

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

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

# **TABLE OF CONTENTS**

**PROCUREMENT OF OFFICE SUPPLIES (FUND 164)**

**(ISAT U MC GOODS-2025-03-010)**

<b>SECTION I. ....</b>	<b>INVITATION TO BID</b>
<b>SECTION II. ....</b>	<b>INSTRUCTION TO BIDDERS</b>
<b>SECTION III. ....</b>	<b>BID DATA SHEET</b>
<b>SECTION IV. ....</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>
<b>SECTION V. ....</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
<b>SECTION VI.....</b>	<b>SCHEDULE REQUIREMENTS</b>
<b>SECTION VII. ....</b>	<b>TECHNICAL SPECIFICATIONS</b>
<b>SECTION VIII. ....</b>	<b>CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>



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

1. The **Iloilo Science and Technology University – Miagao Campus**, through FY 2025 **Fund 164**, intends to apply the sum of **Php 725,302.30** as the Approved Budget of Contract (ABC) to payments under the contract for the **Procurement of Office Supplies (Fund 164)** with Project Reference No. **ISAT U MC GOODS-2025-03-010**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **ISAT U Miagao Campus** invites bidders for the above procurement project. Delivery of the Goods is required within **Thirty (30) Calendar Days** upon the receipt of the Notice to Proceed. 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, otherwise known as the “Government Procurement Reform Act”.

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. Interested bidders may obtain further information from **ISAT U Miagao Campus** and inspect the Bidding Documents at the address given below during **office hours from 7:30 am to 4:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **March 28, 2025 – April 7, 2025** in the address stated below upon payment of the applicable fee for the said bidding documents. Pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos Only (Php 1,000.00)**. 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 abovementioned deadline.
6. The **ISAT U Miagao Campus** shall allow the bidder to present its proof of payment for the fee by emailing a copy of the official receipt at [miagao.bac@isatu.edu.ph](mailto:miagao.bac@isatu.edu.ph) or presentation of the official receipt in person.

7. The **ISAT U Miagao Campus** will hold a Pre-Bid Conference at **10:30 AM, on March 27, 2025** at the **BAC Conference Room of ISAT U Miagao Campus** and **via videoconferencing application** which shall be open to prospective bidders. All interested bidders are advised to contact the BAC Secretariat through email or landline, in advance or prior to the scheduled procurement activity for the Google application meeting.
8. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before, **April 8, 2025 at 5:00 PM**. Late bids shall not be accepted. 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 **April 10, 2025 at 10:00 AM** at the **BAC Conference Room of ISAT U Miagao Campus** and **via videoconferencing application**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

*We kindly enjoin bidders of the requirement to have at least one (1) representative physically present/virtually during the Bid Opening at the ISAT U Miagao Campus, Igtuba, Miagao Campus. It is important to note that submitted bids without a representative during the Bid Opening will still be evaluated. However, please be aware that if any questions or clarifications arise from the BAC, bidders who did not have a representative present will not be permitted to contest or provide further input.*
10. The **ISAT U 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

Email: [miagao.bac@isatu.edu.ph](mailto:miagao.bac@isatu.edu.ph)

Fax: (033) 315-9755

Website: [www.miagao.isatu.edu.ph](http://www.miagao.isatu.edu.ph)

FB Page: Bac Isatu Miagao Campus

**(Sgd.) SOLIMAR F. MORADAS, DIT**

BAC Chairperson

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

### **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 **ISAT U MC-GOODS-2025-03-010**.

The Procurement Project referred to herein as the “Project” is 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 **FY 2025** in the amount of **Seven Hundred Twenty Five Thousand Three Hundred Two Pesos & Thirty Centavos Only (Php 725,302.30)**.

2.2. The source of funding is:

- a. **NGA, the National Expenditure Program.**

### **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.

**ISAT U Miagao Campus** required the bidder to use the prescribe form or template attached in the bidding documents especially in the Financial Documents. Also, requesting the Bidder to use the A4 size of bond paper in all 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**

The Procuring Entity has prescribed that:

**b. 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 through videoconferencing application and at its physical address stated below as indicated in paragraph 7 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 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 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”).*

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 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:  
  
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 Payments System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

