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

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## BID FORM

Date: _____

Project Identification No.: _____

To:  *Dr. Lily P. Custodio*
*BAC Chairperson*
*Catanduanes State University*
*Virac, Catanduanes*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply and deliver Stenograph Shorthand Machine** in conformity with the said PBDs for the sum of

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

If our Bid is accepted, we undertake:

a.   To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b.   To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c.   To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

(if none, state "None")

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

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

## SUPPLY & DELIVERY OF STENOGRAPH SHORTHAND MACHINE

Name of Bidder: _____     Project ID No.: **21-11-068**     Page ___ of ___

| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Item | Unit of Measure | Brief Description | QTY | ABC/Unit | 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 | | **STENOGRAPH SHORTHAND MACHINE** (SN-LSO1960) with bag & tripod Case Catalyst Computer Aided Transcription Software Computer laptop, ASUS, Core i3, 4GB DDR4 2133 memory, 2TB SATA HD (SN-JANOGRO3B456425 1 set StenEd Realtime Theory Reference Book (StenEd Realtime Theory) 3 sets StenEd Realtime Theory Reference Book (StenEd Realtime Theory & Reader Realtime Theory - Free) | 8 | 400,000.00 | | | | | | |
| | | | | | | | | | | |
| | | **NOTE: ITEMIZED EVALUATION** | | | | | | | | |

Name: _____

Legal Capacity: _____

Signature: _____

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

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

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: