



Republic of the Philippines

CENTRAL PHILIPPINES STATE UNIVERSITY

Kabankalan City, Negros Occidental 6111

Website: www.cpsu.edu.ph

PHILIPPINE BIDDING DOCUMENTS

Supply and Delivery of Office Supplies and Equipment for the 1st and 2nd Quarter of FY 2023-Lot 2 (Rebidding)

Government of the Republic of the Philippines

2023-003-11BID

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY

Kabankalan City, Negros Occidental 6111

Website: www.cpsu.edu.ph

E-mail add: cpsu_main@cpsu.edu.ph / nsca_kabcity@yahoo.com.ph

Contact No.: 09173015565 (Mobile); (034) 702-9903 (Landline)

ISO 9001:2015 Certificate Registration Number: 01 100 1834939

Invitation to Bid for the *Supply and Delivery of Office Supplies and Equipment for the 1st and 2nd Quarter of FY 2023-Lot 2 (Rebidding)*

1. *Central Philippines State University*, through the *General Appropriations Act of 2023* intends to apply the sum of **One Million Five Hundred Eighty-Five Thousand Seventy-One Pesos Only (₱ 1,585,071.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Supply and Delivery of Office Supplies and Equipment for the 1st and 2nd Quarter of FY 2023-Lot 2 (Rebidding)/2023-003-11BID***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. *Central Philippines State University* now invites bids for the above Procurement Project. Completion of the Works is **30 calendar days**. Bidders should have completed 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Prospective Bidders may obtain further information from *Central Philippines State University* and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM from Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 31, 2023** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (₱ 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person or through electronic means*.
6. *Central Philippines State University* will hold a Pre-Bid Conference on **February 8, 2023, 1:00 PM** at the **Board Room, 2nd floor, Administration Building, CPSU Main Campus, Kabankalan City, Negros Occidental** and/or through video conferencing or webcasting via **Zoom** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, or online or electronic submission as indicated below, *on or before February 21, 2023, at 1:00 PM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *February 21, 2023, 1:30 PM* at the given address below *and/or via Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *For the online submission of bids, kindly refer to Annex "B" of the GPPB Resolution No. 09-2020 for the Amended 2016 IRR of RA No. 9184.*
11. The *Central Philippines State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

ENGR. KRISTINE P. BESANA
Head, BAC Secretariat
Central Philippines State University
Kabankalan City, Negros Occidental
09177001767
cpsu_bac@cpsu.edu.ph

13. You may visit the following websites:

For downloading of Bidding Documents: *PhilGEPS Website or at www.cpsu.edu.ph*

For online bid submission: *cpsu_bid_submission@cpsu.edu.ph*

January 30, 2023

(Sgd.) MARC ALEXEI CAESAR B. BADAJOS, Ph. D.
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Central Philippines State University* wishes to receive Bids for the *Supply and Delivery of Office Supplies and Equipment for the 1st and 2nd Quarter of FY 2023-Lot 2 (Rebidding)* with identification number **2023-003-11BID**.

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for *funding year 2023* in the amount of *One Million Five Hundred Eighty-Five Thousand Seventy-One Pesos Only (₱ 1,585,071.00)*.
- 2.2. The source of funding is:
 - a. NGA, the General Appropriations Act or Special Appropriations.

The Procurement Project (referred to herein as “Project”) is composed of *136 items*, the details of which are described in Section VII (Technical Specifications).

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 b y** the BAC through the issuance of a supplemental or bid bulletin.

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **2 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.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in
- e. b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing 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 *July 1, 2023*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No.

9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Supply and Delivery of Classroom Supplies and Equipment</i></p> <p>b. completed within 2 years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Sub-contracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP to <i>Central Philippines State University, Kabankalan City, Negros Occidental, Philippines 6111</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>Thirty-One Thousand Seven Hundred One Pesos and Forty-Two Centavos Only (₱ 31,701.42)</i> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>Seventy-Nine Thousand Two Hundred Fifty-Three Pesos and Fifty-Five Centavos Only (₱ 79,253.55)</i> if bid security is in Surety Bond.</p>
19.3	<i>No further instructions.</i>
21.2	<i>No further instructions.</i>

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

- 6.1. 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.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to <i>Central Philippines State University, Kabankalan City, Negros Occidental, Philippines 6111</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Mrs. Ma. Socorro T. Llamas</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **1 year** and a period of **3 years if not used**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **2** months of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	The inspections and tests that will be conducted is: <i>Test and Evaluation conducted by the CPSU Inspection Committee</i>

