*

Note: Not to be submitted during the opening of bids but will be requested during post-qualification to verify, validate and ascertain all statements made and documents submitted by the bidder.

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**

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone No.	Contract Duration	Kinds of Goods	Date of Delivery	Amount of Completed Contract
<u>Government</u>						
<u>Private</u>						

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. Certificate of End-User's Acceptance
 - c. 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.

Item	Specification	Brand/Model	Statement of Compliance
Office Supplies and Janitorial Supplies			
1	Acetate cover, gauge 6		
2	Arc file folder, 3 hole, LD300, 2" Long, Blue		
3	Arc file folder, 3 hole, LD300, 2" Long, Green		
4	Arc file folder, 3 hole, LD300, 3" Long, Black		
5	Arc file folder, 3 hole, LD300, 3" Long, Blue		
6	Arc file folder, 3 hole, LD300, 3" Long, Green		
7	Ballpen, Ordinary, BLACK		
8	Ballpen, Ordinary, BLUE		
9	Ballpen, Ordinary, RED		
10	Ballpen, roller ballpen, ultra fine, .04, BLACK		
11	Ballpen, roller ballpen, ultra fine, .04, BLUE		
12	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK		
13	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE		
14	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE		
15	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN		
16	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK		
17	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE		
18	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN		
19	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED		
20	Battery size, alkaline, C dry cell 2pcs/pack		
21	Battery size, dry cell size AA 2pcs/pack		
22	Battery size, dry cell size AAA 2pcs/pack		
23	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)		
24	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)		
25	Binder Clip, backfold 1" (25mm) (12s/bx)		
26	Binder Clip, backfold 2" (51mm) (12s/bx)		
27	Binder Clip, backfold 3/4" (19mm) (12s/bx)		
28	Calculator, 12 digits, 2-way power		
29	Cartolina (Assorted)		
30	Certificate frame, 8.5 x 11", acrylic (Black Border)		
31	Certificate holder, A4, Royal Blue		
32	Certificate holder, A4,Blue		

Item	Specification	Brand/Model	Statement of Compliance
33	Certificate holder, Legal, Royal Blue		
34	Certificate holder, Short, Royal Blue		
35	Certificate holder, Legal, Blue		
36	Certificate holder, Legal, Red		
37	Cork board with frame, 10' X 12'		
38	Cork board with frame, 3x4		
39	Cork pin/push pin 50s		
40	Correction Tape 5mm x 10m		
41	Cutter Big, Ordinary		
42	Cutter, heavy duty, plastic molded body, for office use		
43	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use		
44	Data file box, legal, BLUE		
45	Data file box, legal, RED		
46	Data file box, legal, GREEN		
47	Dater Stamp 5mm 12years (2024-2027)		
48	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color		
49	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"		
50	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack		
51	Envelope Brown, 200 lbs. A4		
52	Envelope Brown, 200 lbs. Legal		
53	Envelope, EXPANDING, hard plastic, legal		
54	Envelope, EXPANDING, with garter, hard plastic legal		
55	Envelope, EXPANDING, with garter, legal, KRAFT		
56	Envelope, EXPANDING, with garter, legal, BLUE		
57	Envelope, EXPANDING, with garter, legal, GREEN		
58	Envelope, EXPANDING, with garter, legal, RED		
59	Envelope. MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box		
60	Eraser, Blackboard/whiteboard		
61	Eraser, for pencil/draft writing, plastic/rubber, rectangular		
62	FILE BOX, Magfile closed horizontal, Legal, BLUE		
63	File Tab Divider, Legal		
64	Folder, EXPANDABLE, pressboard, legal, BLUE		
65	Folder, EXPANDABLE, pressboard, legal, GREEN		
66	Folder, EXPANDABLE, pressboard, legal, WHITE		
67	Folder, white, pre-punched. 14 points, A4		
68	Folder, white, pre-punched. 14 points, legal		
69	Folder, white, pre-punched. 14 points, short		
70	Frixion erasable rollerball pens-0.4mm BLACK		
71	Frixion erasable rollerball pens-0.4mm BLUE		
72	Glue all purpose in jar w/ applicator, 200gms		
73	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big		
74	Glue Stick Big		
75	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g		
76	GUN TACKER with Staple Wire		

Item	Specification	Brand/Model	Statement of Compliance
77	Heavy Duty Bookbinding stapler 240		
78	Highlighter, neon colors		
79	Highlighter, neon GREEN		
80	Highlighter, neon ORANGE		
81	Highlighter, neon PINK		
82	Highlighter, neon YELLOW		
83	Index tab, self-adhesive, 3 colors/set		
84	Lithium battery 18650 (6800mAh)		
85	Magnetic whiteboard, 120x90cm, with aluminum frame		
86	Magnetic white board, 36 inches x 36 inches, with aluminum frame		
87	Magnetic white board, 48 inches x 36 inches, with aluminum frame		
88	Marking pen REFILL ink for whiteboard, black, 30 ml		
89	Marking pen, for whiteboard, felt tip, BLACK		
90	Marking pen, for whiteboard, felt tip, BLUE		
91	Marking pen, PERMANENT, water resistant, BROAD, BLACK		
92	Marking pen, PERMANENT, water resistant, BROAD, BLUE		
93	Marking pen, PERMANENT, water resistant, BROAD, RED		
94	Marking pen, PERMANENT, water resistant, FINE, BLACK		
95	Marking pen, PERMANENT, water resistant, FINE, BLUE		
96	Note pad, stick on, 3x2 assorted colors		
97	Note pad, stick on, 3x2 BLUE		
98	Note pad, stick on, 3x2 PINK		
99	Note pad, stick on, 3x2 Yellow		
100	Note pad, stick on, 3x3 assorted colors		
101	Note pad, stick on, 3x3 BLUE		
102	Note pad, stick on, 3x4 assorted colors		
103	Note pad, stick on, 3x4 GREEN		
104	Note pad, stick on, 3x4 NEON GREEN		
105	Note pad, stick on, 3x4 YELLOW		
106	Paper Clip Vinyl Coated Jumbo (50mm)		
107	Paper Clip Vinyl Coated Small (33mm)		
108	Paper Cutter, 3 way rotary, A4/A3, heavy duty		
109	Paper fastener, plastic colored, 70mm (2-3/4") centers, 50mm capacity		
110	Paper tray, 3 layers, steel		
111	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm		
112	Paper, colored, short, assorted colors, 250 sheets, 80 gsm		
113	Paper, copier paper, subs. 20, 70 gsm, A3 (297x420mm)		
114	Paper, Multi-purpose paper, subs. 20, 70 gsm, white A4 (8.27 x 11.69)		
115	Paper, Multi-purpose paper, subs. 20, 70 gsm, white LEGAL (8.5 X 13)		
116	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)		
117	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)		
118	Paper, Multi-purpose paper, subs. 24, 80 gsm, white SHORT (8.5 x 11)		
119	Paper, parchment, Letter (8.5" x 11")		

