

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

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(ISAT U MC GOODS-2026-01-01)**

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INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES (FUND 101) - EPA

1. The **Iloilo Science and Technology University – Miagao Campus**, through **FY 2026-Fund 101**, intends to apply the sum of **NINE HUNDRED FIFTY FIVE THOUSAND FOUR HUNDRED THIRTY PESOS ONLY (Php 955,430.00)** as the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Office Supplies (Fund 101) - EPA** with Project Reference No. **ISAT U MC GOODS-2026-01-01**. 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 RA 12009 or the New Government Procurement Act”.
4. 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.
5. 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**.
6. A complete set of Bidding Documents may be acquired by interested Bidders from **November 21, 2025 – December 1, 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.
7. 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** or presentation of the official receipt in person.

8. The **ISAT U Miagao Campus** will hold a Pre-Bid Conference at **8:30 AM, on November 20, 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.
9. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before, **December 2, 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**.
10. Bid opening shall be on **December 3, 2025 at 8:30 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.
11. 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 64 and 70 of the IRR of RA 12009, without thereby incurring any liability to the affected bidder or bidders.
12. 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

Fax: (033) 315-9755

Website: www.miagao.isatu.edu.ph

FB Page: Bac Isatu Miagao Campus


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 101) – EPA** with Project identification number **ISAT U MC-GOODS-2026-01-01.**

The Procurement Project referred to herein as the “Project” is composed of (144) items, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2026** in the amount of **Nine Hundred Fifty Five Thousand Four Hundred Thirty Pesos Only (Php 955,430.00).**

2.2. The source of funding is:

a. **NGA, the General Appropriations Acts or Special Appropriations.**

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

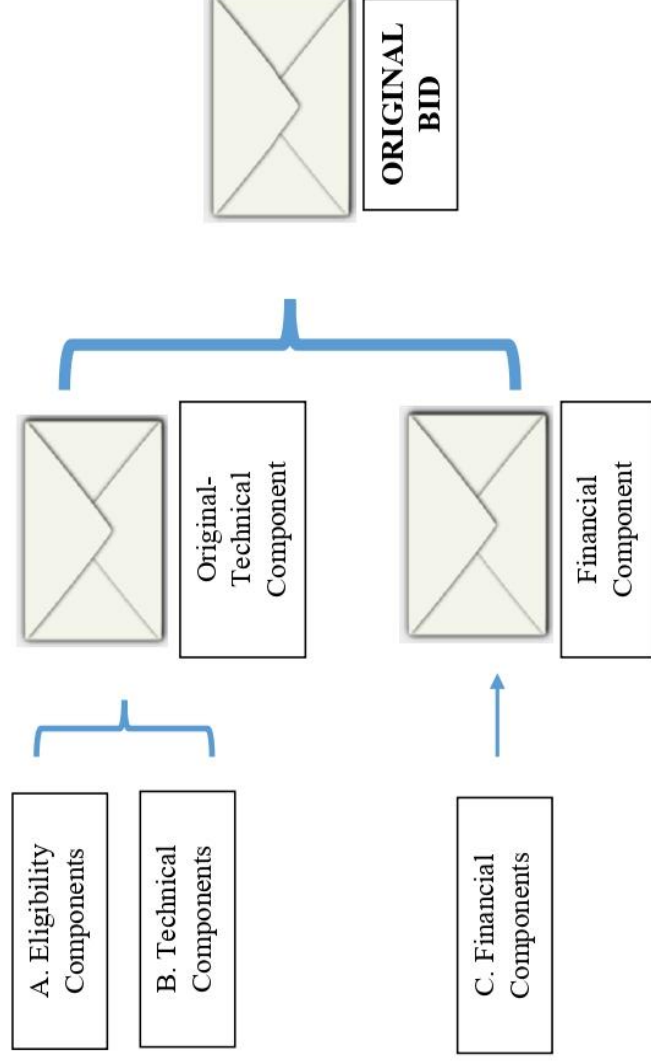


1

Enclose the ORIGINAL eligibility and technical documents in one sealed envelope marked **“ORIGINAL – TECHNICAL COMPONENT”** and the ORIGINAL financial component in another sealed envelope marked **“ORIGINAL – FINANCIAL COMPONENT”**

(Apply the same for copies, if PE requested, but marking should be “Copy # - Technical/Financial Component”)

SEALING AND MARKING OF BIDS “Annex A”





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



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**



ORIGINAL BID



COPY 1



COPY 2



**MAIN
ENVELOPE**



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

SEALING AND MARKING OF BIDS “Annex A”

Sample:

PROCUREMENT OF OFFICE SUPPLIES (FUND 101) - EPA

Project Reference No. ISAT U MC-GOODS-2026-01-01

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"> a. similar contracts shall refer <u>Procurement of Office Supplies (Fund 101) - EPA</u> b. completed within <u>Five (5) years</u> prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed
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 December 2, 2025 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> <ul style="list-style-type: none"> a. The amount of not less than Php 19,108.60, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 47,771.50, if bid security is in Surety Bond.
19.3	<p>Procurement of Office Supplies (Fund 101) - EPA</p> <p>ABC: Php 955,430.00</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

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 from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in Cash or Cashier’s or Manager’s Check issued by a bank pursuant to Section 68.4 of the IRR of RA No. 12009.