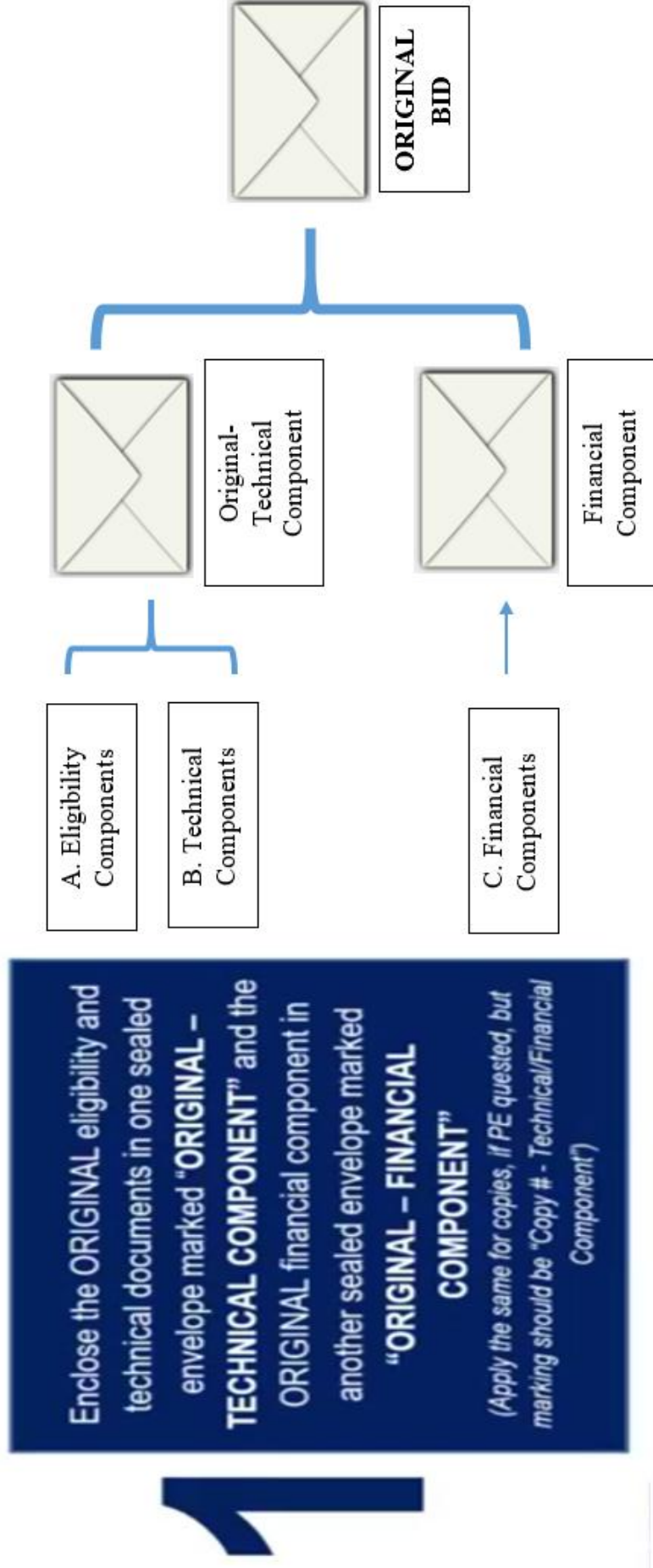
## **21. Signing of the Contract**

- 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**  
**Miaqao Campus**  
Miaqao, Iloilo  
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755  
<https://www.miaqao.isatu.edu.ph>

## SEALING AND MARKING OF BIDS “Annex A”





Republic of the Philippines  
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## SEALING AND MARKING OF BIDS “Annex A”

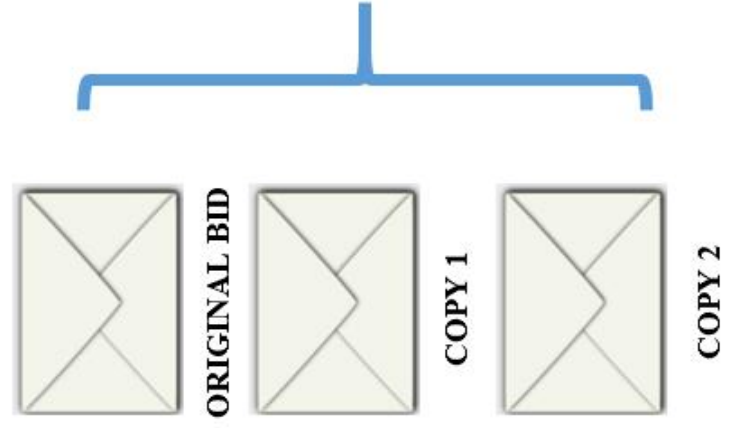
**2**

Seal both envelopes in an outer envelope marked “ORIGINAL BID”

*(Apply the same for copies, if PE requested, but marking should be “Copy # of Original Bid”)*

**3**

The ORIGINAL Technical/Financial Envelope and the COPY Envelopes, if any, shall be CONTAINED in ONE ENVELOPE





Republic of the Philippines  
**Iloilo Science and Technology University**  
**Miagao Campus**  
Miagao, Iloilo  
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755  
<https://www.miagao.isatu.edu.ph>

## **SEALING AND MARKING OF BIDS “Annex A”**

Sample:

**PROCUREMENT OF OFFICE4 SUPPLIES (FUND 164)**

**Project Reference No. ISAT U MC-GOODS-2025-03-010**

**Company Name**

**Address**

**OFFICE OF THE BIDS AND AWARDS COMMITTEE  
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

**Miagao Campus  
Miagao, Iloilo**

### *Section III. Bid Data Sheet*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. similar contracts shall refer <b><u>Procurement of Office Supplies (Fund 164)</u></b></li> <li>b. completed within <b><u>Two (2) years</u></b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed
12	<p>The price of the Goods shall be quoted DDP to <b>Iloilo Science and Technology University – Miagao Campus, Igtuba, Miagao, Iloilo</b> 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 <b>April 8, 2025 at 5:00 pm</b>. 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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php 14,506.05</b>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 36,265.12</b>, if bid security is in Surety Bond.</li> </ul>
19.3	<p><b>Procurement of Office Supplies (Fund 164)</b></p> <p><b>ABC: Php 725,302.30</b></p> <p>Procurement mechanism: <b>“Lot”</b></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***

### **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 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:

<b>Contract Amount</b>	<b>Retention</b>
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***

<b>GCC Clause</b>	
<b>1</b>	<p><b>Delivery and Packaging of Items:</b></p> <p>The delivery of the goods/services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>The outer packaging must be clearly marked on at least one (1) side as follows:</p> <p>Name of Procuring Entity: Iloilo Science and Technology University – Miaga Campus Address: Igtuba, Miagao, Iloilo Office: Supply Office Name of Authorized Representative: William M. Sollesta, Jr. Name of End-User: Contact No.: 315-8164 loc 105</p> <p>Name of Company: Contact No.: Contract Description:</p>
<b>2.2</b>	<p>a. Partial Payment is not allowed.</p> <p>b. Payment to supplier maybe received within 15 days from complete delivery and acceptance of items.</p>
<b>4</b>	<p>The inspection and tests that will be conducted are:</p> <p>Physical inspection of personnel, required materials and supplies</p>