Item	Specification	Brand/Model	Statement of Compliance
120	Paper, photo, A4, Dual sided (220GSM) 20sheets/pack, glossy		
121	Paper, sticker (Glossy) white, A4, inkjet friendly, 10 sheets/pack		
122	Paper, sticker (Glossy) white, long, inkjet friendly, 10 sheets/pack		
123	Paper, sticker, white, long, inkjet friendly, 10 sheets/pack		
124	Paper, Vellum (for certificates) 220gsm, LONG (pale cream)		
125	Paper, Vellum (for certificates) 220gsm, SHORT (pale cream)		
126	Paper, Vellum (for certificates) 220gsm, SHORT (WHITE)		
127	Pencil #1 (fine, exact point, soft, non-smudge eraser)		
128	Pencil #2 (fine, exact point, soft, non-smudge eraser)		
129	Pencil Sharpener, HD, single cutter head, one hole guide		
130	Philippine flag standard size, cotton		
131	Puncher, Adjustable 3-hole, Heavy duty, 30 sheets punch capacity, 7mm size hole, w/metal gauge scale		
132	Puncher, heavy duty with gauge, 2 hole guide		
133	PVC Cover 200mic (plastic cover) A4		
134	PVC Cover 200mic (plastic cover) long		
135	Record Book 200/pages w/printed "Official Record Book"		
136	Record Book 300/pages w/printed "Official Record Book"		
137	Record Book 500/pages w/printed "Official Record Book"		
138	Ring binder (1 1/2 x44") plastic, black		
139	Ring binder (1" x44") plastic, black		
140	Ring binder (1/2" x44") plastic, black		
141	Ring binder (2" x44") plastic, black		
142	Ring binder (3/4" x44") plastic, black		
143	Rubber band jumbo, all purpose, transparent, size 18		
144	Ruler Plastic 12"		
145	Ruler Plastic 18"		
146	Scissors, symmetrical, 158mm min. Overall length, for office use		
147	Specialty Paper, (10's) (board), 220 gsm, A4 WHITE		
148	Specialty Paper, (10's) (board), 220 gsm, LONG WHITE		
149	Specialty Paper, 200 gsm, SHORT		
150	Stamp Pad Ink, green 50ml w/ applicator		
151	Stamp Pad Ink, violet 50ml w/ applicator		
152	Stamp Pad, clear stamp, felt, No.2		
153	Stamp Pad, clear stamp, felt, No.3		
154	Staple wire for bookbinding		
155	Staple Wire, No. 35, standard 267/6, 5000/box		
156	Stapler Remover, plier type, metal		
157	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style		
158	Sticky note pad 3x2		
159	Sticky note pad 3x5		
160	Tape masking, 12mm (1/2") width, usable length of 50m		

Item	Specification	Brand/Model	Statement of Compliance
161	Tape masking, 24mm (1") width, usable length of 50m		
162	Tape masking, 48mm (2") width, usable length of 50m		
163	Tape packing, 24mm (1") width, usable length of 50m		
164	Tape packing, 48mm (2") width, usable length of 50m		
165	Tape transparent, 24mm (1") width, usable length of 50m		
166	Tape transparent, 48mm (2") width, usable length of 50m		
167	Tape, double sided, 1" width, usable length 10m		
168	Tape, double sided, 1" width, usable length 50m		
169	Tape, Duct		
170	Thumbtacks		
171	White Velum Board paper A4 (100 sheets)		
172	Air Freshener, aerosol, 320 ml, Lavender scent		
173	Air Freshener, aerosol, 320 ml, Lemon scent		
174	Air Freshener, gel type, big, Lavender scent		
175	Air Freshener, gel type, big, Lemon scent		
176	Alcohol (70% isopropyl) 500ml, scented		
177	Alcohol (70% isopropyl) 1 gallon, scented		
178	Alcohol bottle sprayer, refillable, plastic 250 ml		
179	Alcohol dispenser sprayer, 300 ml		
180	Basin (small)		
181	Basin (Big)		
182	Bath soap, germicidal, 130g		
183	Bathroom tissue, 3 ply, 10 rolls per pack		
184	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml		
185	Broom soft (tambo) derecho, standard		
186	Broom stick (walis tingting)		
187	Chlorine granules, 70%, 40kg/drum		
188	Deodorant cake, 50g, with cover		
189	Dipper (tabo)		
190	Disinfectant spray, hospital grade, surfae disinfectant, areosol, 340g		
191	Diswashing foam/scrub		
192	Diswashing liquid, 1L, Lemon		
193	Diswashing liquid, 1L, Assorted scent		
194	Doormat, rectangle		
195	Dust pan, non-rigid plastic, large		
196	Fabric conditioner, 1L		
197	Facemask, surgical, 3 ply, earloop (FDA		
198	Floorbrush with retractable handle, 10" Plastic		
199	Floorwax, liquid type, for all types of floor, emulsion type		
200	Flower Plastic Pot, 11.5"H x 10"W white		
201	Garbage bag, black, large 10's		
202	Glass and multi-surface cleanser, 250 ml with spray		
203	Glass Wiper		
204	Anti-Static Gloves, Non-Slip ESD Gloves		
205	Gloves, cotton with rubber, Large (for construction)		
206	Gloves, cotton with rubber, Medium (for construction)		
207	Gloves, rubber, Large (for janitorial)		
208	Gloves, rubber, Medium (for janitorial)		
209	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Apple scent)		

Item	Specification	Brand/Model	Statement of Compliance
210	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Lemon scent)		
211	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (assorted scent)		
212	Liquid Detergent, 1kg, Lemon		
213	Liquid Detergent, 1kg, assorted scent		
214	Liquid sosa, 1 liter		
215	Mop bucket, heavy duty, hard plastic		
216	Mop handle, screw type, heavy duty, wooden handle		
217	Mop head, 100% rayon, 400 gms		
218	Multi-insect killer, 500 ml, solvent based, aerosol		
219	Multi-purpose cleaner, liquid, classic, anti microbial for toilet and floors, 1L		
220	Muriatic Acid, household use, hydrochloric acid-15%		
221	Pail, big		
222	Pail big, 16 liters capacity with cover		
223	Portable mini mop (for glass cleaning)		
224	Powder Detergent, 1kg		
225	Powder Detergent, 3.6kg		
226	Push brush with handle, 10" x 42, heavy duty. Plastic, hard bristle		
227	Rags, all cotton, 7" diameter		
228	Spin Tornado Mop with Spinner and Bucket, 360°		
229	Spin Tornado Mop with Bucket 360° rotating mop head with stainless steel basket, dispenser, mop handle holder, big wheels retracting handle, water outlet		
230	Scouring pad, economy size, 140mmx22mm, green, 5pcs/pack		
231	Toilet Bowl & Urinal Cleaner, 100ml		
232	Toilet brush, heavy duty, with holder		
233	Toilet deodorant cake with holder, 50g, assorted scent		
234	Toilet deodorant cake with holder, 100g, Lemon		
235	Toilet pump with holder		
236	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Medium		
237	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Large		
238	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XL		
239	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XXL		
240	Trash bag, plastic, black, (15x15x37), 100's (10 pcs per roll), heavy duty		
241	Turbo Mop Cleaner (Heavy Duty)		
242	Ultra thick bleach toilet cleaner classic 500ml bottle, removes stains, prevents limescale, disinfectant		
243	Wastebasket, non-rigid plastic, 9.75 liters		
244	Water dispenser container, round, blue 5gallon		
245	Water hose pipe, 1/2 diameter 15 meter with hose connector		
246	Window squeegee cleaner with extension pole; micro fiber, alloy, rubber; 120-180cm (Length)		

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

Signature over Printed Name of Authorized Representative

Name of Company

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Unit of Measure	Quantity	Delivered, Weeks/Months
OFFICE SUPPLIES				Within 30 calendar days upon receipt of the Notice to Proceed
1	Acetate cover, gauge 6	roll	2	
2	Arc file folder, 3 hole, LD300, 2" Long, Blue	piece	26	
3	Arc file folder, 3 hole, LD300, 2" Long, Green	piece	46	
4	Arc file folder, 3 hole, LD300, 3" Long, Black	piece	5	
5	Arc file folder, 3 hole, LD300, 3" Long, Blue	piece	132	
6	Arc file folder, 3 hole, LD300, 3" Long, Green	piece	65	
7	Ballpen, Ordinary, BLACK	piece	116	
8	Ballpen, Ordinary, BLUE	piece	491	
9	Ballpen, Ordinary, RED	piece	126	
10	Ballpen, roller ballpen, ultra fine, .04, BLACK	piece	29	
11	Ballpen, roller ballpen, ultra fine, .04, BLUE	piece	5	
12	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK	piece	5	
13	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE	piece	5	
14	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE	piece	15	
15	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN	piece	5	
16	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK	piece	72	
17	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE	piece	307	
18	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN	piece	5	
19	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED	piece	6	
20	Battery size, alkaline, C dry cell 2pcs/pack	pack	35	
21	Battery size, dry cell size AA 2pcs/pack	pack	33	
22	Battery size, dry cell size AAA 2pcs/pack	pack	73	
23	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)	box	62	
24	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)	box	30	
25	Binder Clip, backfold 1" (25mm) (12s/bx)	box	63	
26	Binder Clip, backfold 2" (51mm) (12s/bx)	box	57	

27	Binder Clip, backfold 3/4" (19mm) (12s/bx)	box	63
28	Calculator, 12 digits, 2-way power	piece	11
29	Cartolina (Assorted)	piece	80
30	Certificate frame, 8.5 x 11", acrylic (Black Border)	piece	6
31	Certificate holder, A4, Royal Blue	piece	65
32	Certificate holder, A4,Blue	piece	35
33	Certificate holder, Legal, Royal Blue	piece	50
34	Certificate holder, Short, Royal Blue	piece	50
35	Certificate holder, Legal, Blue	piece	10
36	Certificate holder, Legal, Red	piece	15
37	Cork board with frame, 10' X 12'		1
38	Cork board with frame, 3x4	piece	1
39	Cork pin/push pin 50s	box	14
40	Correction Tape 5mm x 10m	piece	282
41	Cutter Big, Ordinary	piece	1
42	Cutter, heavy duty, plastic molded body, for office use	piece	6
43	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	piece	2
44	Data file box, legal, BLUE	piece	104
45	Data file box, legal, RED	piece	1
46	Data file box, legal, GREEN	piece	50
47	Dater Stamp 5mm 12years (2024-2027)	piece	3
48	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color	piece	2
49	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"	piece	15
50	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack	packs	10
51	Envelope Brown, 200 lbs. A4	piece	125
52	Envelope Brown, 200 lbs. Legal	piece	250
53	Envelope, EXPANDING, hard plastic, legal	piece	5
54	Envelope, EXPANDING, with garter, hard plastic legal	piece	40
55	Envelope, EXPANDING, with garter, legal, KRAFT	piece	35
56	Envelope, EXPANDING, with garter, legal, BLUE	piece	27
57	Envelope, EXPANDING, with garter, legal, GREEN	piece	10
58	Envelope, EXPANDING, with garter, legal, RED	piece	10
59	Envelope. MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box	box	2
60	Eraser, Blackboard/whiteboard	piece	24
61	Eraser, for pencil/draft writing, plastic/rubber, rectangular	piece	15
62	FILE BOX, Magfile closed horizontal, Legal, BLUE	piece	5
63	File Tab Divider, Legal	set	10
64	Folder, EXPANDABLE, pressboard, legal, BLUE	piece	140
65	Folder, EXPANDABLE, pressboard, legal, GREEN	piece	150
66	Folder, EXPANDABLE, pressboard, legal, WHITE	piece	10

67	Folder, white, pre-punched. 14 points, A4	piece	165
68	Folder, white, pre-punched. 14 points, legal	piece	477
69	Folder, white, pre-punched. 14 points, short	piece	10
70	Frixion erasable rollerball pens- 0.4mm BLACK	piece	5
71	Frixion erasable rollerball pens- 0.4mm BLUE	piece	17
72	Glue all purpose in jar w/ applicator, 200gms	piece	17
73	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	piece	6
74	Glue Stick Big	piece	84
75	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	piece	23
76	GUN TACKER with Staple Wire	piece	2
77	Heavy Duty Bookbinding stapler 240	piece	1
78	Highlighter, neon colors	piece	4
79	Highlighter, neon GREEN	piece	31
80	Highlighter, neon ORANGE	piece	31
81	Highlighter, neon PINK	piece	16
82	Highlighter, neon YELLOW	piece	16
83	Index tab, self-adhesive, 3 colors/set	box	8
84	Lithium battery 18650 (6800mAh)	piece	4
85	Magnetic whiteboard, 120x90cm, with aluminum frame	piece	10
86	Magnetic white board, 36 inches x 36 inches, with aluminum frame	unit	1
87	Magnetic white board, 48 inches x 36 inches, with aluminum frame	unit	1
88	Marking pen REFILL ink for whiteboard, black, 30 ml	piece	3
89	Marking pen, for whiteboard, felt tip, BLACK	piece	117
90	Marking pen, for whiteboard, felt tip, BLUE	piece	70
91	Marking pen, PERMANENT, water resistant, BROAD, BLACK	piece	49
92	Marking pen, PERMANENT, water resistant, BROAD, BLUE	piece	38
93	Marking pen, PERMANENT, water resistant, BROAD, RED	piece	1
94	Marking pen, PERMANENT, water resistant, FINE, BLACK	piece	6
95	Marking pen, PERMANENT, water resistant, FINE, BLUE	piece	12
96	Note pad, stick on, 3x2 assorted colors	pad	6
97	Note pad, stick on, 3x2 BLUE	pad	2
98	Note pad, stick on, 3x2 PINK	pad	35
99	Note pad, stick on, 3x2 Yellow	pad	8
100	Note pad, stick on, 3x3 assorted colors	pad	6
101	Note pad, stick on, 3x3 BLUE	pad	46
102	Note pad, stick on, 3x4 assorted colors	pad	6
103	Note pad, stick on, 3x4 GREEN	pad	5
104	Note pad, stick on, 3x4 NEON GREEN		1
105	Note pad, stick on, 3x4 YELLOW	pad	30
106	Paper Clip Vinyl Coated Jumbo (50mm)	box	96

