

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement of Office Supplies (Fund 164)

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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	9
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders.....	12
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	13
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	14
13. Bid and Payment Currencies	14
14. Bid Security	15
15. Sealing and Marking of Bids	15
16. Deadline for Submission of Bids	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	16
19. Detailed Evaluation and Comparison of Bids	16
20. Post-Qualification	16
21. Signing of the Contract	17
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	23
1. Scope of Contract	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	25
5. Warranty	25
6. Liability of the Supplier	26
Section V. Special Conditions of Contract	27
Section VI. Schedule of Requirements	28
Section VII. Technical Specifications	33
Section VIII. Checklist of Technical and Financial Documents	41

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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo
Tel Nos. 315-8164
Fax No. 315-9755



INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES (FUND 164)

1. The **Iloilo Science and Technology University – Miagao Campus**, through **Fund 164** intends to apply the sum of **Php 368,960.00** being the ABC to payments under the contract for **MC-GOOD-2023-02-12**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

To reduce the risks and hazards of community transmission of COVID-19 the BAC will conduct its procurement activities via Google Meet. To join the said activities, please access the link below:

<https://meet.google.com/kya-sgdy-xrd>

2. The **Iloilo Science and Technology University – Miagao Campus** now invites bids for the **Procurement of Office Supplies (Fund 164)**. Delivery of the Goods is required within **30 Calendar Days**. Bidders should have completed, within the **last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Iloilo Science and Technology University – Miagao Campus** and inspect the Bidding Documents at the address given below during **office hours from 8:00 am to 5:00 pm from Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders **on March 11, 2023 to March 20, 2023** in the address below and upon payment of the applicable fee for the said Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos (Php 500.00) only**. It may also be downloaded free of charge from the website of the Philippine Government Electronics Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **Iloilo Science and Technology University – Miagao Campus** will hold a Pre-Bid Conference on **March 9, 2023 @ 10:00 am** at the **PDAS/BAC Office** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before, **March 20, 2023 at 5:00 pm**. 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 **March 21, 2023 @ 10:00 am** at the given address below **PDAS/BAC Office**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Iloilo Science and Technology University- Miagao Campus** 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:

MS. WENEFREDA N. NOLADA
BAC Secretariat Section
ISAT U – Miagao Campus
Igtuba, Miagao, Iloilo
Tel No.: 315-8164 loc 121
Mobile No.: 09554897732
Email: miagao.bac@isatu.edu.ph
Fax: (033) 315-9755
Website: miagao.isatu.edu.ph
12. You may visit the following websites:
For downloading of Bidding Documents: *sipc.edu.ph*


SOLIMAR F. MORADAS, DIT
BAC Chairperson

Date of Issue: _____

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Iloilo Science and Technology University – Miagao Campus wishes to receive Bids for the **Procurement of Office Supplies (Fund 164)** with Project identification number **MC-GOODS-2023-02-12**.

The Procurement Project referred to herein as the **Procurement of Office Supplies (Fund 164)** composed of is composed **one (1) lot**, 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 **2023** in the amount of **Php 368,960.00**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

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. *xxx*
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 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 Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised

IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 {[insert if applicable]} and/or through videoconferencing/webcasting} 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 the **last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**. If possible, all financial documents or forms should be entered computerized.

- 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 e.
 - 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 **Section VII (Technical Specifications)**.

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 Declaration¹ 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 until **120 calendar days**. 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.

ISAT U Miagao Campus is requesting for additional **two (2)** hard copies of the Bid which shall be marked as “Copy 1” and “Copy 2”. (Please see attached “Annex A”).