## ***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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Ballpen, black, 0.5 mm, 12pcs/box	15		
2	Ballpen, blue, 0.5 mm, 12pcs/box	6		
3	Ballpen, red, 0.5 mm, 12pcs/box	2		
4	Battery 9 V, Dry cell, alkaline	3		
5	Battery, AA, 2pcs/pack, drycell, alkaline	25		
6	Battery, AAA, 2pcs/pack, drycell, alkaline	9		
7	Battery, battery rechargeable, 2pcs/pack, AAA with charger	4		
8	Battery, battery rechargeable, 2pcs/pack, AA with charger	2		
9	Binder, 3 ring binder, heavy duty, 3", legal size	5		
10	Binder, 2 ring binder, heavy duty, 2", legal size	50		
11	Binder Clips, backfold clips, all metal, clamping: 1", 12's	4		
12	Binder Clips, backfold clips, all metal, clamping: 2", 12's	4		
13	Binder Clips, bulldog clip, all metal, clamping: 3", 12's	4		
14	Calculator, office calculator, large font, 14 digit, solar and battery	2		
15	Cartolina, assorted colors, thick, good quality	46		
16	Certificate Jacket, A4 size, with 2 hangers for portrait and landscape orientations	20		
17	Chalk, white, dustless	5		
18	Clear Book, 8.5" x 13", 60 pockets, thick plastic sheet	44		
19	Clear Book, A4, 60 pockets, thick plastic sheet	6		
20	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	200		
21	Clock, wall clock, medium size, 12" dia, battery operated	3		
22	Colored Bond Paper, 8.5" x 13", assorted, subs 18 or higher	5		
23	Combo Ring, 2", white, good quality	10		
24	Cork Board, 2 ft. x 3 ft. with aluminum frame	9		
25	Cork Board, black wooden frame, 4ft x 3.5ft, wall type	2		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	Correction Pen, liquid paper correction pen, 10ml	46		
27	Correction Tape, 20 m x 5 mm	67		
28	Cutter, big, 18mm blade, heavy duty	5		
29	Cutter, desktop paper cutter/trimmer A3 (18"x15")	2		
30	Cutter Blade Refill, big, 10pcs/tube	5		
31	Cutting Mat, 18" x 24", reversible	8		
32	Envelope, brown, long, good quality	110		
33	Envelope, expandable w/ garter , long, good quality	212		
34	Eraser, for pencil and ballpen, thick	5		
35	Eraser, black/whiteboard eraser	5		
36	Fastener, paper fastener, plastic, multi-colored	10		
37	Fastener, plastic, double lock, for 100 pages and up	6		
38	Fastener, stainless, non-sharp edge, good quality	1		
39	File Box, big, with cover, blue	58		
40	File Box, big, without cover, blue	10		
41	File Box, medium, with cover, blue	6		
42	Folder, A4, white, 14pts, 100pcs/ream	3		
43	Folder , green, long, expandable without tab	300		
44	Folder, green, long , expanded with tab , good quality	62		
45	Folder, long, white, 14pts, 100pcs/ream, good quality	11		
46	Folder, long size, white, 14pts	134		
47	Folder, long, assorted color	20		
48	Glue, 130 gms, multipurpose glue, safe and non-toxic	29		
49	Glue, instant glue, fast drying, 10g	4		
50	Glue Gun, big, heavy duty	5		
51	Glue Gun, small, heavy duty	2		
52	Glue Stick, big, good quality	165		
53	Glue Stick, small, good quality	25		
54	Guntacker Wire, 12mm	2		
55	Guntacker Wire, T-30, 10mm	2		
56	Highlighter, assorted colors, good quality	31		
57	Illustration board, standard size, 40" x 30"	12		
58	Illustration board, standard size, 40" x 30", white both sides	12		
59	Laminating Film, A4, 125 micron, 100pcs/pack	3		
60	Laminating Film, 1" core, 1.5 mil 9' x 500"	10		
61	Name Plate Holder, 9' x 4' clear transparent acrylic desk stand name plate holder, double sided acrylic display	3		
62	Paint Brush, 1" fine bristles	6		
63	Paint Brush, 2" fine bristles	6		
64	Paint Brush, 4" fine bristles	8		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
65	Paper, art paper, blue, 500 shts/ream, long size	1		
66	Paper, bond paper, 8.5 x 11", premium grade, subs 2	5		
67	Paper, bond paper , 8.5" x 13", premium grade, subs 20	639		
68	Paper, bond paper, A3, premium grade, subs 20	2		
69	Paper, bond paper, A4, premium grade, subs 20	587		
70	Paper, bond paper, A4, subs 16	10		
71	Paper, manila paper, 120cm x 90cm	50		
72	Paper, photo paper, A4, matte, 10's, inkjet friendly	83		
73	Paper, photo paper, A4, 10's, high quality, inkjet, glossy	64		
74	Paper, special board paper, A4, 180 gsm, beige, 10's	165		
75	Paper, special board paper , long 180 gsm, beige, 10's	5		
76	Paper, special board paper, short size, 185gsm, beige/cream, 10's	30		
77	Paper, special board paper, long, 185gsm, assorted colors, 10's	10		
78	Paper, special board paper, 8.5 x 13", assorted colors, 220 gsm, 10's	4		
79	Paper, sticker paper, A4, matte, assorted color	77		
80	Paper, sticker paper, A4 size, white	160		
81	Paper, sticker paper, A4, glossy, printable inkjet	30		
82	Paper, vellum paper, 8.5" x 13", 180gsm, 10's	68		
83	Paper, vellum paper, A4, 180gsm, 10's	23		
84	Paper Clips, big, assorted color, vinyl coated	20		
85	Paper Clips, regular, assorted colors, vinyl coated	15		
86	Pen, permanent marker, fine, black	44		
87	Pen, permanent marker, fine, blue	6		
88	Pen, permanent marker, broad, black	8		
89	Pen, permanent marker, broad, blue	6		
90	Pen, permanent marker, broad, red	4		
91	Pen, whiteboard marker, board master, black, refillable, bullet tip	43		
92	Pen, whiteboard marker, board master, blue, refillable, bullet tip	7		
93	Pen, whiteboard marker, board master, red, refillable, bullet tip	5		
94	Pencil, #1, durable, woodclined complastic lead, 12's	4		
95	Pencil, #2, durable, woodclined complastic lead, 12's	21		
96	Pencil, #3, durable, woodclined complastic lead, 12's	4		
97	Pencil, lead, mechanical 0.5 mm refill, 12's	4		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
98	Pencil, mechanical, drafting quality, 0.5 mm	4		
99	Pencil Eraser, soft pencil, rubber eraser, 36 pcs/box	4		
100	Pins, push pins with colored heads	22		
101	Plastic Cover, transparent, 50 m/rolls, #0.065mm thickness	4		
102	Puncher, big, heavy duty	14		
103	PVC Cover, long, 200mic, 100pcs/pack	1		
104	Record Book, 150 pages, hardbound	8		
105	Record Book, 500 pages, hardbound	8		
106	Rubber Bands, large, assorted color	7		
107	Rubber Bands, regular size, assorted color	5		
108	Ruler, 1 ft, plastic	2		
109	Ruler, 1 ft, stainless steel	5		
110	Scissors, big, tailoring scissors, comfortable handle, premium quality	7		
111	Sharpener, pencil sharpener, desktop 1 hole	4		
112	Sheet Protector, 3 ring hole binder refill	5		
113	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	64		
114	Sign Pens, G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	10		
115	Sign Pens, G-Tec C4, 0.4mm, red, gel ink pen, refillable	20		
116	Sign Pens, 0.7 mm, black, gel ink, refillable	24		
117	Sign Pens, 0.7 mm, blue, gel ink, refillable	4		
118	Stamp Pad Ink, green, 30 ml, with brush	4		
119	Stamp Pad Ink, purple, plastic container, 30ml	8		
120	Staple Wire, #35 mm, heavy duty	46		
121	Staple Wire Remover, plier type, heavy duty	9		
122	Stapler #35, with staple remover, high quality	9		
123	Stapler, heavy duty, long arm, 23/13 staple size, for thick papers	2		
124	Sticky Note, 1" x 3", assorted neon color	5		
125	Sticky Note, 2" x 2", assorted neon color	5		
126	Sticky Note, 3" x 4", assorted neon color	24		
127	Sticky Note, 4" x 6", assorted neon color	10		
128	Tape, double sided without foam, 1", standard length	76		
129	Tape, duct, 3", standard length	12		
130	Tape, magic tape, 1", standard length	4		
131	Tape, masking, 1", standard length	70		
132	Tape, masking, 2", standard length	43		
133	Tape, packing, 2", standard length	19		
134	Tape, reflective hazard warning tape, black and yellow	2		
135	Tape, transparent, 1", standard length	56		
136	Tape, transparent, 2", standard length	55		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
137	Tape, transparent, 3", standard length	32		
138	Tape Dispenser, 1", heavy duty	5		
139	Tape Dispenser, 2", heavy duty	1		
140	Tape Flags, 8" index tab, self-adhesive tabs, rectangle, white/transparent, 5tab/pack	50		
141	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	23		
142	Thumbtacks, colored heads	4		
143	Tray, mesh desktop paper tray organizer, 4 layers, steel	4		
144	White Board, 3ft x 4ft, good quality	2		
145	White Board, 4' x 8', white board, aluminum frame	1		
	<b>Delivery Period: 30 days</b>			