107	Paper Clip Vinyl Coated Small (33mm)	box	82
108	Paper Cutter, 3 way rotary, A4/A3, heavy duty	piece	2
109	Paper fastener, plastic colored, 70mm (2-3/4") centers, 50mm capacity	box	29
110	Paper tray, 3 layers, steel	set	18
111	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	ream	6
112	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	ream	2
113	Paper, copier paper, subs. 20, 70 gsm, A3 (297x420mm)	ream	1
114	Paper, Multi-purpose paper, subs. 20, 70 gsm, white A4 (8.27 x 11.69)	ream	16
115	Paper, Multi-purpose paper, subs. 20, 70 gsm, white LEGAL (8.5 X 13)	ream	171
116	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	ream	394
117	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	ream	580
118	Paper, Multi-purpose paper, subs. 24, 80 gsm, white SHORT (8.5 x 11)	ream	5
119	Paper, parchment, Letter (8.5" x 11")	box	2
120	Paper, photo, A4, Dual sided (220GSM) 20sheets/pack, glossy	pack	18
121	Paper, sticker (Glossy) white, A4, inkjet friendly, 10 sheets/pack	pack	11
122	Paper, sticker (Glossy) white, long, inkjet friendly, 10 sheets/pack	pack	15
123	Paper, sticker, white, long, inkjet friendly, 10 sheets/pack	pack	5
124	Paper, Vellum (for certificates) 220gsm, LONG (pale cream)	pack	35
125	Paper, Vellum (for certificates) 220gsm, SHORT (pale cream)	pack	20
126	Paper, Vellum (for certificates) 220gsm, SHORT (WHITE)	pack	15
127	Pencil #1 (fine, exact point, soft, non-smudge eraser)	piece	15
128	Pencil #2 (fine, exact point, soft, non-smudge eraser)	piece	354
129	Pencil Sharpener, HD, single cutter head, one hole guide	piece	4
130	Philippine flag standard size, cotton	piece	1
131	Puncher, Adjustable 3-hole, Heavy duty, 30 sheets punch capacity, 7mm size hole, w/metal gauge scale	piece	10
132	Puncher, heavy duty with gauge, 2 hole guide	piece	6
133	PVC Cover 200mic (plastic cover) A4	box	5
134	PVC Cover 200mic (plastic cover) long	box	8
135	Record Book 200/pages w/printed "Official Record Book"	piece	13
136	Record Book 300/pages w/printed "Official Record Book"	piece	32
137	Record Book 500/pages w/printed "Official Record Book"	piece	36

138	Ring binder (1 1/2 x44") plastic, black	piece	52
139	Ring binder (1" x44") plastic, black	piece	56
140	Ring binder (1/2" x44") plastic, black	piece	72
141	Ring binder (2" x44") plastic, black	piece	5
142	Ring binder (3/4" x44") plastic, black	piece	52
143	Rubber band jumbo, all purpose, transparent, size 18	box	1
144	Ruler Plastic 12"	piece	12
145	Ruler Plastic 18"	piece	5
146	Scissors, symmetrical, 158mm min. Overall length, for office use	piece	36
147	Specialty Paper, (10's) (board), 220 gsm, A4 WHITE	pack	50
148	Specialty Paper, (10's) (board), 220 gsm, LONG WHITE	pack	113
149	Specialty Paper, 200 gsm, SHORT	pack	10
150	Stamp Pad Ink, green 50ml w/ applicator	piece	25
151	Stamp Pad Ink, violet 50ml w/ applicator	piece	10
152	Stamp Pad, clear stamp, felt, No.2	piece	19
153	Stamp Pad, clear stamp, felt, No.3	piece	2
154	Staple wire for bookbinding	box	3
155	Staple Wire, No. 35, standard 267/6, 5000/box	box	50
156	Stapler Remover, plier type, metal	piece	18
157	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	piece	27
158	Sticky note pad 3x2	pad	1
159	Sticky note pad 3x5	pad	1
160	Tape masking, 12mm (1/2") width, usable length of 50m	piece	10
161	Tape masking, 24mm (1") width, usable length of 50m	piece	55
162	Tape masking, 48mm (2") width, usable length of 50m	piece	47
163	Tape packing, 24mm (1") width, usable length of 50m	piece	19
164	Tape packing, 48mm (2") width, usable length of 50m	piece	10
165	Tape transparent, 24mm (1") width, usable length of 50m	piece	38
166	Tape transparent, 48mm (2") width, usable length of 50m	piece	31
167	Tape, double sided, 1" width, usable length 10m	piece	50
168	Tape, double sided, 1" width, usable length 50m	piece	10
169	Tape, Duct	piece	1
170	Thumbtacks	box	10
171	White Velum Board paper A4 (100 sheets)	pack	1
121	Acetate cover, gauge 6		2
122	Arc file folder, 3 hole, LD300, 2" Long, Blue	bottle	26
123	Arc file folder, 3 hole, LD300, 2" Long, Green	bottle	46
124	Arc file folder, 3 hole, LD300, 3" Long, Black	can	5
125	Arc file folder, 3 hole, LD300, 3" Long, Blue	can	132

126	Arc file folder, 3 hole, LD300, 3" Long, Green	bottle	65
127	Ballpen, Ordinary, BLACK	gallon	116
128	Ballpen, Ordinary, BLUE	bottle	491
129	Ballpen, Ordinary, RED	piece	126
130	Ballpen, roller ballpen, ultra fine, .04, BLACK	piece	29
131	Ballpen, roller ballpen, ultra fine, .04, BLUE	piece	5
132	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK	piece	5
133	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE	pack	5
134	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE	bottle	15
135	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN	piece	5
136	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK	piece	72
137	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE	drum	307
138	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN	piece	5
139	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED	piece	6
140	Battery size, alkaline, C dry cell 2pcs/pack	can	35
141	Battery size, dry cell size AA 2pcs/pack	piece	33
142	Battery size, dry cell size AAA 2pcs/pack	bottle	73
143	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)	bottle	62
144	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)	piece	30
145	Binder Clip, backfold 1" (25mm) (12s/bx)	piece	63
146	Binder Clip, backfold 2" (51mm) (12s/bx)	bottle	57
147	Binder Clip, backfold 3/4" (19mm) (12s/bx)	box	63
148	Calculator, 12 digits, 2-way power	piece	11
149	Cartolina (Assorted)	gallon	80
150	Certificate frame, 8.5 x 11", acrylic (Black Border)	piece	6
151	Certificate holder, A4, Royal Blue	piece	65
152	Certificate holder, A4,Blue	bottle	35
153	Certificate holder, Legal, Royal Blue	piece	50
154	Certificate holder, Short, Royal Blue	pair	50
155	Certificate holder,Legal, Blue	pair	10
156	Certificate holder,Legal, Red	pair	15
157	Cork board with frame, 10' X 12'	pair	1
158	Cork board with frame, 3x4	pair	1
159	Cork pin/push pin 50s	bottle	14
160	Correction Tape 5mm x 10m	bottle	282
161	Cutter Big, Ordinary	bottle	1
162	Cutter, heavy duty, plastic molded body, for office use	bottle	6
163	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	bottle	2

164	Data file box, legal, BLUE	bottle	104	Within 30 calendar days upon receipt of the Notice to Proceed
165	Data file box, legal, RED	unit	1	
166	Data file box, legal, GREEN	piece	50	
167	Dater Stamp 5mm 12years (2024-2027)	piece	3	
168	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color	can	2	
169	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"	bottle	15	
170	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack	gallon	10	
171	Envelope Brown, 200 lbs. A4	piece	125	
JANITORIAL SUPPLIES			piece	
172	Air Freshener, aerosol, 320 ml, Lavender scent	bottle	1	
173	Air Freshener, aerosol, 320 ml, Lemon scent	bottle	8	
174	Air Freshener, gel type, big, Lavender scent	can	1	
175	Air Freshener, gel type, big, Lemon scent	can	5	
176	Alcohol (70% isopropyl) 500ml, scented	bottle	2	
177	Alcohol (70% isopropyl) 1 gallon, scented	gallon	14	
178	Alcohol bottle sprayer, refillable, plastic 250 ml	bottle	2	
179	Alcohol dispenser sprayer, 300 ml	piece	30	
180	Basin (small)	piece	2	
181	Basin (Big)	piece	2	
182	Bath soap, germicidal, 130g	piece	7	
183	Bathroom tissue, 3 ply, 10 rolls per pack	pack	6	
184	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml	bottle	52	
185	Broom soft (tambo) derecho, standard	piece	77	
186	Broom stick (walis tingting)	piece	47	
187	Chlorine granules, 70%, 40kg/drum	drum	2	
188	Deodorant cake, 50g, with cover	piece	10	
189	Dipper (tabo)	piece	6	
190	Disinfectant spray, hospital grade, surfae disinfectant, areosol, 340g	can	32	
191	Diswashing foam/scrub	piece	27	
192	Diswashing liquid, 1L, Lemon	bottle	32	
193	Diswashing liquid, 1L, Assorted scent	bottle	5	
194	Doormat, rectangle	piece	12	
195	Dust pan, non-rigid plastic, large	piece	6	
196	Fabric conditioner, 1L	bottle	2	
197	Facemask, surgical, 3 ply, earloop (FDA	box	5	
198	Floorbrush with retractable handle, 10" Plastic	piece	8	
199	Floorwax, liquid type, for all types of floor, emulsion type	gallon	2	
200	Flower Plastic Pot, 11.5"H x 10"W white	piece	12	
201	Garbage bag, black, large 10's	piece	10	
202	Glass and multi-surface cleanser, 250 ml with spray	bottle	35	
203	Glass Wiper	piece	5	