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.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 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 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 15 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

- 20.1. xxx
- 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 Payments System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

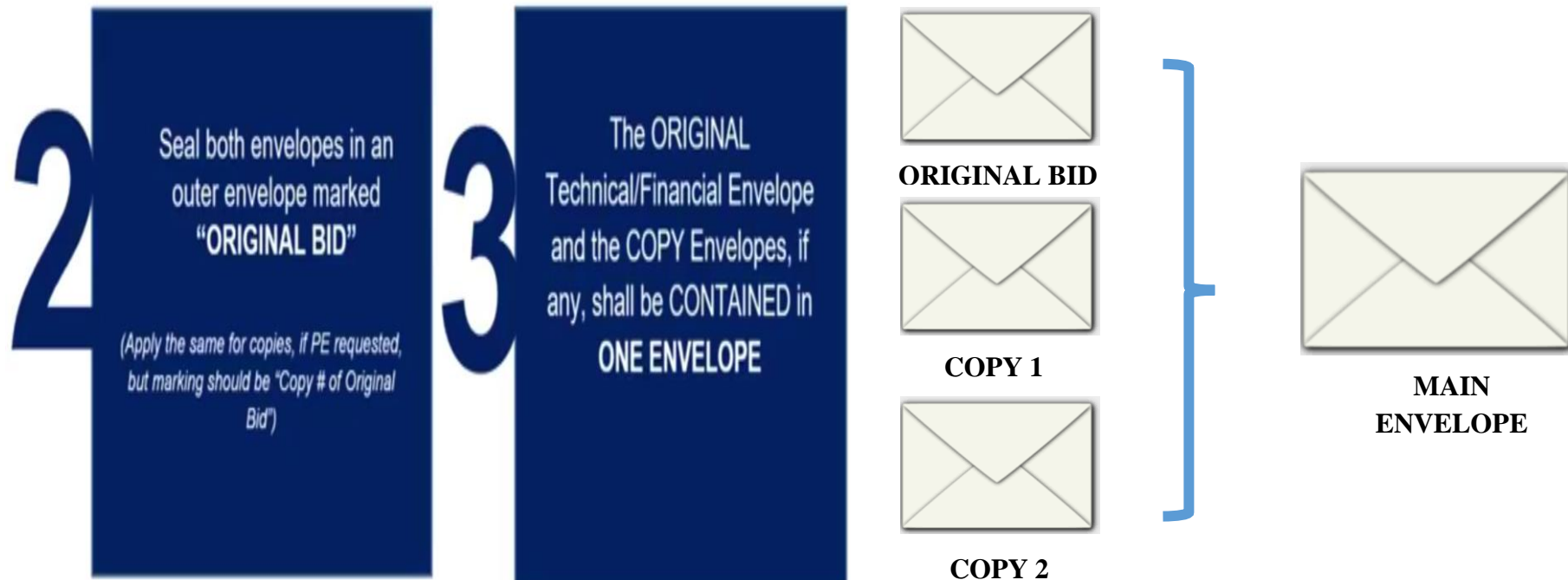
- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo
Tel Nos. 315-8164
Fax No. 315-9755



SEALING AND MARKING OF BIDS “Annex A”





Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo
Tel Nos. 315-8164
Fax No. 315-9755



SEALING AND MARKING OF BIDS “Annex A”

Sample:

PROCUREMENT OF OFFICE SUPPLIES (FUND 164)
Project Reference No. MC-GOODS-2023-02-12

Company Name
Address

OFFICE OF THE BIDS AND AWARDS COMMITTEE
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo

“DO NOT OPEN BEFORE DATE OF OPENING.”