**Procurement Mechanism to be used is "By Lot"**  
**ABC: Php 725,302.30**

I hereby commit to comply and deliver the above requirements.

\_\_\_\_\_  
Name of Supplier/Contractor (in Print)

\_\_\_\_\_  
Name of Company Authorized Representative

\_\_\_\_\_  
Date



## Section VII. Technical Specifications

Item	Specification	Statement of Compliance			
	Procurement of Office Supplies (Fund 164)	[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 No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Ballpen, black, 0.5 mm, 12pcs/box	bxs	15		
2	Ballpen, blue, 0.5 mm, 12pcs/box	bxs	6		
3	Ballpen, red, 0.5 mm, 12pcs/box	bxs	2		
4	Battery 9 V, Dry cell, alkaline	pcs	3		
5	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	25		
6	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	9		
7	Battery, battery rechargeable, 2pcs/pack, AAA with charger	pcks	4		
8	Battery, battery rechargeable, 2pcs/pack, AA with charger	pcks	2		
9	Binder, 3 ring binder, heavy duty, 3", legal size	pcs	5		
10	Binder, 2 ring binder, heavy duty, 2", legal size	pcs	50		
11	Binder Clips, backfold clips, all metal, clamping: 1", 12's	bxs	4		
12	Binder Clips, backfold clips, all metal, clamping: 2", 12's	bxs	4		
13	Binder Clips, bulldog clip, all metal, clamping: 3", 12's	bxs	4		
14	Calculator, office calculator, large font, 14 digit, solar and battery	pcs	2		
15	Cartolina, assorted colors, thick, good quality	pcs	46		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
16	Certificate Jacket, A4 size, with 2 hangers for portrait and landscape orientations	pcs	20		
17	Chalk, white, dustless	bxs	5		
18	Clear Book, 8.5" x 13", 60 pockets, thick plastic sheet	pcs	44		
19	Clear Book, A4, 60 pockets, thick plastic sheet	pcs	6		
20	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks	200		
21	Clock, wall clock, medium size, 12" dia, battery operated	pcs	3		
22	Colored Bond Paper, 8.5" x 13", assorted, subs 18 or higher	rms	5		
23	Combo Ring, 2", white, good quality	pcs	10		
24	Cork Board, 2 ft. x 3 ft. with aluminum frame	pcs	9		
25	Cork Board, black wooden frame, 4ft x 3.5ft, wall type	pcs	2		
26	Correction Pen, liquid paper correction pen, 10ml	pcs	46		
27	Correction Tape, 20 m x 5 mm	pcs	67		
28	Cutter, big, 18mm blade, heavy duty	pcs	5		
29	Cutter, desktop paper cutter/trimmer A3 (18"x15")	boards	2		
30	Cutter Blade Refill, big, 10pcs/tube	tubes	5		
31	Cutting Mat, 18" x 24", reversible	pcs	8		
32	Envelope, brown, long, good quality	pcs	110		
33	Envelope, expandable w/ garter , long, good quality	pcs	212		
34	Eraser, for pencil and ballpen, thick	pcs	5		
35	Eraser, black/whiteboard eraser	pcs	5		
36	Fastener, paper fastener, plastic, multi-colored	bxs	10		
37	Fastener, plastic, double lock, for 100 pages and up	bxs	6		
38	Fastener, stainless, non-sharp edge, good quality	box	1		
39	File Box, big, with cover, blue	pcs	58		
40	File Box, big, without cover, blue	pcs	10		
41	File Box, medium, with cover, blue	pcs	6		
42	Folder, A4, white, 14pts, 100pcs/ream	pcs	20		
43	Folder , green, long, expandable without tab	bxs	5		
44	Folder, green, long , expanded with tab , good quality	pcs	44		
45	Folder, long, white, 14pts, 100pcs/ream, good quality	pcs	6		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
46	Folder, long size, white, 14pts	rms	3		
47	Folder, long, assorted color	pcs	300		
48	Glue, 130 gms, multipurpose glue, safe and non-toxic	pcs	62		
49	Glue, instant glue, fast drying, 10g	rms	11		
50	Glue Gun, big, heavy duty	pcs	134		
51	Glue Gun, small, heavy duty	pcs	20		
52	Glue Stick, big, good quality	btls	29		
53	Glue Stick, small, good quality	pcks	4		
54	Guntacker Wire, 12mm	pcs	5		
55	Guntacker Wire, T-30, 10mm	pcs	2		
56	Highlighter, assorted colors, good quality	pcs	165		
57	Illustration board, standard size, 40" x 30"	pcs	25		
58	Illustration board, standard size, 40" x 30", white both sides	bxs	2		
59	Laminating Film, A4, 125 micron, 100pcs/pack	bxs	2		
60	Laminating Film, 1" core, 1.5 mil 9' x 500"	pcs	31		
61	Name Plate Holder, 9' x 4' clear transparent acrylic desk stand name plate holder, double sided acrylic display	pcs	12		
62	Paint Brush, 1" fine bristles	pcs	12		
63	Paint Brush, 2" fine bristles	pcks	3		
64	Paint Brush, 4" fine bristles	rolls	10		
65	Paper, art paper, blue, 500 shts/ream, long size	pcs	3		
66	Paper, bond paper, 8.5 x 11", premium grade, subs 2	pcs	6		
67	Paper, bond paper, 8.5" x 13", premium grade, subs 20	pcs	6		
68	Paper, bond paper, A3, premium grade, subs 20	pcs	8		
69	Paper, bond paper, A4, premium grade, subs 20	rm	1		
70	Paper, bond paper, A4, subs 16	rms	5		