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

GCC Clause	
1	<p>Delivery and Packaging of Items:</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 – Miagao 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>
2.2	<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>
4	<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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Adaptor, universal adaptor socket power plug	3		
2	Ballpen, black, 0.5 mm, 12pcs/box	63		
3	Ballpen, blue, 0.5 mm, 12pcs/box	21		
4	Ballpen, red, 0.5 mm, 12pcs/box	20		
5	Ballpen, black, 0.7 mm, 12pcs/box	1		
6	Battery, AA, 2pcs/pack, drycell, alkaline	23		
7	Battery, AAA, 2pcs/pack, drycell, alkaline	20		
8	Battery, AAA, battery, 1.2 V, Min 550 mAh, 2 pcs/pack	2		
9	Binder, 3 ring binder, 1", legal, heavy duty	5		
10	Binder, 3 ring binder, 2", legal, heavy duty	22		
11	Binder, 3 ring binder, 3", legal size, heavy duty	5		
12	Binder, A4, 2" PVC, blue, 3 ring hole	5		
13	Binder Clips, foldback clips, metal clamps, 1", 12's	29		
14	Binder Clips, foldback clips, metal clamps, 2", 12's	11		
15	Boxes, storage box, plastic 95L	5		
16	Cable Tie, releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	4		
17	Calculator, office calculator, large font, 14 digit, solar, and battery	7		
18	Certificate Jacket, A4 size, 2 hangers for portrait and landscape orientations	10		
19	Clear Book, short, 60 pockets, refillable, hard & thick plastic filler	5		
20	Clear Book, 8.5" x 13", 60 pockets, refillable, hard & thick plastic filler	96		
21	Clear Book, A4, 60 pockets, refillable, hard & thick plastic filler	10		
22	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	22		
23	Comb Ring, plastic binding comb, 14mm, 10's, black, good quality	10		
24	Comb Ring, plastic binding comb, 16mm, black, 10's, good quality	10		
25	Comb Ring, plastic binding comb, 32mm, 10's, black, good quality	20		
26	Comb Ring, plastic binding comb, 51mm, 10's, black, good quality	10		
27	Cork Board, 2ft. X 3ft. with aluminum frame	3		
28	Correction Pen, liquid paper correction pen	311		
29	Correction Tape, 20 m x 5 mm	130		
30	Cutter, big, 18mm blade, heavy duty	14		
31	Cutter Blade Refill, big, 18mm, 10pcs/tube	3		
32	Cutting Mat, 18 in x 24 in, reversible	2		
33	Dater Stamp, 5mm, gray	2		
34	Dater Stamp, received stamp with date, medium	1		
35	Dater Stamp, 1.75" x 1.12", durable	2		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
36	Envelope, mailing, letter envelope, long, white, 500pcs/box, good quality	2		
37	Envelope, brown, A4, good quality	20		
38	Envelope, brown, long, good quality	40		
39	Envelope, catalog, 6" x 9"	30		
40	Envelope, expandable w/garter , long, good quality	10		
41	Envelope, expandable, plastic, long, good quality	30		
42	Envelope, plastic, expandable long push lock with handle, long	8		
43	Eraser, black/whiteboard eraser	1		
44	Extension Cord, three (3) universal outlets, 10 meters, universal extension wheels	5		
45	Fastener, paper fastener, plastic, multi-colored	11		
46	Fastener, plastic, double lock, 100 pages and up	23		
47	Fastener, stainless, non-sharp edge, good quality	5		
48	Fastener, stainless/metal, non-sharp edge, 8" (70mm), good quality	1		
49	File Box, big, with cover, blue	36		
50	File Box, big, without cover, blue	15		
51	File Box, medium, with cover, blue	40		
52	Flashlight, LED flashlight rechargeable waterproof outdoor heavy duty	3		
53	Folder, A4, white, 14pts, 100pcs/ream, good quality	6		
54	Folder, light green, long, pressboard, expandable without tab	120		
55	Folder, long size, white	80		
56	Folder, long size, white, 14pts, 100pcs/ream	20		
57	Folder, short size, white 100pcs/ream	2		
58	Frames, 8.5" x 13", good quality	8		
59	Frames, A4, good quality	5		
60	Glue, 130gms, multipurpose glue, safe and non-toxic	29		
61	Glue, instant glue, fast drying, 10g	3		
62	Glue Gun, big, heavy duty	4		
63	Glue Gun, small, heavy duty	2		
64	Glue Stick, big, good quality	225		
65	Glue Stick, small, good quality	30		
66	Guntacker, 12mm, staple gun T50, heavy duty	2		
67	Guntacker Wire, 12mm, staples T50	10		
68	Highlighter, assorted colors	22		
69	ID Holder, transparent, plastic ID holder	50		
70	Mimeographing Paper 8.5" x 11", whitewove, subs 18, rough texture	50		
71	Mimeographing Paper 8.5" x 13", whitewove, subs 18, rough texture	550		
72	Notebook, #G-0780, 8.5 X 11", green, spiral type, 80 leaves	302		