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>[provide the definition or description of similar contracts]</i>.</p> <p>b. completed within <i>[indicate period]</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	No further instructions.
12	<p>The price of the Goods shall be quoted DDP to Iloilo Science and Technology University – Miagao Campus, Igtuba, Miagao, Iloilo or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>The first envelope shall contain the eligibility and technical documents states in the ITB Clause. However, if the Bidder maintains a current and updated file of his Class “A” Documents with the Procuring Entity, a written letter of intent may be submitted in lieu of the Class “A” Documents; otherwise, it shall submit an application for eligibility and its latest Class “A” Documents on or before March 20, 2023 at 5:00 pm. Any application for eligibility or updates submitted after the deadline for the submission of the letter of intent shall not be considered for the bidding at hand.</p>
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> <p>a. The amount of not less than Php 7,379.20, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 18,448.00, if bid security is in Surety Bond.</p>
19.3	<p>Provision of Security Services</p> <p>ABC: Php 368,960.00</p> <p>Procurement mechanism: “Lot”</p>
20.2	<p>Note: See checklist for Eligibility Requirements and Technical Documents</p> <p>Tax Clearance per Executive Order 398, Series of 2005, as finally reviews and approved by the BIR shall be part of eligibility documents.</p>
21.2	<p>Note: See checklist for Eligibility Requirements and Technical Documents</p> <p>The statement of all 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, within six (6) months.</p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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 prior to 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 IV (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.

GPPB Resolution No. 30-2017 Approving Additional Amendment to Section 62.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184 provides:

“For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

*The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) **but not to exceed five percent (5%)** of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) **but not to exceed five percent (5%)** of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.*

As per GPPB Resolution No. 30 – 2017, this University will impose retention money on the payment for the procurement of goods equivalent to the following percentage:

Contract Amount	Retention
1,000,000 and below	5%
1,000,001 to 2,000,000	4%
2,000,001 to 3,000,000	3%
3,000,001 to 4,000,000	2%
4,000,001 and above	1%

- 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

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	No further instructions.
2.2	No further instructions.
4	No further instructions.



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo
Tel Nos. 315-8164
Fax No. 315-9755



Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Ballpen, black , 0.7 mm, 12pcs/box	13		
2	Ballpen, blue , 0.7 mm, 12pcs/box	1		
3	Ballpen, red , 0.7 mm, 12pcs/box	5		
4	Battery, AA, 2pcs/pack, drycell, alkaline	14		
5	Battery, AAA, 2pcs/pack, drycell, alkaline	14		
6	Battery, battery rechargeable-2pcs/pack size, AAA with charger	9		
7	Battery, battery rechargeable-2pcs/pack size, AA with charger	9		
8	Binder, 2 ring binder, heavy duty, 2", legal size	5		
9	Binder Clips, backfold clips, all metal, clamping: 1 inch, 12's	6		
10	Binder Clips, backfold clips, all metal, clamping: 2 inches, 12's	5		
11	Binder Clips, bulldog clip, all metal, clamping: 3 inches, 12's	3		
12	Boxes, storage box, plastic 95L	5		
13	Cable Tie, releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	2		
14	Calculator, office calculator, large font, 14 digit, solar and battery	1		
15	Calculator, scientific, good quality	3		
16	Clear Book, 8.5 in x 13 in, 60 pockets	23		
17	Clear Book, A4, 60 pockets	15		
18	Clock, wall clock, good quality	1		
19	Colored Bond Paper, A4, assorted, subs 18	1		
20	Colored Bond Paper, 8.5 in x 13 in, assorted colors, subs 18	3		
21	Cork Board, 2 ft. X 3 ft. with aluminum frame	1		
22	Cork Board, black wooden frame, 4ft x 3ft, wall type	4		
23	Correction Pen, liquid paper correction pen	40		
24	Correction Tape, 20 m x 5 mm	28		
25	Cutter, large, heavy duty	6		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	Cutter Blade (refill), big, 18mm, 10's/tube	10		
27	Cutting Mat, 18 in x 24 in, reversible	4		
28	Dater Stamp, received stamp with date, medium	4		
29	Dater Stamp, 1.75 in x 1.12 in, durable	3		
30	Document Holder, desktop document holder , 12" (h) x 9-3/8" (w) x 2" (d) , made of plastic, adjustable for letter, supports up to 150 sheets, black color	20		
31	Envelope, mailing, letter envelope, long, white (500pcs/box), good quality	1		
32	Envelope, brown, long, good quality	180		
33	Envelope, expandable w/ garter , long, good quality	82		
34	Extension Cord, universal outlet extension cord with multiple outlet, 5mtrs	6		
35	Fastener, paper fastener, plastic, multi-colored	8		
36	Fastener, plastic, double lock, for 100 pages and up	5		
37	Fastener, stainless, non sharp edge, good quality	1		
38	File Box, big, with cover, blue	38		
39	File Box, medium, with cover, blue	10		
40	Folder, A4, white, 100pcs/ream, 14pts	25		
41	Folder, green, long, expanded, good quality	50		
42	Folder, long size, white, 100pcs/ream, 14pts	14		
43	Folder, long size, white, 14pts	164		
44	Glue, 130 gms (118ML), multipurpose glue, safe and non toxic	8		
45	Glue, instant glue, fast drying, strip pack	3		
46	Glue Gun, big, heavy duty	5		
47	Glue Gun, small, heavy duty	2		
48	Glue Stick, big, good quality	131		
49	Glue Stick, small, good quality	25		
50	Guntacker Wire, good quality	4		
51	Highlighter, assorted colors, good quality	33		
52	Holder, certificate holder, A4 size, good quality	25		
53	Meter Stick, wooden	1		
54	Mimeographing Paper, 8.5 in x 13 in, whitewove, subs 18	42		
55	Mimeographing Paper, 8.5 in x 11 in, whitewove, subs 18	12		
56	Paint Brush, 2" fine bristles	5		
57	Paper, bond paper , 8.5 in x 13 in, premium grade, subs 20	95		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
58	Paper, bond paper, A4 8.27" x 11.69", premium grade, subs 20	167		
59	Paper, bond paper, A4 8.27" x 11.69", subs 16	12		
60	Paper, photo paper, A4 (10 shts/pack), high quality, inkjet, glossy	32		