204	Anti-Static Gloves, Non-Slip ESD Gloves	pair	3
205	Gloves, cotton with rubber, Large (for construction)	pair	44
206	Gloves, cotton with rubber, Medium (for construction)	pair	44
207	Gloves, rubber, Large (for janitorial)	pair	32
208	Gloves, rubber, Medium (for janitorial)	pair	30
209	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Apple scent)	bottle	20
210	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Lemon scent)	bottle	4
211	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (assorted scent)	bottle	6
212	Liquid Detergent, 1kg, Lemon	bottle	3
213	Liquid Detergent, 1kg, assorted scent	bottle	5
214	Liquid sosa, 1 liter	bottle	13
215	Mop bucket, heavy duty, hard plastic	unit	11
216	Mop handle, screw type, heavy duty, wooden handle	piece	28
217	Mop head, 100% rayon, 400 gms	piece	29
218	Multi-insect killer, 500 ml, solvent based, aerosol	can	18
219	Multi-purpose cleaner, liquid, classic, anti microbial for toilet and floors, 1L	bottle	22
220	Muriatic Acid, household use, hydrochloric acid-15%	gallon	11
221	Pail, big	piece	14
222	Pail big, 16 liters capacity with cover	piece	2
223	Portable mini mop (for glass cleaning)	unit	10
224	Powder Detergent, 1kg	kg	80
225	Powder Detergent, 3.6kg	piece	3
226	Push brush with handle, 10" x 42, heavy duty. Plastic, hard bristle	piece	1
227	Rags, all cotton, 7" diameter	kg	53
228	Spin Tornado Mop with Spinner and Bucket, 360°	unit	2
229	Spin Tornado Mop with Bucket 360° rotating mop head with stainless steel basket, dispenser, mop handle holder, big wheels retracting handle, water outlet	unit	3
230	Scouring pad, economy size, 140mmx22mm, green, 5pcs/pack	pack	2
231	Toilet Bowl & Urinal Cleaner, 100ml	bottle	42
232	Toilet brush, heavy duty, with holder	piece	39
233	Toilet deodorant cake with holder, 50g, assorted scent	piece	35
234	Toilet deodorant cake with holder, 100g, Lemon	piece	18
235	Toilet pump with holder	piece	17
236	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Medium	roll	5

237	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Large	roll	173	
238	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XL	roll	44	
239	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XXL	roll	18	
240	Trash bag, plastic, black, (15x15x37), 100's (10 pcs per roll), heavy duty	roll	1	
241	Turbo Mop Cleaner (Heavy Duty)	pcs	2	
242	Ultra thick bleach toilet cleaner classic 500ml bottle, removes stains, prevents limescale, disinfectant	bottle	6	
243	Wastebasket, non-rigid plastic, 9.75 liters	piece	2	
244	Water dispenser container, round, blue 5gallon	piece	1	
245	Water hose pipe, 1/2 diameter 15 meter with hose connector	set	2	
246	Window squeegee cleaner with extension pole; micro fiber, alloy, rubber; 120-180cm (Length)	piece	1	

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

Signature over Printed Name of Authorized Representative

Name of Company

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 **[Name of the Project]** of the **[Name of the Procuring Entity]**, 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 **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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

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

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

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

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Business Name: _____

Business Address: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

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

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

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

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

K = 15

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

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

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative

Date : _____

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

BID FORM

Date: _____
 Project Identification No.: _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* 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.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Date:

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

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	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	Acetate cover, gauge 6		roll						
2	Arc file folder, 3 hole, LD300, 2" Long, Blue		piece						
3	Arc file folder, 3 hole, LD300, 2" Long, Green		piece						
4	Arc file folder, 3 hole, LD300, 3" Long, Black		piece						
5	Arc file folder, 3 hole, LD300, 3" Long, Blue		piece						
6	Arc file folder, 3 hole, LD300, 3" Long, Green		piece						
7	Ballpen, Ordinary, BLACK		piece						
8	Ballpen, Ordinary, BLUE		piece						
9	Ballpen, Ordinary, RED		piece						
10	Ballpen, roller ballpen, ultra fine, .04, BLACK		piece						
11	Ballpen, roller ballpen, ultra fine, .04, BLUE		piece						
12	Ballpen, roller ballpen, ultra fine, .04, REFILL BLACK		piece						
13	Ballpen, roller ballpen, ultra fine, .04, REFILL BLUE		piece						
14	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL BLUE		piece						
15	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip REFILL GREEN		piece						
16	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLACK		piece						
17	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip BLUE		piece						
18	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip griP GREEN		piece						
19	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip RED		piece						
20	Battery size, alkaline, C dry cell 2pcs/pack		pack						
21	Battery size, dry cell size AA 2pcs/pack		pack						
22	Battery size, dry cell size AAA 2pcs/pack		pack						
23	Binder Clip, backfold 1 1/4" (32mm) (12s/bx)		box						
24	Binder Clip, backfold 1 5/8" (41mm) (12s/bx)		box						
25	Binder Clip, backfold 1" (25mm) (12s/bx)		box						
26	Binder Clip, backfold 2" (51mm) (12s/bx)		box						
27	Binder Clip, backfold 3/4" (19mm) (12s/bx)		box						
28	Calculator, 12 digits, 2-way power		piece						
29	Cartolina (Assorted)		piece						
30	Certificate frame, 8.5 x 11", acrylic (Black Border)		piece						