71	Paper, manila paper, 120cm x 90cm	rms	639		
72	Paper, photo paper, A4, matte, 10's, inkjet friendly	rms	2		
73	Paper, photo paper, A4, 10's, high quality, inkjet, glossy	rms	587		
74	Paper, special board paper, A4, 180 gsm, beige, 10's	rms	10		
75	Paper, special board paper, long 180 gsm, beige, 10's	pcs	50		
76	Paper, special board paper, short size, 185gsm, beige/cream, 10's	pcks	83		
77	Paper, special board paper, long, 185gsm, assorted colors, 10's	pcks	64		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
78	Paper, special board paper, 8.5 x 13", assorted colors, 220 gsm, 10's	pcks	4		
79	Paper, sticker paper, A4, matte, assorted color	pcks	77		
80	Paper, sticker paper, A4 size, white	pcks	160		
81	Paper, sticker paper, A4, glossy, printable inkjet	pcks	30		
82	Paper, vellum paper, 8.5" x 13", 180gsm, 10's	pcks	68		
83	Paper, vellum paper, A4, 180gsm, 10"s	pcks	23		
84	Paper Clips, big, assorted color, vinyl coated	bxs	20		
85	Paper Clips, regular, assorted colors, vinyl coated	bxs	15		
86	Pen, permanent marker, fine, black	pcs	44		
87	Pen, permanent marker, fine, blue	pcs	6		
88	Pen, permanent marker, broad, black	pcs	8		
89	Pen, permanent marker, broad, blue	pcs	6		
90	Pen, permanent marker, broad, red	pcs	4		
91	Pen, whiteboard marker, board master, black, refillable, bullet tip	pcs	43		
92	Pen, whiteboard marker, board master, blue, refillable, bullet tip	pcs	7		
93	Pen, whiteboard marker, board master, red, refillable, bullet tip	pcs	5		
94	Pencil, #1, durable, woodclinched complastic lead, 12's	bxs	4		
95	Pencil, #2, durable, woodclinched complastic lead, 12's	bxs	21		
96	Pencil, #3, durable, woodclinched complastic lead, 12's	bxs	4		
97	Pencil, lead, mechanical 0.5 mm refill, 12's	sets	4		
98	Pencil, mechanical, drafting quality, 0.5 mm	pcs	4		
99	Pencil Eraser, soft pencil, rubber eraser, 36 pcs/box	bxs	4		
100	Pins, push pins with colored heads	bxs	22		
101	Plastic Cover, transparent, 50 m/rolls, #0.065mm thickness	rolls	4		
102	Puncher, big, heavy duty	pcs	14		
103	PVC Cover, long, 200mic, 100pcs/pack	pck	1		
104	Record Book, 150 pages, hardbound	pcs	8		
105	Record Book, 500 pages, hardbound	pcs	8		
106	Rubber Bands, large, assorted color	bxs	7		
107	Rubber Bands, regular size, assorted color	bxs	5		
108	Ruler, 1 ft, plastic	pcs	2		
109	Ruler, 1 ft, stainless steel	pcs	5		
110	Scissors, big, tailoring scissors, comfortable handle, premium quality	pcs	7		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
111	Sharpener, pencil sharpener, desktop 1 hole	pcs	4		
112	Sheet Protector, 3 ring hole binder refill	pcks	5		
113	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	64		
114	Sign Pens, G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	pcs	10		
115	Sign Pens, G-Tec C4, 0.4mm, red, gel ink pen, refillable	pcs	20		
116	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	24		
117	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	4		
118	Stamp Pad Ink, green, 30 ml, with brush	btls	4		
119	Stamp Pad Ink, purple, plastic container, 30ml	btls	8		
120	Staple Wire, #35 mm, heavy duty	bxs	46		
121	Staple Wire Remover, plier type, heavy duty	pcs	9		
122	Stapler #35, with staple remover, high quality	pcs	9		
123	Stapler, heavy duty, long arm, 23/13 staple size, for thick papers	pcs	2		
124	Sticky Note, 1" x 3", assorted neon color	pads	5		
125	Sticky Note, 2" x 2", assorted neon color	pads	5		
126	Sticky Note, 3" x 4", assorted neon color	pads	24		
127	Sticky Note, 4" x 6", assorted neon color	pads	10		
128	Tape, double sided without foam, 1", standard length	rolls	76		
129	Tape, duct, 3", standard length	rolls	12		
130	Tape, magic tape, 1", standard length	rolls	4		
131	Tape, masking, 1", standard length	rolls	70		
132	Tape, masking, 2", standard length	rolls	43		
133	Tape, packing, 2", standard length	rolls	19		
134	Tape, reflective hazard warning tape, black and yellow	rolls	2		
135	Tape, transparent, 1", standard length	rolls	56		
136	Tape, transparent, 2", standard length	rolls	55		
137	Tape, transparent, 3", standard length	rolls	32		
138	Tape Dispenser, 1", heavy duty	pcs	5		
139	Tape Dispenser, 2", heavy duty	pc	1		
140	Tape Flags, 8" index tab, self-adhesive tabs, rectangle, white/transparent, 5tab/pack	pcks	50		
141	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	23		
142	Thumbtacks, colored heads	bxs	4		
143	Tray, mesh desktop paper tray organizer, 4 layers, steel	pcs	4		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
144	White Board, 3ft x 4ft, good quality	pcs	2		
145	White Board, 4' x 8', white board, aluminum frame	pc	1		
	<b>Delivery Period: 30 days</b>				