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	Unit	Quantity	Delivered, Weeks/Months
1	CARTOLINA, assorted colors	pack	214	
2	LOOSELEAF COVER, legal	bundle	4	
3	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	108	
4	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	104	
5	NOTE PAD, stick on, 3" x 3"	pad	106	
6	NOTEBOOK, stenographer	piece	47	
7	PAPER, MULTICOPY, A4, 80 gsm	reams	476	
8	PAPER, MULTICOPY, Legal, 80gsm	reams	2076	
9	PAPER, multi-purpose, legal, 70gsm	reams	1096	
10	PAD PAPER, ruled	pad	2	
11	PAPER, parchment	box	3	
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	61	
13	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	76	
14	BATTERY, dry Cell, size AA	pack	177	
15	BATTERY, dry Cell, size AAA	pack	156	
16	BATTERY, dry Cell, size D	pack	11	
17	GLUE, all purpose, 473 ml	tube	134	
18	STAPLE WIRE, heavy duty, binder type, 23/13	box	100	
19	STAPLE WIRE, standard	box	208	
20	TAPE, masking, 24mm	roll	154	
21	TAPE, MASKING, 48mm	roll	148	
22	TAPE, packaging, 48mm	roll	180	
23	TAPE, transparent, 24mm	roll	231	
24	TAPE, transparent, 48mm	roll	202	
25	TWINE, plastic	roll	58	
26	RULER, plastic, 450mm	piece	122	
27	CLIP, backfold, 19mm	box	85	
28	CLIP, backfold, 25mm	box	101	
29	CLIP, backfold, 32mm	box	71	
30	CLIP, backfold, 50mm	box	106	
31	CORRECTION TAPE, 8m	piece	616	
32	DATA FILE BOX	piece	158	
33	DATA FOLDER	piece	141	

Item Number	Description	Unit	Quantity	Delivered, Weeks/Months
34	ENVELOPE, DOCUMENTARY, for legal size document	box	60	
35	ENVELOPE, expanding, kraft, legal	box	67	
36	ENVELOPE, mailing	box	17	
37	ENVELOPE, mailing, with window	box	18	
38	ERASER, FELT, for blackboard/whiteboard	piece	41	
39	FASTENER, plastic, non-sharp edges	box	114	
40	FILE ORGANIZER, expanding, plastic, legal	piece	103	
41	FILE TAB DIVIDER, bristol board, for A4	set	40	
42	FILE TAB DIVIDER, legal	set	47	
43	FOLDER, fancy, with slide, legal	bundle	43	
44	FOLDER, L-type, A4	pack	22	
45	FOLDER, L-type, legal	pack	409	
46	FOLDER, pressboard	box	5	
47	FOLDER, L-type, Short	pack	27	
48	FOLDER, with tab, legal	pack	26	
49	INDEX TAB, self-adhesive, transparent	box	40	
50	MAGAZINE FILE BOX, large	piece	47	
51	MARKER, fluorescent	set	70	
52	MARKER, whiteboard, black	piece	223	
53	MARKER, whiteboard, blue	piece	112	
54	MARKER, whiteboard, red	piece	80	
55	MARKER, permanent, black, bullet type	piece	172	
56	MARKER, permanent, blue, bullet type	piece	143	
57	MARKER, permanent, red, bullet type	piece	96	
58	PAPER CLIP, vinyl/plastic coated, 33mm	box	181	
59	PAPER CLIP, vinyl/plastic coated, 50mm	box	207	
60	RING BINDER, plastic, 32mm	bundle	58	
61	RUBBER BAND, No. 18	box	41	
62	STAMP PAD, felt	piece	63	
63	BLADE, for general purpose cutter / utility knife	piece	30	
64	CUTTER/UTILITY KNIFE, for general purpose	piece	34	
65	DATING AND STAMPING MACHINE	piece	12	
66	PENCIL SHARPENER, manual, single cutter head	piece	26	
67	PUNCHER, paper, heavy duty	piece	28	