31	Certificate holder, A4, Royal Blue		piece						
32	Certificate holder, A4,Blue		piece						
33	Certificate holder, Legal, Royal Blue		piece						
34	Certificate holder, Short, Royal Blue		piece						
35	Certificate holder, Legal, Blue		piece						
36	Certificate holder, Legal, Red		piece						
37	Cork board with frame, 10' X 12'								
38	Cork board with frame, 3x4		piece						
39	Cork pin/push pin 50s		box						
40	Correction Tape 5mm x 10m		piece						
41	Cutter Big, Ordinary		piece						
42	Cutter, heavy duty, plastic molded body, for office use		piece						
43	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use		piece						
44	Data file box, legal, BLUE		piece						
45	Data file box, legal, RED		piece						
46	Data file box, legal, GREEN		piece						
47	Dater Stamp 5mm 12years (2024-2027)		piece						
48	Dating & Stamping machine, heavy duty, self-inking stamp, four band date and 12-year band, single color		piece						
49	Desk stand name plate, Toblerone type standee, 2mm clear acrylic material, L12" x W3.5"		piece						
50	Dual Side Glossy Photo paper A4 (220 GSM) 20 sheets/pack		packs						
51	Envelope Brown, 200 lbs. A4		piece						
52	Envelope Brown, 200 lbs. Legal		piece						
53	Envelope, EXPANDING, hard plastic, legal		piece						
54	Envelope, EXPANDING, with garter, hard plastic legal		piece						
55	Envelope, EXPANDING, with garter, legal, KRAFT		piece						
56	Envelope, EXPANDING, with garter, legal, BLUE		piece						
57	Envelope, EXPANDING, with garter, legal, GREEN		piece						
58	Envelope, EXPANDING, with garter, legal, RED		piece						
59	Envelope. MAILING, white, 70gsm, long (105mm x 241mm) 500 pcs/box		box						
60	Eraser, Blackboard/whiteboard		piece						
61	Eraser, for pencil/draft writing, plastic/rubber, rectangular		piece						
62	FILE BOX, Magfile closed horizontal, Legal, BLUE		piece						
63	File Tab Divider, Legal		set						
64	Folder, EXPANDABLE, pressboard, legal, BLUE		piece						
65	Folder, EXPANDABLE, pressboard, legal, GREEN		piece						
66	Folder, EXPANDABLE, pressboard, legal, WHITE		piece						
67	Folder, white, pre-punched. 14 points, A4		piece						
68	Folder, white, pre-punched. 14 points, legal		piece						
69	Folder, white, pre-punched. 14 points, short		piece						
70	Frixion erasable rollerball pens- 0.4mm BLACK		piece						
71	Frixion erasable rollerball pens- 0.4mm BLUE		piece						
72	Glue all purpose in jar w/ applicator, 200gms		piece						
73	Glue GUN, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big		piece						
74	Glue Stick Big		piece						
75	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g		piece						
76	GUN TACKER with Staple Wire		piece						
77	Heavy Duty Bookbinding stapler 240		piece						
78	Highlighter, neon colors		piece						
79	Highlighter, neon GREEN		piece						
80	Highlighter, neon ORANGE		piece						
81	Highlighter, neon PINK		piece						

82	Highlighter, neon YELLOW	piece							
83	Index tab, self-adhesive, 3 colors/set	box							
84	Lithium battery 18650 (6800mAh)	piece							
85	Magnetic whiteboard, 120x90cm, with aluminum frame	piece							
86	Magnetic white board, 36 inches x 36 inches, with aluminum frame	unit							
87	Magnetic white board, 48 inches x 36 inches, with aluminum frame	unit							
88	Marking pen REFILL ink for whiteboard, black, 30 ml	piece							
89	Marking pen, for whiteboard, felt tip, BLACK	piece							
90	Marking pen, for whiteboard, felt tip, BLUE	piece							
91	Marking pen, PERMANENT, water resistant, BROAD, BLACK	piece							
92	Marking pen, PERMANENT, water resistant, BROAD, BLUE	piece							
93	Marking pen, PERMANENT, water resistant, BROAD, RED	piece							
94	Marking pen, PERMANENT, water resistant, FINE, BLACK	piece							
95	Marking pen, PERMANENT, water resistant, FINE, BLUE	piece							
96	Note pad, stick on, 3x2 assorted colors	pad							
97	Note pad, stick on, 3x2 BLUE	pad							
98	Note pad, stick on, 3x2 PINK	pad							
99	Note pad, stick on, 3x2 Yellow	pad							
100	Note pad, stick on, 3x3 assorted colors	pad							
101	Note pad, stick on, 3x3 BLUE	pad							
102	Note pad, stick on, 3x4 assorted colors	pad							
103	Note pad, stick on, 3x4 GREEN	pad							
104	Note pad, stick on, 3x4 NEON GREEN								
105	Note pad, stick on, 3x4 YELLOW	pad							
106	Paper Clip Vinyl Coated Jumbo (50mm)	box							
107	Paper Clip Vinyl Coated Small (33mm)	box							
108	Paper Cutter, 3 way rotary, A4/A3, heavy duty	piece							
109	Paper fastener, plastic colored, 70mm (2-3/4") centers, 50mm capacity	box							
110	Paper tray, 3 layers, steel	set							
111	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	ream							
112	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	ream							
113	Paper, copier paper, subs. 20, 70 gsm, A3 (297x420mm)	ream							
114	Paper, Multi-purpose paper, subs. 20, 70 gsm, white A4 (8.27 x 11.69)	ream							
115	Paper, Multi-purpose paper, subs. 20, 70 gsm, white LEGAL (8.5 X 13)	ream							
116	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	ream							
117	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	ream							
118	Paper, Multi-purpose paper, subs. 24, 80 gsm, white SHORT (8.5 x 11)	ream							
119	Paper, parchment, Letter (8.5" x 11")	box							
120	Paper, photo, A4, Dual sided (220GSM) 20sheets/pack, glossy	pack							
121	Paper, sticker (Glossy) white, A4, inkjet friendly, 10 sheets/pack	pack							
122	Paper, sticker (Glossy) white, long, inkjet friendly, 10 sheets/pack	pack							
123	Paper, sticker, white, long, inkjet friendly, 10 sheets/pack	pack							
124	Paper, Vellum (for certificates) 220gsm, LONG (pale cream)	pack							
125	Paper, Vellum (for certificates) 220gsm, SHORT (pale cream)	pack							
126	Paper, Vellum (for certificates) 220gsm, SHORT (WHITE)	pack							

127	Pencil #1 (fine, exact point, soft, non-smudge eraser)		piece						
128	Pencil #2 (fine, exact point, soft, non-smudge eraser)		piece						
129	Pencil Sharpener, HD, single cutter head, one hole guide		piece						
130	Philippine flag standard size, cotton		piece						
131	Puncher, Adjustable 3-hole, Heavy duty, 30 sheets punch capacity, 7mm size hole, w/metal gauge scale		piece						
132	Puncher, heavy duty with gauge, 2 hole guide		piece						
133	PVC Cover 200mic (plastic cover) A4		box						
134	PVC Cover 200mic (plastic cover) long		box						
135	Record Book 200/pages w/printed "Official Record Book"		piece						
136	Record Book 300/pages w/printed "Official Record Book"		piece						
137	Record Book 500/pages w/printed "Official Record Book"		piece						
138	Ring binder (1 1/2 x44") plastic, black		piece						
139	Ring binder (1" x44") plastic, black		piece						
140	Ring binder (1/2" x44") plastic, black		piece						
141	Ring binder (2" x44") plastic, black		piece						
142	Ring binder (3/4" x44") plastic, black		piece						
143	Rubber band jumbo, all purpose, transparent, size 18		box						
144	Ruler Plastic 12"		piece						
145	Ruler Plastic 18"		piece						
146	Scissors, symmetrical, 158mm min. Overall length, for office use		piece						
147	Specialty Paper, (10's) (board), 220 gsm, A4 WHITE		pack						
148	Specialty Paper, (10's) (board), 220 gsm, LONG WHITE		pack						
149	Specialty Paper, 200 gsm, SHORT		pack						
150	Stamp Pad Ink, green 50ml w/ applicator		piece						
151	Stamp Pad Ink, violet 50ml w/ applicator		piece						
152	Stamp Pad, clear stamp, felt, No.2		piece						
153	Stamp Pad, clear stamp, felt, No.3		piece						
154	Staple wire for bookbinding		box						
155	Staple Wire, No. 35, standard 267/6, 5000/box		box						
156	Stapler Remover, plier type, metal		piece						
157	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style		piece						
158	Sticky note pad 3x2		pad						
159	Sticky note pad 3x5		pad						
160	Tape masking, 12mm (1/2") width, usable length of 50m		piece						
161	Tape masking, 24mm (1") width, usable length of 50m		piece						
162	Tape masking, 48mm (2") width, usable length of 50m		piece						
163	Tape packing, 24mm (1") width, usable length of 50m		piece						
164	Tape packing, 48mm (2") width, usable length of 50m		piece						
165	Tape transparent, 24mm (1") width, usable length of 50m		piece						
166	Tape transparent, 48mm (2") width, usable length of 50m		piece						
167	Tape, double sided, 1" width, usable length 10m		piece						
168	Tape, double sided, 1" width, usable length 50m		piece						
169	Tape, Duct		piece						
170	Thumbtacks		box						
171	White Velum Board paper A4 (100 sheets)		pack						
172	Air Freshener, aerosol, 320 ml, Lavender scent		bottle						
173	Air Freshener, aerosol, 320 ml, Lemon scent		bottle						