73	Pad, memo pad, 3" x 5"	15		
74	Paper, bond paper , 8.5" x 11", premium grade, subs 20	20		
75	Paper, bond paper, 8.5" x 13", subs 16	30		
76	Paper, bond paper , 8.5" x 13", premium grade, subs 20	540		
77	Paper, bond paper , 8.5" x 14", premium grade, subs 20	3		
78	Paper, bond paper, A4, premium grade, subs 20	395		
79	Paper, bond paper, A4, subs 16	90		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
80	Paper, photo paper, A4 ,10's, high quality, inkjet friendly, glossy	15		
81	Paper, photo paper A4, matte, 10sheets/pack	12		
82	Paper, board paper, long 220gsm, beige, 10's	10		
83	Paper, board paper, A4, 220gsm, beige, 10's	10		
84	Paper, board paper, A4, 180gsm, beige, 10's	15		
85	Paper, board paper, long 180gsm, beige, 10's	35		
86	Paper, board paper, A4, 220gsm, pale cream	2		
87	Paper, laid specialty paper, long, white 90GSM, 10sheets/pack	20		
88	Paper, sticker paper, A4, matte, assorted color	50		
89	Paper, sticker paper, A4, matte, white	39		
90	Paper, vellum paper, A4, 10sheets/pack	20		
91	Paper, vellum paper, 8.5"x 13", 10sheets/pack	20		
92	Paper, parchment paper, 8.5"x 11", 10pcs/ pack, color code #F1E9D2	150		
93	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	30		
94	Paper Clips, big, assorted color, vinyl coated	3		
95	Paper Clips, regular, assorted colors, vinyl coated	17		
96	Paper Cutter, desktop paper cutter, trimmer, 18" x 15"	1		
97	Pen, permanent marker, fine, black	64		
98	Pen, permanent marker, broad, black	10		
99	Pen, whiteboard marker, board master, black, refillable, bullet tip	352		
100	Pen, whiteboard marker, board master, blue, refillable, bullet tip	1		
101	Pencil, #2, durable, woodclined complastic lead, 12's	24		
102	Pins, push pins with colored heads	4		
103	Plastic Cover, transparent, 50 m/rolls	1		
104	Puncher, big, heavy duty, 2 hole, standard	5		
105	Record Book, 150 pages, hardbound	8		
106	Record Book, 300 pages, hardbound	10		
107	Rubber Bands, large, assorted color	1		
108	Ruler, 1ft, plastic	8		
109	Ruler, 1ft, durable stainless steel	11		
110	Scissors, big size, 8" - 10" length, stainless steel blade, comfortable handle, heavy duty	11		
111	Scissors, medium size, 6.5" -7" length, stainless steel blade, comfortable handle, heavy duty	14		
112	Seal, notarial seal with adhesive, gold yellow #24-2/18", 40's	5		
113	Sharpener, pencil sharpener, desktop 1 hole	2		
114	Shredder, paper shredder, cross-cut shredder, shreds 16 sheets per pass into 4 x 40mm, security level 4, 31L bin capacity, can shred CD/DVD, paper, card, paper clip, staple, 220 volts & hertz	1		
115	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	561		
116	Sign Pens, G-Tec C4, 0.4 mm, red, gel ink pen, refillable	10		
117	Sign Pens, 0.7 mm, black, gel ink, refillable	113		
118	Sign Pens, 0.7 mm, blue, gel ink, refillable	5		
119	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	66		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
120	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.7, black	24		
121	Stamp Pad, clear stamp No.1, quality standard	5		
122	Stamp Pad Ink, purple, plastic container	5		
123	Stamp Pad Ink, digi stamp ink purple	8		
124	Stamp Pad Ink, purple, plastic container, 1000ml	1		
125	Staple Wire, 24mm, good quality	4		
126	Staple Wire, #35 mm, heavy duty	43		
127	Staple Wire Remover, plier type, heavy duty	12		
128	Stapler, #35, with staple remover, high quality	8		
129	Stapler, #35, 25-30 sheets capacity, flat clinch, anti-slip rubber base	13		
130	Sticky Note, 2" x 2", assorted neon color	2		
131	Sticky Note, 3" x 4", assorted neon color	5		
132	Tape, double sided with foam, 1", standard length	16		
133	Tape, double sided without foam, 1", standard length	93		
134	Tape, duct, 2", gray	5		
135	Tape, masking, 1", standard length	29		
136	Tape, masking, 2", standard length	2		
137	Tape, transparent, 1", standard length	96		
138	Tape, transparent, 2", standard length	41		
139	Tape, transparent, 3", standard length	11		
140	Tape Flags, 1/2", 5 colors, plain, 500 sheets/pck	30		
141	Tape Flags, with please sign here message, 1"	35		
142	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	10		
143	Tray, desk file organizer, 4 compartments vertical file dividers, black	2		
144	White Board, 3ft x 4ft, good quality	1		
	Delivery Period: 30 calendar days upon receipt of Notice to Proceed			