Item Number	Description	Unit	Quantity	Delivered, Weeks/Months
68	SCISSORS, symmetrical	pair	85	
69	STAPLER, standard type	piece	69	
70	STAPLER, heavy duty, binder type	unit	20	
71	STAPLE REMOVER, plier type	piece	28	
72	TAPE DISPENSER, table top	piece	17	
73	CLEARBOOK, 20 Transparent pockets, A4	piece	152	
74	CLEARBOOK, 20 Transparent pockets, Legal	piece	252	
75	ERASER, plastic/rubber	piece	22	
76	SIGN PEN, black	piece	694	
77	SIGN PEN, blue	piece	358	
78	SIGN PEN, red	piece	211	
79	WRAPPING PAPER, kraft	pack	4	
80	BOOK PAPER, LONG, multicopy, 80gsm, 216mm X 330mm (8-1/2" X 13"), legal, for laser printer, high quality speed copier, lithographic printing, etc., 500 sheets per ream	ream	58	
81	BALLPEN, BLACK, fine point 0.5	piece	1489	
82	BALLPEN, BLUE, fine point 0.5	piece	364	
83	TAPE, Double sided	roll	216	
84	BROWN ENVELOPE, LONG, 0.02 kgs.	piece	1977	
85	EXPANDED ENVELOPE, LONG, 0.40 kgs. (color blue)	piece	980	
86	LAI D BOARD, LONG, specialty board, 220 gsm thick, laser & inkjet compatible, powder or pastel blue color, 10 sheets per pack	pack	312	
87	LETTER TUBS, self-adhesive, white transparent, A-Z and 0-9 letter and number	pack	125	
88	LEVER ARCH PAPER FILE, LONG, (legal size), 3", 2 rings, royal blue color	piece	320	
89	MECHANICAL PENCIL REFILL,	set	3	
90	NUMBER STAMP, 14 digits	piece	8	
91	PAPER C LUMP, small size, black color	piece	671	
92	PAPER C LUMP, medium size, black color	piece	720	
93	PAPER C LUMP, big size, black color	piece	660	
94	PENCIL, lead #2, 0.09 kgs.	piece	257	
95	PLASTIC FOLDER, LONG, thin, transparent, color white	piece	298	

Item Number	Description	Unit	Quantity	Delivered, Weeks/Months
96	PLASTIC FOLDER, LONG, thick, non-transparent, color blue	piece	120	
97	PLASTIC RING BINDER, 2" color blue	lgths.	186	
98	PLASTIC RING BINDER, 1-3/4" color blue	lgths.	178	
99	PLASTIC RING BINDER, 1-1/2" color blue	lgths.	161	
100	PLASTIC RING BINDER, 1" color blue	lgths.	145	
101	PLASTIC RING BINDER, 3/4" color blue	lgths.	139	
102	STICKER PAPER, LONG, bond paper size, glossy finish, 0.15 kgs. Color white, 10 sheets per pack	pack	176	
103	RULER, plastic, (12"), 38mm min. width, flexible, transparent/clear, ruler scale: millimeters, centimeters, inches, 1.30mm min. thickness	piece	179	
104	SHOE LACE, 18-24 inches long, round, color white or black	pair	275	
105	GLUE STICK, big, adhesive transparent 12mm hot melt glue stick for card, ceramic, expanded polystyrene, glass, PUR foam, paper	piece	310	
106	FASTENER, PLASTIC, 70mm between prongs	box	173	
107	TAPE, Dispenser, Roll	piece	40	
108	FOLDER, ordinary, short	pack	16	
109	FILE BOX, balikbayan box, kraft, 2 × 51 × 105 cm	piece	30	
110	FILE BOX, storage box, kraft, 2 × 65 × 100 cm	piece	106	
111	FILE BOX, Cardboard Storage With Lid, 12W X 15.5L X 10H	piece	24	
112	FILE BOX, plastic storage box, L45 x W32 x H32cm 20L	piece	8	
113	FILE BOX, plastic storage box, L49.0 / W35.0 / H26.5, 30L	piece	14	
114	FILE BOX, plastic storage box, L40 x W26 x H16cm, 12L	piece	8	
115	INK, for self-inking stamp pad, black, 1oz	bottle	1	
116	INK, for self-inking stamp pad, green, 1oz	bottle	7	
117	INK, for self-inking stamp pad, red, 1oz	bottle	1	
118	STAMP, Self-inking, no color, medium	unit	2	

Item Number	Description	Unit	Quantity	Delivered, Weeks/Months
119	STAMP, Self-inking, no color,large	unit	8	
120	PAD, Self-inking Stamp, customized, no color,medium	unit	2	
121	PAD, Self-inking Stamp, customized, no color,large	unit	2	
122	STAPLE WIRE #35	box	12	
123	2, tier Document Tray	piece	5	
124	Book ends, metal	piece	6	
125	A3, 420X297 mm, 160gsm	reams	2	
126	Certificate holder, 9.25x 12.50	piece	20	
127	Transparent Folder 100pg, Long	piece	2	
128	Globe Box file- big size	piece	3	
129	Plastic cover	roll	6	
130	C2S A3 Size	pack	5	
131	double-sided glossy paper	pack	5	
132	LAID special paper (8.5 x 13 185 gsm - ivory)	pack	12	
133	Photo Paper (glossy)	pack	3	
134	BOOK PAPER, LONG (8.5" x 13") 80gsm, substance 20, Legal for laser printer	reams	81	
135	BOOK PAPER, SHORT (8.5" x 11") 80gsm, substance 20, letter for laser printer	reams	686	
136	Mimeographing Paper, Legal	book	10	