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

### **I. TECHNICAL COMPONENTS ENVELOPE**

#### ***Class “A” Documents***

##### **Legal Documents**

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent documents,  
**and**
- ☐ (c) Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### **Technical Documents**

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the Technical Specifications, 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 Supplier’s audited financial statement, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;  
**and**
- ☐ (k) 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***

- ☐ (l) 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**

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

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

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

**Miagao, Iloilo**

**List of all Ongoing Government and Private Contracts including contracts awarded but not yet started**

Business Address: \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b.Address c.Telephone Nos.	Nature of Work	Contractor's Role		a.Date Awarded:			% of		Value of Outstanding Works/ Undelivered Portion
			Description	%	b.Date Started:	c.Date of Completion:	Accomplishment Planned	Actual		
<u>Government:</u>										
<u>Private:</u>										
Note: this statement shall be supported with:					Total Cost					

**Note:** this statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to proceed issued by the Owner
3. Certificate of Accomplishments signed by the Owner or Project Engineer

Submitted by:

(Printed Name and signature)

**Designation:**

Date: \_\_\_\_\_

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Miagao Campus

Maigao, Iloilo

BIDS AND AWARDS COMMITTEE

Statement of all Completed Government & Private Contracts which are similar in nature

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount of Award b. Amount of Completion c. Duration	a. Date Awarded: b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government:</u>						
<u>Private:</u>						

Note: this statement shall be supported with:

- 1. Contract
- 2. Certificate of Completion
- 3. Certificate of Acceptance

Submitted by: \_\_\_\_\_  
(Printed Name and signature)  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## Maigao, Iloilo

**Statement of Bidder's Single Largest Completed Contract (SLCC) which is similar in nature within last last (5) years**

Location of the Constrast:

Name of Contract	a. Owner's Name b.Address c.Telephone Nos.	Nature of Work	Contractor's Role		a.Amount of Award b.Amount of Completion c.Duration	a.Date Awarded: b.Contract Effectivity c.Date Completed
			Description	%		
<u>Government:</u>						
<u>Private:</u>						

### 3. Certificate of Acceptance

Date:



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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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]*

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**  
**Miagao Campus**  
Miagao, Iloilo

**Statement of Availability of Personnel**

\_\_\_\_\_  
(Date)

**DR. RAMON N. EMMANUEL, JR.**

Campus Administrator  
Iloilo Science and Technology University - Miagao Campus  
Miagao, Iloilo

ATTENTION: **The Chairman**  
Bids and Award Committee

**Dear Sir:**

In compliance with the requirements of the Iloilo Science and Technology University-Miagao Campus, Bids and Awards Committee for the bidding of the \_\_\_\_\_ we certify that the following are key staff of \_\_\_\_\_.

Name and Title	Degree	Years with Firm	Age
1			
2			
3			
4			
5			
6			

Very truly yours,

\_\_\_\_\_  
Name of Representative of Bidder

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of the Bidder

## 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]*

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

**Miagao Campus**

Miagao, Iloilo

**BIDS AND AWARDS COMMITTEE**

**NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

- A. Summary of the Applicant Supplier's/Distributors/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 authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets, particularly the list of construction equipment.

		Year 200__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1 - 3)	
6	Net Working Capital (2 - 4)	

- B. The computation of NFCC must be at least equal to the ABC to be bid, calculated as follows:

$$\text{NFCC} = [(\text{Current assets} - \text{current Liabilities}) (K)] \text{ minus value of all outstanding or uncompleted portions of the projects under ongoing contract, including awarded contracts yet to be started coinciding with the contract to be bid.}$$

$$\text{NFCC} = P \underline{\hspace{10em}}$$

Where:

$$K = 15 \text{ for a contract duration of one year or less, } 15 \text{ for more than one year up to two years and } 20 \text{ for more than two years.}$$

- C. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).
- D. Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier/ Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_

**NOTE:**

1. If partnership or joint venture, each Partner or Member of firm of Joint Venture shall submit the above-requirements.

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**  
**Miagao Campus**  
Miagao, Iloilo

**BIDS AND AWARDS COMMITTEE**

**JOINT VENTURE AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_ of legal age,  
\_\_\_\_\_, owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_  
(Civil Status)  
\_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, \_\_\_\_\_, owner/proprietor of \_\_\_\_\_  
(Status)  
\_\_\_\_\_ a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **Iloilo Science and Technology University-Miagao Campus**.

\_\_\_\_\_  
NAME OF PROJECT

\_\_\_\_\_  
CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Represenatative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord.