Procurement Mechanism to be used is "By Lot"
ABC: Php 955,430.00

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 101) - EPA Php 955,430.00	[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	Adaptor, universal adaptor socket power plug	pcs	3		
2	Ballpen, black, 0.5 mm, 12pcs/box	bxs	63		
3	Ballpen, blue, 0.5 mm, 12pcs/box	bxs	21		
4	Ballpen, red, 0.5 mm, 12pcs/box	bxs	20		
5	Ballpen, black, 0.7 mm, 12pcs/box	box	1		
6	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	23		
7	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	20		
8	Battery, AAA, battery, 1.2 V, Min 550 mAh, 2 pcs/pack	pcks	2		
9	Binder, 3 ring binder, 1", legal, heavy duty	pcs	5		
10	Binder, 3 ring binder, 2", legal, heavy duty	pcs	22		
11	Binder, 3 ring binder, 3", legal size, heavy duty	pcs	5		
12	Binder, A4, 2" PVC, blue, 3 ring hole	pcs	5		
13	Binder Clips, foldback clips, metal clamps, 1", 12's	bxs	29		
14	Binder Clips, foldback clips, metal clamps, 2", 12's	bxs	11		
15	Boxes, storage box, plastic 95L	pcs	5		
16	Cable Tie, releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	pcks	4		
17	Calculator, office calculator, large font, 14 digit, solar, and battery	pcs	7		
18	Certificate Jacket, A4 size, 2 hangers for portrait and landscape orientations	pcs	10		
19	Clear Book, short, 60 pockets, refillable, hard & thick plastic filler	pcs	5		
20	Clear Book, 8.5" x 13", 60 pockets, refillable, hard & thick plastic filler	pcs	96		
21	Clear Book, A4, 60 pockets, refillable, hard & thick plastic filler	pcs	10		
22	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks	22		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
23	Comb Ring, plastic binding comb, 14mm, 10's, black, good quality	pcks	10		
24	Comb Ring, plastic binding comb, 16mm, black, 10's, good quality	pcks	10		
25	Comb Ring, plastic binding comb, 32mm, 10's, black, good quality	pcks	20		
26	Comb Ring, plastic binding comb, 51mm, 10's, black, good quality	pcks	10		
27	Cork Board, 2ft. X 3ft. with aluminum frame	pcs	3		
28	Correction Pen, liquid paper correction pen	pcs	311		
29	Correction Tape, 20 m x 5 mm	pcs	130		
30	Cutter, big, 18mm blade, heavy duty	pcs	14		
31	Cutter Blade Refill, big, 18mm, 10pcs/tube	tubes	3		
32	Cutting Mat, 18 in x 24 in, reversible	pcs	2		
33	Dater Stamp, 5mm, gray	pcs	2		
34	Dater Stamp, received stamp with date, medium	pc	1		
35	Dater Stamp, 1.75" x 1.12", durable	pcs	2		
36	Envelope, mailing, letter envelope, long, white, 500pcs/box, good quality	bxs	2		
37	Envelope, brown, A4, good quality	pcs	20		
38	Envelope, brown, long, good quality	pcs	40		
39	Envelope, catalog, 6" x 9"	pcs	30		
40	Envelope, expandable w/garter , long, good quality	pcs	10		
41	Envelope, expandable, plastic, long, good quality	pcs	30		
42	Envelope, plastic, expandable long push lock with handle, long	pcs	8		
43	Eraser, black/whiteboard eraser	pc	1		
44	Extension Cord, three (3) universal outlets, 10 meters, universal extension wheels	pcs	5		
45	Fastener, paper fastener, plastic, multi-colored	bxs	11		
46	Fastener, plastic, double lock, 100 pages and up	bxs	23		
47	Fastener, stainless, non-sharp edge, good quality	bxs	5		
48	Fastener, stainless/metal, non-sharp edge, 8" (70mm), good quality	box	1		
49	File Box, big, with cover, blue	pcs	36		
50	File Box, big, without cover, blue	pcs	15		
51	File Box, medium, with cover, blue	pcs	40		
52	Flashlight, LED flashlight rechargeable waterproof outdoor heavy duty	pcs	3		
53	Folder, A4, white, 14pts, 100pcs/ream, good quality	rms	6		
54	Folder, light green, long, pressboard, expandable without tab	pcs	120		
55	Folder, long size, white	pcs	80		
56	Folder, long size, white, 14pts, 100pcs/ream	rms	20		
57	Folder, short size, white 100pcs/ream	rms	2		
58	Frames, 8.5" x 13", good quality	pcs	8		
59	Frames, A4, good quality	pcs	5		
60	Glue, 130gms, multipurpose glue, safe and non-toxic	btls	29		
61	Glue, instant glue, fast drying, 10g	btls	3		
62	Glue Gun, big, heavy duty	pcs	4		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
63	Glue Gun, small, heavy duty	pcs	2		
64	Glue Stick, big, good quality	pcs	225		
65	Glue Stick, small, good quality	pcs	30		
66	Guntacker, 12mm, staple gun T50, heavy duty	pcs	2		
67	Guntacker Wire, 12mm, staples T50	bxs	10		
68	Highlighter, assorted colors	pcs	22		
69	ID Holder, transparent, plastic ID holder	pcs	50		
70	Mimeographing Paper 8.5" x 11", whitewove, subs 18, rough texture	rms	50		
71	Mimeographing Paper 8.5" x 13", whitewove, subs 18, rough texture	rms	550		
72	Notebook, #G-0780, 8.5 X 11", green, spiral type, 80 leaves	pcs	302		
73	Pad, memo pad, 3" x 5"	pads	15		