174	Air Freshener, gel type, big, Lavender scent	can						
175	Air Freshener, gel type, big, Lemon scent	can						
176	Alcohol (70% isopropyl) 500ml, scented	bottle						
177	Alcohol (70% isopropyl) 1 gallon, scented	gallon						
178	Alcohol bottle sprayer, refillable, plastic 250 ml	bottle						
179	Alcohol dispenser sprayer, 300 ml	piece						
180	Basin (small)	piece						
181	Basin (Big)	piece						
182	Bath soap, germicidal, 130g	piece						
183	Bathroom tissue, 3 ply, 10 rolls per pack	pack						
184	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml	bottle						
185	Broom soft (tambo) derecho, standard	piece						
186	Broom stick (walis tingting)	piece						
187	Chlorine granules, 70%, 40kg/drum	drum						
188	Deodorant cake, 50g, with cover	piece						
189	Dipper (tabo)	piece						
190	Disinfectant spray, hospital grade, surfae disinfectant, areosol, 340g	can						
191	Diswashing foam/scrub	piece						
192	Diswashing liquid, 1L, Lemon	bottle						
193	Diswashing liquid, 1L, Assorted scent	bottle						
194	Doormat, rectangle	piece						
195	Dust pan, non-rigid plastic, large	piece						
196	Fabric conditioner, 1L	bottle						
197	Facemask, surgical, 3 ply, earloop (FDA)	box						
198	Floorbrush with retractable handle, 10" Plastic	piece						
199	Floorwax, liquid type, for all types of floor, emulsion type	gallon						
200	Flower Plastic Pot, 11.5"H x 10"W white	piece						
201	Garbage bag, black, large 10's	piece						
202	Glass and multi-surface cleanser, 250 ml with spray	bottle						
203	Glass Wiper	piece						
204	Anti-Static Gloves, Non-Slip ESD Gloves	pair						
205	Gloves, cotton with rubber, Large (for construction)	pair						
206	Gloves, cotton with rubber, Medium (for construction)	pair						
207	Gloves, rubber, Large (for janitorial)	pair						
208	Gloves, rubber, Medium (for janitorial)	pair						
209	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Apple scent)	bottle						
210	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (Lemon scent)	bottle						
211	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml (assorted scent)	bottle						
212	Liquid Detergent, 1kg, Lemon	bottle						
213	Liquid Detergent, 1kg, assorted scent	bottle						
214	Liquid sosa, 1 liter	bottle						
215	Mop bucket, heavy duty, hard plastic	unit						
216	Mop handle, screw type, heavy duty, wooden handle	piece						
217	Mop head, 100% rayon, 400 gms	piece						
218	Multi-insect killer, 500 ml, solvent based, aerosol	can						
219	Multi-purpose cleaner, liquid, classic, anti microbial for toilet and floors, 1L	bottle						
220	Muriatic Acid, household use, hydrochloric acid-15%	gallon						
221	Pail, big	piece						
222	Pail big, 16 liters capacity with cover	piece						

223	Portable mini mop (for glass cleaning)		unit						
224	Powder Detergent, 1kg		kg						
225	Powder Detergent, 3.6kg		piece						
226	Push brush with handle, 10" x 42, heavy duty. Plastic, hard bristle		piece						
227	Rags, all cotton, 7" diameter		kg						
228	Spin Tornado Mop with Spinner and Bucket, 360°		unit						
229	Spin Tornado Mop with Bucket 360° rotating mop head with stainless steel basket, dispenser, mop handle holder, big wheels retracting handle, water outlet		unit						
230	Scouring pad, economy size, 140mmx22mm, green, 5pcs/pack		pack						
231	Toilet Bowl & Urinal Cleaner, 100ml		bottle						
232	Toilet brush, heavy duty, with holder		piece						
233	Toilet deodorant cake with holder, 50g, assorted scent		piece						
234	Toilet deodorant cake with holder, 100g, Lemon		piece						
235	Toilet pump with holder		piece						
236	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Medium		roll						
237	Trash bag, plastic, black, 10 pcs/roll, heavy duty, Large		roll						
238	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XL		roll						
239	Trash bag, plastic, black, 10 pcs/roll, heavy duty, XXL		roll						
240	Trash bag, plastic, black, (15x15x37), 100's (10 pcs per roll), heavy duty		roll						
241	Turbo Mop Cleaner (Heavy Duty)		pcs						
242	Ultra thick bleach toilet cleaner classic 500ml bottle, removes stains, prevents limescale, disinfectant		bottle						
243	Wastebasket, non-rigid plastic, 9.75 liters		piece						
244	Water dispenser container, round, blue 5gallon		piece						
245	Water hose pipe, 1/2 diameter 15 meter with hose connector		set						
246	Window squeegee cleaner with extension pole; micro fiber, alloy, rubber; 120-180cm (Length)		piece						

Name: _____

Legal Capacity: _____

Signature: _____

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

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: _____

Sealing and Marking of Bids

REQUIREMENTS AND INSTRUCTIONS FOR SEALING AND MARKING OF BID ENVELOPES

1

Enclose the ORIGINAL technical documents in one sealed envelope marked "**ORIGINAL-TECHNICAL COMPONENT**" and the ORIGINAL financial component in another sealed envelope marked "**ORIGINAL-FINANCIAL COMPONENT**"

(apply the same for copy 1 & 2 – marking should be "Copy 1/Copy 2- Technical/Financial Component")



Technical Documents



Financial Documents

ORIGINAL – TECHNICAL COMPONENT

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE DECEMBER 17, 2024

ORIGINAL – FINANCIAL COMPONENT

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE DECEMBER 17, 2024

2

Seal both envelopes in an outer envelope marked "**ORIGINAL BID**"

(apply the same for copy 1 & 2 – marking should be Copy 1/Copy 2 of Original Bid)