61	Paper, board paper, long 220gsm, biege, 10 shts/pack	25		
62	Paper, board paper, A4, 220gsm, biege, 10 shts/pack	15		
63	Paper, board paper, long 180gsm, biege, 10 shts/pack	221		
64	Paper, board paper, A4, 180 gsm, biege, 10 shts/pack	55		
65	Paper, plotter paper, 36 inch x 50 yards, 70 gsm	2		
66	Paper, sticker paper, A4, matte, assorted color	84		
67	Paper, sticker paper, A4, matte, white	73		
68	Paper Clips, big, assorted color, vinyl coated	17		
69	Paper Clips, regular, assorted colors, vinyl coated	5		
70	Pen, permanent marker, fine, black	67		
71	Pen, permanent marker, fine, blue	25		
72	Pen, permanent marker, fine, red	10		
73	Pen, permanent marker, broad, black	12		
74	Pen, permanent marker, broad, red	10		
75	Pen, whiteboard marker, board master, black, refillable, bullet, medium	34		
76	Pen, whiteboard marker, board master, blue, refillable, bullet, medium	2		
77	Pen, whiteboard marker, board master, red, refillable, bullet, medium	5		
78	Pencil, #1, durable, woodclinched complastic lead, 12pcs/box	13		
79	Pencil, #2, durable, woodclinched complastic lead, 12pcs/box	16		
80	Pencil, #3, durable, woodclinched complastic lead, 12pcs/box	3		
81	Pencil, lead, mechanical 0.5 mm refill 12 pcs per set	4		
82	Pencil Eraser, soft pencil, rubber eraser (36 pcs/box)	4		
83	Pins, push pins with colored heads, 50pcs/box	4		
84	Pins, safety pins, small, 100pcs/pck	1		
85	Plastic Cover, transparent, 50 meter/rolls	5		
86	Puncher, big, heavy duty	5		
87	PVC Cover, A4 size, for document	4		
88	PVC Cover, long size, for document	4		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
89	Record Book, 150 pages, hardbound	4		
90	Record Book, 300 pages, hardbound	2		
91	Record Book, 500 pages, hardbound	2		
92	Rubber Band, large, assorted color	3		
93	Rubber Band, regular size, assorted color	5		
94	Ruler, 1 ft., plastic	3		
95	Ruler, 1 ft., stainless metal	9		
96	Scissors, small, for cloth/tailoring, comfortable handle, premium quality	7		
97	Sign Pens, G-Tec C4, black, gel ink pen, refillable	92		
98	Sign Pens, G-Tec C4, red, gel ink pen, refillable	10		
99	Sign Pens, 0.7 mm, black, gel ink, refillable	28		
100	Sign Pens, 0.7 mm, blue, gel ink, refillable	10		
101	Stamp Pad, 4" x 6" (no. 1), clear stamp, quality standard	6		
102	Stamp Pad Ink, purple, plastic container, 30ml	5		
103	Staple Wire, #35 mm, heavy duty	24		
104	Staple Wire Remover, good quality	6		
105	Stapler, #35, with staple remover, high quality	11		
106	Stapler, long arm stapler, #35, metal/ steel, reach: 12 – 15 inches, capacity: 20 – 35 sheets/ 80g	3		
107	Sticker, sticker pad, 3" x 5"	8		
108	Tape, double sided without foam, width: 1 inch, standard length	22		
109	Tape, duct, width: 3 inch, standard length	9		
110	Tape, masking, width: 1 inch, standard length	12		
111	Tape, masking, width: 2 inch, standard length	23		
112	Tape, packing, width: 2 inch, standard length	10		
113	Tape, transparent, width: 1 inch, standard length	43		
114	Tape, transparent, width: 2 inch, standard length	21		
115	Tape, transparent, width: 3 inch, standard length	18		
116	Tape Dispenser, 1 inch, heavy duty	2		
117	Tape Dispenser, universal, heavy duty	3		
118	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	16		
119	Thumbtacks, colored heads	50		
120	Tray, desk tray, steel, 3 layers	14		
121	T-Square, stainless metal	2		
122	White Board, 4' x 8', white board, with stand	2		
123	Yellow Pad, 216 x 315 mm, 90 leaves, good quality, thick	7		