74	Paper, bond paper, 8.5" x 11", premium grade, subs 20	rms	20		
75	Paper, bond paper, 8.5" x 13", subs 16	rms	30		
76	Paper, bond paper, 8.5" x 13", premium grade, subs 20	rms	540		
77	Paper, bond paper, 8.5" x 14", premium grade, subs 20	rms	3		
78	Paper, bond paper, A4, premium grade, subs 20	rms	395		
79	Paper, bond paper, A4, subs 16	rms	90		
80	Paper, photo paper, A4, 10's, high quality, inkjet friendly, glossy	pcks	15		
81	Paper, photo paper A4, matte, 10sheets/pack	pcks	12		
82	Paper, board paper, long 220gsm, beige, 10's	pcks	10		
83	Paper, board paper, A4, 220gsm, beige, 10's	pcks	10		
84	Paper, board paper, A4, 180gsm, beige, 10's	pcks	15		
85	Paper, board paper, long 180gsm, beige, 10's	pcks	35		
86	Paper, board paper, A4, 220gsm, pale cream	pcks	2		
87	Paper, laid specialty paper, long, white 90GSM, 10sheets/pack	pcks	20		
88	Paper, sticker paper, A4, matte, assorted color	pcks	50		
89	Paper, sticker paper, A4, matte, white	pcks	39		
90	Paper, vellum paper, A4, 10sheets/pack	pcks	20		
91	Paper, vellum paper, 8.5"x 13", 10sheets/pack	pcks	20		
92	Paper, parchment paper, 8.5"x 11", 10pcs/ pack, color code #F1E9D2	pcks	150		
93	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	pcs	30		
94	Paper Clips, big, assorted color, vinyl coated	bxs	3		
95	Paper Clips, regular, assorted colors, vinyl coated	bxs	17		
96	Paper Cutter, desktop paper cutter, trimmer, 18" x 15"	pc	1		
97	Pen, permanent marker, fine, black	pcs	64		
98	Pen, permanent marker, broad, black	pcs	10		
99	Pen, whiteboard marker, board master, black, refillable, bullet tip	pcs	352		
100	Pen, whiteboard marker, board master, blue, refillable, bullet tip	pcs	1		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
101	Pencil, #2, durable, woodclined complastic lead, 12's	bxs	24		
102	Pins, push pins with colored heads	bxs	4		
103	Plastic Cover, transparent, 50 m/rolls	roll	1		
104	Puncher, big, heavy duty, 2 hole, standard	pcs	5		
105	Record Book, 150 pages, hardbound	pcs	8		
106	Record Book, 300 pages, hardbound	pcs	10		
107	Rubber Bands, large, assorted color	box	1		
108	Ruler, 1ft, plastic	pcs	8		
109	Ruler, 1ft, durable stainless steel	pcs	11		
110	Scissors, big size, 8" - 10" length, stainless steel blade, comfortable handle, heavy duty	pcs	11		
111	Scissors, medium size, 6.5" -7" length, stainless steel blade, comfortable handle, heavy duty	pcs	14		
112	Seal, notarial seal with adhesive, gold yellow #24-2/18", 40's	pcks	5		
113	Sharpener, pencil sharpener, desktop 1 hole	pcs	2		
114	Shredder, paper shredder, cross-cut shredder, shreds 16 sheets per pass into 4 x 40mm, security level 4, 31L bin capacity, can shred CD/DVD, paper, card, paper clip, staple, 220 volts & hertz	unit	1		
115	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	561		
116	Sign Pens, G-Tec C4, 0.4 mm, red, gel ink pen, refillable	pcs	10		
117	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	113		
118	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	5		
119	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	pcs	66		
120	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.7, black	pcs	24		
121	Stamp Pad, clear stamp No.1, quality standard	pcs	5		
122	Stamp Pad Ink, purple, plastic container	bottle	5		
123	Stamp Pad Ink, digi stamp ink purple	btls	8		
124	Stamp Pad Ink, purple, plastic container, 1000ml	btl	1		
125	Staple Wire, 24mm, good quality	bxs	4		
126	Staple Wire, #35 mm, heavy duty	bxs	43		
127	Staple Wire Remover, plier type, heavy duty	pcs	12		
128	Stapler, #35, with staple remover, high quality	pcs	8		
129	Stapler, #35, 25-30 sheets capacity, flat clinch, anti-slip rubber base	unit	13		
130	Sticky Note, 2" x 2", assorted neon color	pcks	2		
131	Sticky Note, 3" x 4", assorted neon color	pads	5		
132	Tape, double sided with foam, 1", standard length	rolls	16		
133	Tape, double sided without foam, 1", standard length	rolls	93		
134	Tape, duct, 2", gray	rolls	5		
135	Tape, masking, 1", standard length	rolls	29		
136	Tape, masking, 2", standard length	rolls	2		
137	Tape, transparent, 1", standard length	rolls	96		
138	Tape, transparent, 2", standard length	rolls	41		
139	Tape, transparent, 3", standard length	rolls	11		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
140	Tape Flags, 1/2", 5 colors, plain, 500 sheets/pck	pcks	30		
141	Tape Flags, with please sign here message, 1"	pcks	35		
142	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	10		
143	Tray, desk file organizer, 4 compartments vertical file dividers, black	pcs	2		
144	White Board, 3ft x 4ft, good quality	unit	1		
	Delivery Period: 30 calendar days upon receipt of Notice to Proceed				