If the bidder is a joint venture, one of the requirements for Eligibility is the submission of a valid joint venture agreement.

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

**Miagao Campus**

Miagao, Iloilo

**BIDS AND AWARDS COMMITTEE**

**AUTHORITY OF SIGNATORY**

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, President of \_\_\_\_\_ a corporation incorporated under the laws of \_\_\_\_\_ with its registered Office \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for its and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall law fully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_.

Signed in the Presence of:

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY ) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared:

NAME

CTC NO.

ISSUED AT/ON

known to me and know to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgements is written and acknowledged before me that the same is his free and voluntary act and deed and that of the corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:

Until 31 December 20\_\_\_\_\_

PTR No. \_\_\_\_\_

Issued at \_\_\_\_\_

Issued On \_\_\_\_\_

TIN

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

**Maigao Campus**

Maigao, Iloilo

**BIDS AND AWARDS COMMITTEE**

**AUTHORITY OF SIGNATORY**

**SECRETARY'S CERTIFICATE**

(For Corporation)

I, \_\_\_\_\_ a duly elected and qualified Corporate Secretary of \_\_\_\_\_  
(name of representative) (name of the company)

a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_,  
DO HEREBY, that:

I am familiar with the facts herein certified and duly authorized to certify the same:

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_  
\_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions  
were approved and the same have not been annulled, revoked and amended in any way whatever and are in full force  
and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby \_\_\_\_\_  
(Name of the Company)

authorized to participate in the bidding of the project:

by the Iloilo Science and Technology University - Miagao Campus; and that if awarded the Contract shall enter into  
a contract with the Iloilo Science and Technology University - Miagao Campus; and in connection therewith hereby  
appoints \_\_\_\_\_ acting as duly authorized and designated representative  
(name of the authorized representative)

of \_\_\_\_\_ are effectively as the \_\_\_\_\_  
(Name of the company) (Name of the company)

might do if personally present with full power of substitution and revocation and hereby satisfying and confirming  
all that my said representative shall lawfully do or cause to be done by virtue thereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

(1) execute a waiver of jurisdiction whereby the \_\_\_\_\_ hereby submits  
(Name of the Bidder/Company)

itself to the jurisdiction of the Philippine Government and hereby waives its right to question the jurisdiction  
of the Philippine Courts; (2) execute a waiver that the \_\_\_\_\_ shall not  
(Name of the Bidder/Company)

seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency  
in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating  
of and award of a contract to a successful bidder; and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_  
\_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CORPORATE SECRETARY

**ACKNOWLEDGEMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



## 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	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: \_\_\_\_\_



Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
							Total brought forward			
20	Clear Book Refill	long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks			200				
21	Clock	wall clock, medium size, 12" dia, battery operated	pcs			3				
22	Colored Bond Paper	8.5" x 13", assorted, subs 18 or higher	rms			5				
23	Combo Ring	2", white, good quality	pcs			10				
24	Cork Board	2 ft. x 3 ft. with aluminum frame	pcs			9				
25	Cork Board	black wooden frame, 4ft x 3.5ft, wall type	pcs			2				
26	Correction Pen	liquid paper correction pen, 10ml	pcs			46				
27	Correction Tape	20 m x 5 mm	pcs			67				
28	Cutter	big, 18mm blade, heavy duty	pcs			5				
29	Cutter	desktop paper cutter/trimmer A3 (18"x15")	boards			2				
30	Cutter Blade Refill	big, 10pcs/tube	tubes			5				
31	Cutting Mat	18" x 24", reversible	pcs			8				
32	Envelope	brown, long, good quality	pcs			110				
33	Envelope	expandable w/ garter, long, good quality	pcs			212				
34	Eraser	for pencil and ballpen, thick	pcs			5				
35	Eraser	black/whiteboard eraser	pcs			5				
36	Fastener	paper fastener, plastic, multi-colored	bxs			10				
37	Fastener	plastic, double lock, for 100 pages and up	bxs			6				
38	Fastener	stainless, non-sharp edge, good quality	box			1				
39	File Box	big, with cover, blue	pcs			58				
40	File Box	big, without cover, blue	pcs			10				
41	File Box	medium, with cover, blue	pcs			6				
42	Folder	A4, white, 14pts, 100pcs/ream	rms			3				
43	Folder	green, long, expandable without tab	pcs			300				
44	Folder	green, long, expanded with tab, good quality	pcs			62				
45	Folder	long, white, 14pts, 100pcs/ream, good quality	rms			11				
46	Folder	long size, white, 14pts	pcs			134				
47	Folder	long, assorted color	pcs			20				
48	Glue	130 gms, multipurpose glue, safe and non-toxic	btls			29				
49	Glue	instant glue, fast drying, 10g	pcks			4				
50	Glue Gun	big, heavy duty	pcs			5				
51	Glue Gun	small, heavy duty	pcs			2				
52	Glue Stick	big, good quality	pcs			165				
							Total carried forward			