ORIGINAL – TECHNICAL COMPONENT

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE DECEMBER 17, 2024

ORIGINAL – FINANCIAL COMPONENT

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

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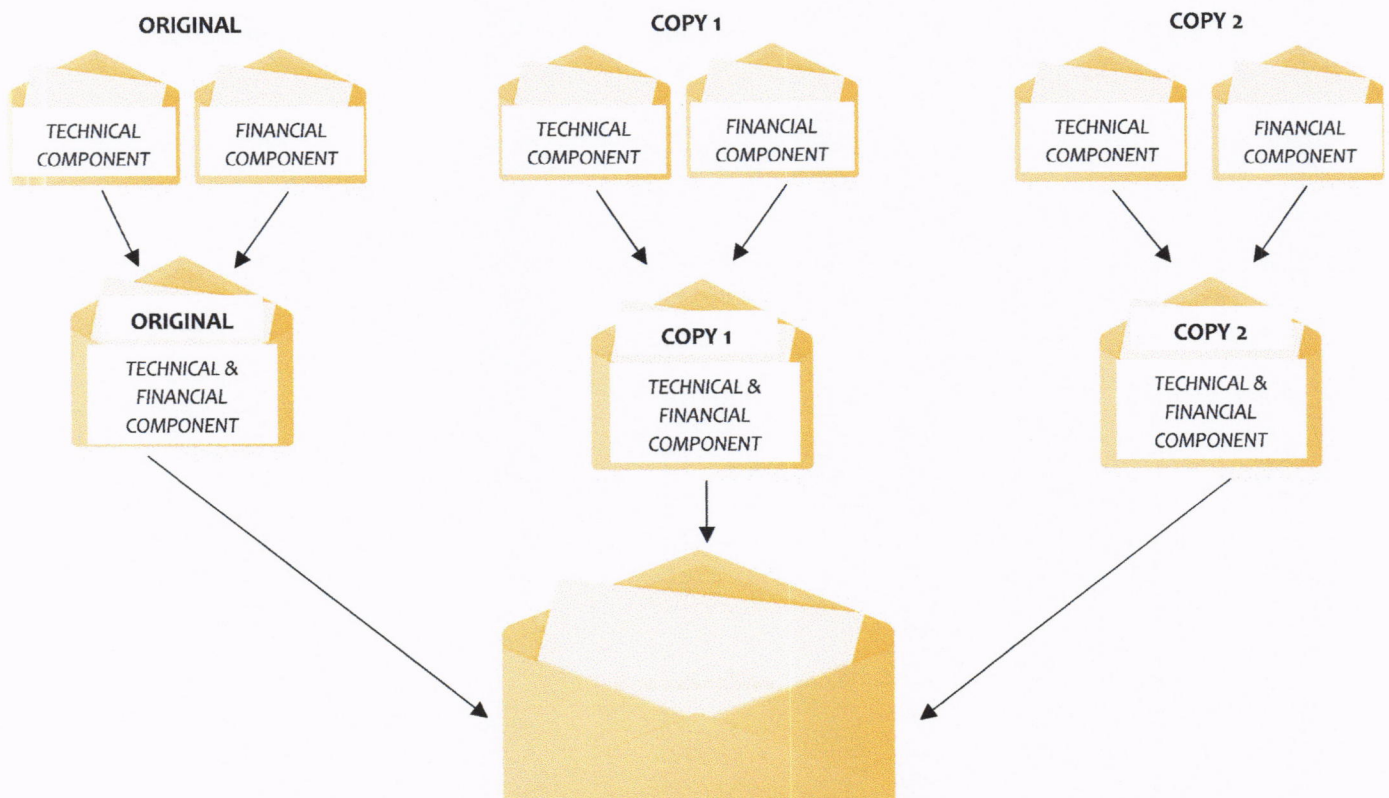
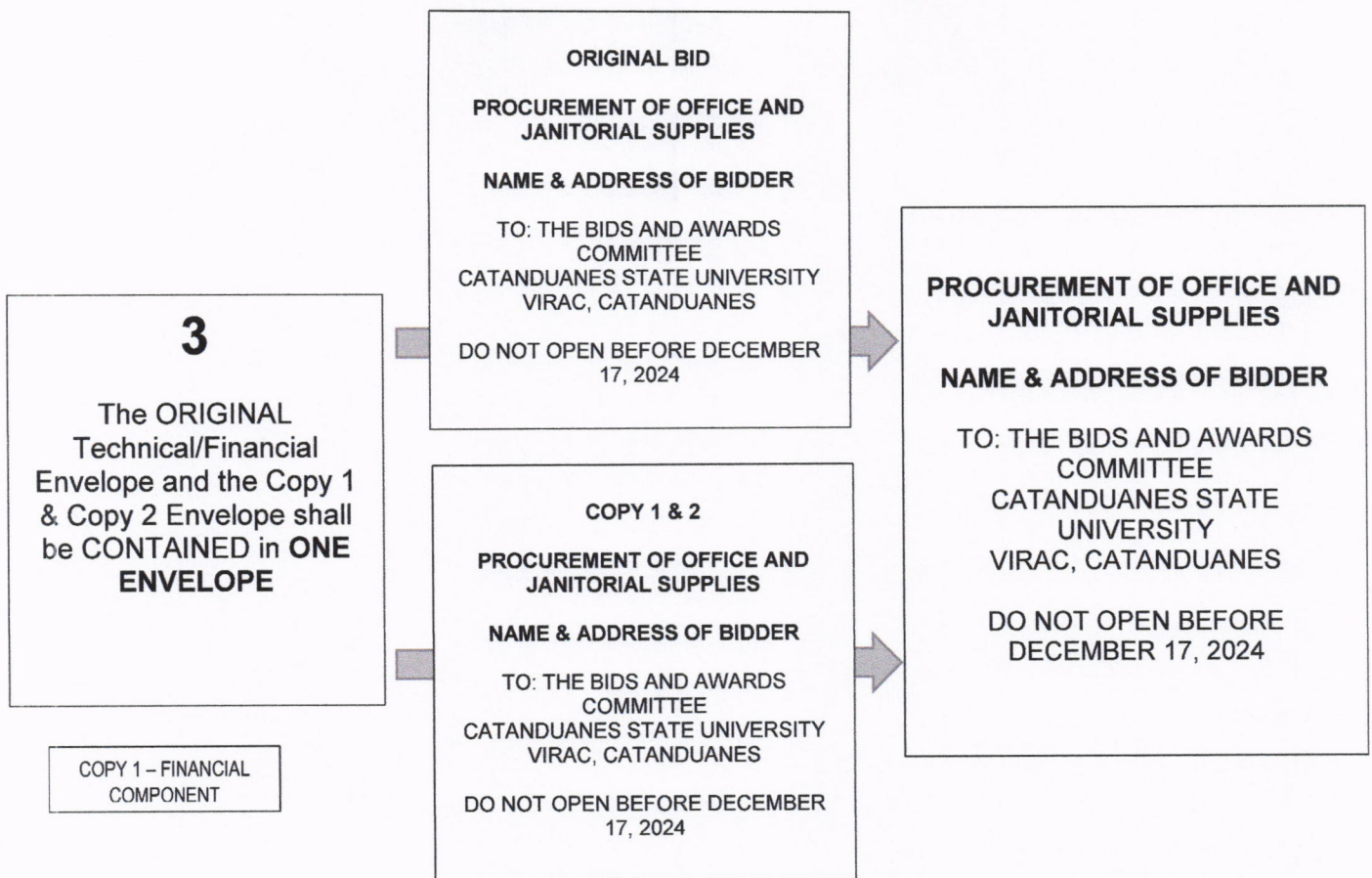
ORIGINAL BID

PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

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All bid envelopes:

1. Typed or written in indelible ink and the **seal shall be SIGNED** by the bidder or his duly qualified and authorized representative.
 2. Sealed and marked as illustrated above.
- If the bids are not properly sealed and marked as required, the BAC or 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.**