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.

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]

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

BIDS AND AWARDS COMMITTEE

Statement of Availability of Personnel

Date

DR. RAMON N. EMMANUEL, JR.

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

Attention: **The Chairperson**
Bids and Awards 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

Contract Reference Number: **ISAT U MC-GOODS-2026-01-01**
Name of the Contract: **PROCUREMENT OF OFFICE SUPPLIES (FUND 101) – EPA**
Location of the Contract: **ISAT U – Miagao Campus, Miagao, Iloilo**
Subject: Financial Document for Eligibility Check

- A. 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).
- B. The computation of the prospective bidder's NFCC must be at least equal to the ABC the project to be bid calculated as follows:

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

- C. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
NFCC = [(current Asset minus current liabilities)(15)] minus value of all outstanding or uncompleted portion of the projects undergoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = P _____

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

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract in the amount of at least 10% of the proposed project to be bid.

Name of Bank:_____ Amount:_____

Herewith attached are certified true copies of the financial statements based on the data submitted to the BIR, through its Electronic filling and Payment System. (EFPS) for the immediately preceding year and the certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Firm/Contractor

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
(Civil Status)
of _____.

-and-

_____, of legal age, _____, owner/proprietor
of _____ 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 Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to present 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 units terminated by both parties.

Done this _____ day of _____, in the year of our Lord.

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 and lawful _____ has made, constituted and appointed _____ true 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 lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025 at _____.

Signed in the Presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____ CITY _____) SS.

BEFORE ME, a Notary Public for and in _____, Philippines, this _____ day of 2025, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and know how 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 her represents.

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

Notary Public:
Until 31 December _____
PTR No. _____
Issued at _____
Issued on _____
TIN _____

Doc. No. _____
Page. No. _____
Book No. _____
Series of _____

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Miagao Campus

Miagao, 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 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 authorized participate in the bidding of
(Name of the Company)

the project: _____ by the Iloilo Science and Technology University – Miagao Campus; and that if awarded the Contract shall enter into a contract with Iloilo Science and Technology University – Miagao Campus, and in connection therewith hereby appoints _____

(name of the authorized representative)

acting as duly authorized and designated representative of _____ a granted full power
(Name of the Company)

and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do

(Name of the Company)

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:

(2) 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 rights to question the jurisdiction of the Philippine Courts;

(3) execute a waiver that the _____ shall not seek and obtain writ of
(Name of the Bidder/Company)

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 _____, 2025.

CORPORATE SECRETARY

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025 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	Amount	Purpose of agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

(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: _____



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY - MIAGAO CAMPUS

OFFICE OF THE BIDS AND AWARD COMMITTEE

For Goods Offered from within the Philippines
Project Reference No. ISAT U MC-GOODS-2026-01-01
Procurement of Office Supplies (Fund 101) - EPA

Name of Bidder: _____

1	2		3	4		5	6	7	8	9
Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
1	Adaptor	universal adaptor socket power plug	pcs			3				
2	Ballpen	black, 0.5 mm, 12pcs/box	bxs			63				
3	Ballpen	blue, 0.5 mm, 12pcs/box	bxs			21				
4	Ballpen	red, 0.5 mm, 12pcs/box	bxs			20				
5	Ballpen	black, 0.7 mm, 12pcs/box	box			1				
6	Battery	AA, 2pcs/pack, drycell, alkaline	pcks			23				
7	Battery	AAA, 2pcs/pack, drycell, alkaline	pcks			20				
8	Battery	AAA, battery, 1.2 V, Min 550 mAh, 2 pcs/pack	pcks			2				
9	Binder	3 ring binder, 1", legal, heavy duty	pcs			5				
10	Binder	3 ring binder, 2", legal, heavy duty	pcs			22				
11	Binder	3 ring binder, 3", legal size, heavy duty	pcs			5				
12	Binder	A4, 2" PVC, blue, 3 ring hole	pcs			5				
13	Binder Clips	foldback clips, metal clamps, 1", 12's	bxs			29				
14	Binder Clips	foldback clips, metal clamps, 2", 12's	bxs			11				
15	Boxes	storage box, plastic 95L	pcs			5				
16	Cable Tie	releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	pcks			4				
17	Calculator	office calculator, large font, 14 digit, solar, and battery	pcs			7				
18	Certificate Jacket	A4 size, 2 hangers for portrait and landscape orientations	pcs			10				
19	Clear Book	short, 60 pockets, refillable, hard & thick plastic filler	pcs			5				
20	Clear Book	8.5" x 13", 60 pockets, refillable, hard & thick plastic filler	pcs			96				
21	Clear Book	A4, 60 pockets, refillable, hard & thick plastic filler	pcs			10				
22	Clear Book Refill	long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks			22				
23	Comb Ring	plastic binding comb, 14mm, 10's, black, good quality	pcks			10				
24	Comb Ring	plastic binding comb, 16mm, black, 10's, good quality	pcks			10				
25	Comb Ring	plastic binding comb, 32mm, 10's, black, good quality	pcks			20				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
26	Comb Ring	plastic binding comb, 51mm, 10's, black, good quality	pcks			10				
27	Cork Board	2ft. X 3ft. with aluminum frame	pcs			3				
28	Correction Pen	liquid paper correction pen	pcs			311				
29	Correction Tape	20 m x 5 mm	pcs			130				
30	Cutter	big, 18mm blade, heavy duty	pcs			14				
31	Cutter Blade	big, 18mm, 10pcs/tube	tubes			3				
32	Cutting Mat	18 in x 24 in, reversible	pcs			2				
33	Dater Stamp	5mm, gray	pcs			2				
34	Dater Stamp	received stamp with date, medium	pc			1				
35	Dater Stamp	1.75" x 1.12", durable	pcs			2				
36	Envelope	mailing, letter envelope, long, white, 500pcs/box, good quality	bxs			2				
37	Envelope	brown, A4, good quality	pcs			20				
38	Envelope	brown, long, good quality	pcs			40				
39	Envelope	catalog, 6" x 9"	pcs			30				
40	Envelope	expandable w/garter , long, good quality	pcs			10				
41	Envelope	expandable, plastic, long, good quality	pcs			30				
42	Envelope	plastic, expandable long push lock with handle, long	pcs			8				
43	Eraser	black/whiteboard eraser	pc			1				
44	Extension Cord	three (3) universal outlets, 10 meters, universal extension wheels	pcs			5				
45	Fastener	paper fastener, plastic, multi-colored	bxs			11				
46	Fastener	plastic, double lock, 100 pages and up	bxs			23				
47	Fastener	stainless, non-sharp edge, good quality	bxs			5				
48	Fastener	stainless/metal, non-sharp edge, 8" (70mm), good quality	box			1				
49	File Box	big, with cover, blue	pcs			36				
50	File Box	big, without cover, blue	pcs			15				
51	File Box	medium, with cover, blue	pcs			40				
52	Flashlight	LED flashlight rechargeable waterproof outdoor heavy duty	pcs			3				
53	Folder	A4, white, 14pts, 100pcs/ream, good quality	rms			6				
54	Folder	light green, long, pressboard, expandable without tab	pcs			120				
55	Folder	long size, white	pcs			80				
56	Folder	long size, white, 14pts, 100pcs/ream	rms			20				
57	Folder	short size, white 100pcs/ream	rms			2				
58	Frames	8.5" x 13", good quality	pcs			8				
59	Frames	A4, good quality	pcs			5				
60	Glue	130gms, multipurpose glue, safe and non-toxic	btls			29				
61	Glue	instant glue, fast drying, 10g	btls			3				
62	Glue Gun	big, heavy duty	pcs			4				
63	Glue Gun	small, heavy duty	pcs			2				
64	Glue Stick	big, good quality	pcs			225				
65	Glue Stick	small, good quality	pcs			30				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
66	Guntacker	12mm, staple gun T50, heavy duty	pcs			2				
67	Guntacker Wire	12mm, staples T50	bxs			10				
68	Highlighter	assorted colors	pcs			22				
69	ID Holder	transparent, plastic ID holder	pcs			50				
70	Mimeograph ing Paper	8.5" x 11", whitewove, subs 18, rough texture	rms			50				
71	Mimeograph ing Paper	8.5" x 13", whitewove, subs 18, rough texture	rms			550				
72	Notebook	#G-0780, 8.5 X 11", green, spiral type, 80 leaves	pcs			302				
73	Pad	memo pad, 3" x 5"	pads			15				
74	Paper	bond paper , 8.5" x 11", premium grade, subs 20	rms			20				
75	Paper	bond paper, 8.5" x 13", subs 16	rms			30				
76	Paper	bond paper , 8.5" x 13", premium grade, subs 20	rms			540				