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
							Total brought forward			
53	Glue Stick	small, good quality	pcs			25				
54	Guntacker Wire	12mm	bx			2				
55	Guntacker Wire	T-30, 10mm	bx			2				
56	Highlighter	assorted colors, good quality	pcs			31				
57	Illustration board	standard size, 40" x 30"	pcs			12				
58	Illustration board	standard size, 40" x 30", white both sides	pcs			12				
59	Laminating Film	A4, 125 micron, 100pcs/pack	pcks			3				
60	Laminating Film	1" core, 1.5 mil 9' x 500"	rolls			10				
61	Name Plate Holder	9' x 4' clear transparent acrylic desk stand name plate holder, double sided acrylic display	pcs			3				
62	Paint Brush	1" fine bristles	pcs			6				
63	Paint Brush	2" fine bristles	pcs			6				
64	Paint Brush	4" fine bristles	pcs			8				
65	Paper	art paper, blue, 500 shts/ream, long size	rm			1				
66	Paper	bond paper, 8.5 x 11", premium grade, subs 2	rms			5				
67	Paper	bond paper, 8.5" x 13", premium grade, subs 20	rms			639				
68	Paper	bond paper, A3, premium grade, subs 20	rms			2				
69	Paper	bond paper, A4, premium grade, subs 20	rms			587				
70	Paper	bond paper, A4, subs 16	rms			10				
71	Paper	manila paper, 120cm x 90cm	pcs			50				
72	Paper	photo paper, A4, matte, 10's, inkjet friendly	pcks			83				
73	Paper	photo paper, A4, 10's, high quality, inkjet, glossy	pcks			64				
74	Paper	special board paper, A4, 180 gsm, beige, 10's	pcks			165				
75	Paper	special board paper, long 180 gsm, beige, 10's	pcks			5				
76	Paper	special board paper, short size, 185gsm, beige/cream, 10's	pcks			30				
77	Paper	special board paper, long, 185gsm, assorted colors, 10's	pcks			10				
78	Paper	special board paper, 8.5 x 13", assorted colors, 220 gsm, 10's	pcks			4				
79	Paper	sticker paper, A4, matte, assorted color	pcks			77				
80	Paper	sticker paper, A4 size, white	pcks			160				
81	Paper	sticker paper, A4, glossy, printable inkjet	pcks			30				
82	Paper	vellum paper, 8.5" x 13", 180gsm, 10's	pcks			68				
83	Paper	vellum paper, A4, 180gsm, 10"s	pcks			23				
84	Paper Clips	big, assorted color, vinyl coated	bx			20				
85	Paper Clips	regular, assorted colors, vinyl coated	bx			15				
86	Pen	permanent marker, fine, black	pcs			44				
							Total carried forward			

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
							Total brought forward			
87	Pen	permanent marker, fine, blue	pcs			6				
88	Pen	permanent marker, broad, black	pcs			8				
89	Pen	permanent marker, broad, blue	pcs			6				
90	Pen	permanent marker, broad, red	pcs			4				
91	Pen	whiteboard marker, board master, black, refillable, bullet tip	pcs			43				
92	Pen	whiteboard marker, board master, blue, refillable, bullet tip	pcs			7				
93	Pen	whiteboard marker, board master, red, refillable, bullet tip	pcs			5				
94	Pencil	#1, durable, woodclinchd complastic lead, 12's	bxs			4				
95	Pencil	#2, durable, woodclinchd complastic lead, 12's	bxs			21				
96	Pencil	#3, durable, woodclinchd complastic lead, 12's	bxs			4				
97	Pencil	lead, mechanical 0.5 mm refill, 12's	sets			4				
98	Pencil	mechanical, drafting quality, 0.5 mm	pcs			4				
99	Pencil Eraser	soft pencil, rubber eraser, 36 pcs/box	bxs			4				
100	Pins	push pins with colored heads	bxs			22				
101	Plastic Cover	transparent, 50 m/rolls, #0.065mm thickness	rolls			4				
102	Puncher	big, heavy duty	pcs			14				
103	PVC Cover	long, 200mic, 100pcs/pack	pck			1				
104	Record Book	150 pages, hardbound	pcs			8				
105	Record Book	500 pages, hardbound	pcs			8				
106	Rubber Bands	large, assorted color	bxs			7				
107	Rubber Bands	regular size, assorted color	bxs			5				
108	Ruler	1 ft, plastic	pcs			2				
109	Ruler	1 ft, stainless steel	pcs			5				
110	Scissors	big, tailoring scissors, comfortable handle, premium quality	pcs			7				
111	Sharpener	pencil sharpener, desktop 1 hole	pcs			4				
112	Sheet Protector	3 ring hole binder refill	pcks			5				
113	Sign Pens	G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs			64				
114	Sign Pens	G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	pcs			10				
115	Sign Pens	G-Tec C4, 0.4mm, red, gel ink pen, refillable	pcs			20				
116	Sign Pens	0.7 mm, black, gel ink, refillable	pcs			24				
117	Sign Pens	0.7 mm, blue, gel ink, refillable	pcs			4				
118	Stamp Pad Ink	green, 30 ml, with brush	btls			4				
119	Stamp Pad Ink	purple, plastic container, 30ml	btls			8				
120	Staple Wire	#35 mm, heavy duty	bxs			46				
							Total carried forward			

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
							Total brought forward			
121	Staple Wire Remover	plier type, heavy duty	pcs			9				
122	Stapler	#35, with staple remover, high quality	pcs			9				
123	Stapler	heavy duty, long arm, 23/13 staple size, for thick papers	pcs			2				
124	Sticky Note	1" x 3", assorted neon color	pads			5				
125	Sticky Note	2" x 2", assorted neon color	pads			5				
126	Sticky Note	3" x 4", assorted neon color	pads			24				
127	Sticky Note	4" x 6", assorted neon color	pads			10				
128	Tape	double sided without foam, 1", standard length	rolls			76				
129	Tape	duct, 3", standard length	rolls			12				
130	Tape	magic tape, 1", standard length	rolls			4				
131	Tape	masking, 1", standard length	rolls			70				
132	Tape	masking, 2", standard length	rolls			43				
133	Tape	packing, 2", standard length	rolls			19				
134	Tape	reflective hazard warning tape, black and yellow	rolls			2				
135	Tape	transparent, 1", standard length	rolls			56				
136	Tape	transparent, 2", standard length	rolls			55				
137	Tape	transparent, 3", standard length	rolls			32				
138	Tape Dispenser	1", heavy duty	pcs			5				
139	Tape Dispenser	2", heavy duty	pc			1				
140	Tape Flags	8" index tab, self-adhesive tabs, rectangle, white/transparent, 5tab/pack	pcks			50				
141	Thumbtacks	3/8 in, gold, steel, flat-round head shape	bxs			23				
142	Thumbtacks	colored heads	bxs			4				
143	Tray	mesh desktop paper tray organizer, 4 layers, steel	pcs			4				
144	White Board	3ft x 4ft, good quality	pcs			2				
145	White Board	4' x 8', white board, aluminum frame	pc			1				
							Total Amount			

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

Printed Name of Signatory: \_\_\_\_\_

Bidder/Supplier

Republic of the Philippines



Government Procurement Policy Board