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
 Miagao, Iloilo
 Tel Nos. 315-8164
 Fax No. 315-9755



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.]</i>			
Procurement of Office Supplies (Fund 164)					
Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Ballpen, black , 0.7 mm, 12pcs/box	bxs	13		
2	Ballpen, blue , 0.7 mm, 12pcs/box	box	1		
3	Ballpen, red , 0.7 mm, 12pcs/box	bxs	5		
4	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	14		
5	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	14		
6	Battery, battery rechargeable-2pcs/pack size, AAA with charger	pcks	9		
7	Battery, battery rechargeable-2pcs/pack size, AA with charger	pcks	9		
8	Binder, 2 ring binder, heavy duty, 2", legal size	pcs	5		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
9	Binder Clips, backfold clips, all metal, clamping: 1 inch, 12's	bxs	6		
10	Binder Clips, backfold clips, all metal, clamping: 2 inches, 12's	bxs	5		
11	Binder Clips, bulldog clip, all metal, clamping: 3 inches, 12's	bxs	3		
12	Boxes, storage box, plastic 95L	pcs	5		
13	Cable Tie, releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	pcks	2		
14	Calculator, office calculator, large font, 14 digit, solar and battery	pc	1		
15	Calculator, scientific, good quality	pcs	3		
16	Clear Book, 8.5 in x 13 in, 60 pockets	pcs	23		
17	Clear Book, A4, 60 pockets	pcs	15		
18	Clock, wall clock, good quality	pc	1		
19	Colored Bond Paper, A4, assorted, subs 18	rm	1		
20	Colored Bond Paper, 8.5 in x 13 in, assorted colors, subs 18	rms	3		
21	Cork Board, 2 ft. X 3 ft. with aluminum frame	pc	1		
22	Cork Board, black wooden frame, 4ft x 3ft, wall type	pcs	4		
23	Correction Pen, liquid paper correction pen	pcs	40		
24	Correction Tape, 20 m x 5 mm	pcs	28		
25	Cutter, large, heavy duty	pcs	6		
26	Cutter Blade (refill), big, 18mm, 10's/tube	pcs	10		
27	Cutting Mat, 18 in x 24 in, reversible	pcs	4		
28	Dater Stamp, received stamp with date, medium	pcs	4		
29	Dater Stamp, 1.75 in x 1.12 in, durable	pcs	3		
30	Document Holder, desktop document holder , 12" (h) x 9-3/8" (w) x 2" (d) , made of plastic, adjustable for letter, supports up to 150 sheets, black color	pcs	20		
31	Envelope, mailing, letter envelope, long, white (500pcs/box), good quality	box	1		
32	Envelope, brown, long, good quality	pcs	180		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
33	Envelope, expandable w/ garter , long, good quality	pcs	82		
34	Extension Cord, universal outlet extension cord with multiple outlet, 5mtrs	pcs	6		
35	Fastener, paper fastener, plastic, multi-colored	bxs	8		
36	Fastener, plastic, double lock, for 100 pages and up	bxs	5		
37	Fastener, stainless, non sharp edge, good quality	box	1		
38	File Box, big, with cover, blue	pcs	38		
39	File Box, medium, with cover, blue	pcs	10		
40	Folder, A4, white, 100pcs/ream, 14pts	rms	25		
41	Folder, green, long , expanded, good quality	pcs	50		
42	Folder, long size, white, 100pcs/ream, 14pts	rms	14		
43	Folder, long size, white, 14pts	pcs	164		
44	Glue, 130 gms (118ML), multipurpose glue, safe and non toxic	btls	8		
45	Glue, instant glue, fast drying, strip pack	btls	3		
46	Glue Gun, big, heavy duty	pcs	5		
47	Glue Gun, small, heavy duty	pcs	2		
48	Glue Stick, big, good quality	pcs	131		
49	Glue Stick, small, good quality	pcs	25		
50	Guntacker Wire, good quality	bxs	4		
51	Highlighter, assorted colors, good quality	pcs	33		
52	Holder, certificate holder, A4 size, good quality	pcs	25		
53	Meter Stick, wooden	pc	1		
54	Mimeographing Paper, 8.5 in x 13 in, whitewove, subs 18	rms	42		
55	Mimeographing Paper, 8.5 in x 11 in, whitewove, subs 18	rms	12		
56	Paint Brush, 2" fine bristles	pcs	5		
57	Paper, bond paper , 8.5 in x 13 in, premium grade, subs 20	rms	95		
58	Paper, bond paper, A4 8.27" x 11.69", premium grade, subs 20	rms	167		
59	Paper, bond paper, A4 8.27" x 11.69", subs 16	rms	12		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
60	Paper, photo paper, A4 (10 shts/pack), high quality, inkjet, glossy	pcks	32		
61	Paper, board paper, long 220gsm, biege, 10 shts/pack	pcks	25		
62	Paper, board paper, A4, 220gsm, biege, 10 shts/pack	pcks	15		
63	Paper, board paper, long 180gsm, biege, 10 shts/pack	pcks	221		
64	Paper, board paper, A4, 180 gsm, biege, 10 shts/pack	pcks	55		
65	Paper, plotter paper, 36 inch x 50 yards, 70 gsm	rolls	2		
66	Paper, sticker paper, A4, matte, assorted color	pcks	84		
67	Paper, sticker paper, A4, matte, white	pcks	73		
68	Paper Clips, big, assorted color, vinyl coated	bxs	17		
69	Paper Clips, regular, assorted colors, vinyl coated	bxs	5		
70	Pen, permanent marker, fine, black	pcs	67		
71	Pen, permanent marker, fine, blue	pcs	25		
72	Pen, permanent marker, fine, red	pcs	10		
73	Pen, permanent marker, broad, black	pcs	12		
74	Pen, permanent marker, broad, red	pcs	10		
75	Pen, whiteboard marker, board master, black, refillable, bullet, medium	pcs	34		
76	Pen, whiteboard marker, board master, blue, refillable, bullet, medium	pcs	2		
77	Pen, whiteboard marker, board master, red, refillable, bullet, medium	pcs	5		
78	Pencil, #1, durable, woodclinched complastic lead, 12pcs/box	bxs	13		
79	Pencil, #2, durable, woodclinched complastic lead, 12pcs/box	bxs	16		
80	Pencil, #3, durable, woodclinched complastic lead, 12pcs/box	bxs	3		
81	Pencil, lead, mechanical 0.5 mm refill 12 pcs per set	sets	4		
82	Pencil Eraser, soft pencil, rubber eraser (36 pcs/box)	bxs	4		
83	Pins, push pins with colored heads, 50pcs/box	bxs	4		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
84	Pins, safety pins, small, 100pcs/pck	pck	1		
85	Plastic Cover, transparent, 50 meter/rolls	rolls	5		
86	Puncher, big, heavy duty	pcs	5		
87	PVC Cover, A4 size, for document	pcs	4		
88	PVC Cover, long size, for document	pcs	4		
89	Record Book, 150 pages, hardbound	pcs	4		
90	Record Book, 300 pages, hardbound	pcs	2		
91	Record Book, 500 pages, hardbound	pcs	2		
92	Rubber Band, large, assorted color	bxs	3		
93	Rubber Band, regular size, assorted color	bxs	5		
94	Ruler, 1 ft., plastic	pcs	3		
95	Ruler, 1 ft., stainless metal	pcs	9		
96	Scissors, small, for cloth/tailoring, comfortable handle, premium quality	pcs	7		
97	Sign Pens, G-Tec C4, black, gel ink pen, refillable	pcs	92		
98	Sign Pens, G-Tec C4, red, gel ink pen, refillable	pcs	10		
99	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	28		
100	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	10		
101	Stamp Pad, 4" x 6" (no. 1), clear stamp, quality standard	pcks	6		
102	Stamp Pad Ink, purple, plastic container, 30ml	btls	5		
103	Staple Wire, #35 mm, heavy duty	bxs	24		
104	Staple Wire Remover, good quality	pcs	6		
105	Stapler, #35, with staple remover, high quality	pcs	11		
106	Stapler, long arm stapler, #35, metal/steel, reach: 12 – 15 inches, capacity: 20 – 35 sheets/80g	pcs	3		
107	Sticker, sticker pad, 3" x 5"	doz	8		
108	Tape, double sided without foam, width: 1 inch, standard length	rolls	22		
109	Tape, duct, width: 3 inch, standard length	rolls	9		
110	Tape, masking, width: 1 inch, standard length	rolls	12		
111	Tape, masking, width: 2 inch, standard length	rolls	23		
112	Tape, packing, width: 2 inch, standard length	rolls	10		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
113	Tape, transparent, width: 1 inch, standard length	rolls	43		
114	Tape, transparent, width: 2 inch, standard length	rolls	21		
115	Tape, transparent, width: 3 inch, standard length	rolls	18		
116	Tape Dispenser, 1 inch, heavy duty	pcs	2		
117	Tape Dispenser, universal, heavy duty	pcs	3		
118	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	16		
119	Thumbtacks, colored heads	bxs	50		
120	Tray, desk tray, steel, 3 layers	pcs	14		
121	T-Square, stainless metal	pcs	2		
122	White Board, 4' x 8', white board, with stand	units	2		
123	Yellow Pad, 216 x 315 mm, 90 leaves, good quality, thick	pad	7		

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

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**
- ☐ (c) 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**
- ☐ (d) 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**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) 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

- ☐ (g) 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

- ☐ (h) 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.

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

- ☐ (i) *[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.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

Republic of the Philippines



Government Procurement Policy Board