77	Paper	bond paper , 8.5" x 14", premium grade, subs 20	rms			3				
78	Paper	bond paper, A4, premium grade, subs 20	rms			395				
79	Paper	bond paper, A4, subs 16	rms			90				
80	Paper	photo paper, A4 ,10's, high quality, inkjet friendly, glossy	pcks			15				
81	Paper	photo paper A4, matte, 10sheets/pack	pcks			12				
82	Paper	board paper, long 220gsm, beige, 10's	pcks			10				
83	Paper	board paper, A4, 220gsm, beige, 10's	pcks			10				
84	Paper	board paper, A4, 180gsm, beige, 10's	pcks			15				
85	Paper	board paper, long 180gsm, beige, 10's	pcks			35				
86	Paper	board paper, A4, 220gsm, pale cream	pcks			2				
87	Paper	laid specialty paper, long, white 90GSM, 10sheets/pack	pcks			20				
88	Paper	sticker paper, A4, matte, assorted color	pcks			50				
89	Paper	sticker paper, A4, matte, white	pcks			39				
90	Paper	vellum paper, A4, 10sheets/pack	pcks			20				
91	Paper	vellum paper, 8.5"x 13", 10sheets/pack	pcks			20				
92	Paper	parchment paper, 8.5"x 11", 10pcs/ pack,color code #F1E9D2	pcks			150				
93	Paper Bag	kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	pcs			30				
94	Paper Clips	big, assorted color, vinyl coated	bxs			3				
95	Paper Clips	regular, assorted colors, vinyl coated	bxs			17				
96	Paper Cutter	desktop paper cutter, trimmer, 18" x 15"	pc			1				
97	Pen	permanent marker, fine, black	pcs			64				
98	Pen	permanent marker, broad, black	pcs			10				
99	Pen	whiteboard marker, board master, black, refillable, bullet tip	pcs			352				
100	Pen	whiteboard marker, board master, blue, refillable, bullet tip	pcs			1				
101	Pencil	#2, durable, woodclinched complastic lead, 12's	bxs			24				
102	Pins	push pins with colored heads	bxs			4				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
103	Plastic Cover	transparent, 50 m/rolls	roll			1				
104	Puncher	big, heavy duty, 2 hole, standard	pcs			5				
105	Record Book	150 pages, hardbound	pcs			8				
106	Record Book	300 pages, hardbound	pcs			10				
107	Rubber Bands	large, assorted color	box			1				
108	Ruler	1ft, plastic	pcs			8				
109	Ruler	1ft, durable stainless steel	pcs			11				
110	Scissors	big size, 8" - 10" length, stainless steel blade, comfortable handle, heavy duty	pcs			11				
111	Scissors	medium size, 6.5" -7" length, stainless steel blade, comfortable handle, heavy duty	pcs			14				
112	Seal	notarial seal with adhesive, gold yellow #24-2/18", 40's	pcks			5				
113	Sharpener	pencil sharpener, desktop 1 hole	pcs			2				
114	Shredder	paper shredder, cross-cut shredder, shreds 16 sheets per pass into 4 x 40mm, security level 4, 31L bin capacity, can shred CD/DVD, paper, card, paper clip, staple, 220 volts & hertz	unit			1				
115	Sign Pens	G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs			561				
116	Sign Pens	G-Tec C4, 0.4 mm, red, gel ink pen, refillable	pcs			10				
117	Sign Pens	0.7 mm, black, gel ink, refillable	pcs			113				
118	Sign Pens	0.7 mm, blue, gel ink, refillable	pcs			5				
119	Sign Pens	pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	pcs			66				
120	Sign Pens	pigment ink, water based, water resistant, acid free, drawing system, 0.7, black	pcs			24				
121	Stamp Pad	clear stamp No.1, quality standard	pcs			5				
122	Stamp Pad Ink	purple, plastic container	bottle			5				
123	Stamp Pad Ink	digi stamp ink purple	btls			8				
124	Stamp Pad Ink	purple, plastic container, 1000ml	btl			1				
125	Staple Wire	24mm, good quality	bxs			4				
126	Staple Wire	#35 mm, heavy duty	bxs			43				
127	Staple Wire Remover	plier type, heavy duty	pcs			12				
128	Stapler	#35, with staple remover, high quality	pcs			8				
129	Stapler	#35, 25-30 sheets capacity, flat clinch, anti-slip rubber base	unit			13				
130	Sticky Note	2" x 2", assorted neon color	pcks			2				
131	Sticky Note	3" x 4", assorted neon color	pads			5				
132	Tape	double sided with foam, 1", standard length	rolls			16				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
133	Tape	double sided without foam, 1", standard length	rolls			93				
134	Tape	duct, 2", gray	rolls			5				
135	Tape	masking, 1", standard length	rolls			29				
136	Tape	masking, 2", standard length	rolls			2				
137	Tape	transparent, 1", standard length	rolls			96				
138	Tape	transparent, 2", standard length	rolls			41				
139	Tape	transparent, 3", standard length	rolls			11				
140	Tape Flags	1/2", 5 colors, plain, 500 sheets/pck	pcks			30				
141	Tape Flags	with please sign here message, 1"	pcks			35				
142	Thumbtacks	3/8 in, gold, steel, flat-round head shape	bxs			10				
143	Tray	desk file organizer, 4 compartments vertical file dividers, black	pcs			2				
144	White Board	3ft x 4ft, good quality	unit			1				
		Delivery Period: 30 calendar days upon receipt of Notice to Proceed								
							Total Amount			

Name: _____

Legal Capacity: _____

Signature _____

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