Section VII. Technical Specifications

Technical Specifications

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 the 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	Statement of Compliance
1	CARTOLINA, assorted colors	
2	LOOSELEAF COVER, legal	
3	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
4	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
5	NOTE PAD, stick on, 3" x 3"	
6	NOTEBOOK, stenographer	
7	PAPER, MULTICOPY, A4, 80 gsm	
8	PAPER, MULTICOPY, Legal, 80gsm	
9	PAPER, multi-purpose, legal, 70gsm	
10	PAD PAPER, ruled	
11	PAPER, parchment	
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
13	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
14	BATTERY, dry Cell, size AA	
15	BATTERY, dry Cell, size AAA	
16	BATTERY, dry Cell, size D	
17	GLUE, all purpose, 473 ml	
18	STAPLE WIRE, heavy duty, binder type, 23/13	
19	STAPLE WIRE, standard	
20	TAPE, masking, 24mm	
21	TAPE, MASKING, 48mm	
22	TAPE, packaging, 48mm	
23	TAPE, transparent, 24mm	
24	TAPE, transparent, 48mm	
25	TWINE, plastic	
26	RULER, plastic, 450mm	
27	CLIP, backfold, 19mm	
28	CLIP, backfold, 25mm	
29	CLIP, backfold, 32mm	

30	CLIP, backfold, 50mm	
31	CORRECTION TAPE, 8m	
32	DATA FILE BOX	
33	DATA FOLDER	
34	ENVELOPE, DOCUMENTARY, for legal size document	
35	ENVELOPE, expanding, kraft, legal	
36	ENVELOPE, mailing	
37	ENVELOPE, mailing, with window	
38	ERASER, FELT, for blackboard/whiteboard	
39	FASTENER, plastic, non-sharp edges	
40	FILE ORGANIZER, expanding, plastic, legal	
41	FILE TAB DIVIDER, bristol board, for A4	
42	FILE TAB DIVIDER, legal	
43	FOLDER, fancy, with slide, legal	
44	FOLDER, L-type, A4	
45	FOLDER, L-type, legal	
46	FOLDER, pressboard	
47	FOLDER, L-type, Short	
48	FOLDER, with tab, legal	
49	INDEX TAB, self-adhesive, transparent	
50	MAGAZINE FILE BOX, large	
51	MARKER, fluorescent	
52	MARKER, whiteboard, black	
53	MARKER, whiteboard, blue	
54	MARKER, whiteboard, red	
55	MARKER, permanent, black, bullet type	
56	MARKER, permanent, blue, bullet type	
57	MARKER, permanent, red, bullet type	
58	PAPER CLIP, vinyl/plastic coated, 33mm	
59	PAPER CLIP, vinyl/plastic coated, 50mm	
60	RING BINDER, plastic, 32mm	
61	RUBBER BAND, No. 18	
62	STAMP PAD, felt	
63	BLADE, for general purpose cutter / utility knife	
64	CUTTER/UTILITY KNIFE, for general purpose	
65	DATING AND STAMPING MACHINE	
66	PENCIL SHARPENER, manual, single cutter head	
67	PUNCHER, paper, heavy duty	
68	SCISSORS, symmetrical	
69	STAPLER, standard type	
70	STAPLER, heavy duty, binder type	
71	STAPLE REMOVER, plier type	
72	TAPE DISPENSER, table top	
73	CLEARBOOK, 20 Transparent pockets, A4	
74	CLEARBOOK, 20 Transparent pockets, Legal	

75	ERASER, plastic/rubber	
76	SIGN PEN, black	
77	SIGN PEN, blue	
78	SIGN PEN, red	
79	WRAPPING PAPER, kraft	
80	BOOK PAPER, LONG, multicopy, 80gsm, 216mm X 330mm (8-1/2" X 13"), legal, for laser printer, high quality speed copier, lithographic printing, etc., 500 sheets per ream	
81	BALLPEN, BLACK, fine point 0.5	
82	BALLPEN, BLUE, fine point 0.5	
83	TAPE, Double sided	
84	BROWN ENVELOPE, LONG, 0.02 kgs.	
85	EXPANDED ENVELOPE, LONG, 0.40 kgs. (color blue)	
86	LAI D BOARD, LONG, specialty board, 220 gsm thick, laser & inkjet compatible, powder or pastel blue color, 10 sheets per pack	
87	LETTER TUBS, self-adhesive, white transparent, A-Z and 0-9 letter and number	
88	LEVER ARCH PAPER FILE, LONG, (legal size), 3", 2 rings, royal blue color	
89	MECHANICAL PENCIL REFILL,	
90	NUMBER STAMP, 14 digits	
91	PAPER C LUMP, small size, black color	
92	PAPER C LUMP, medium size, black color	
93	PAPER C LUMP, big size, black color	
94	PENCIL, lead #2, 0.09 kgs.	
95	PLASTIC FOLDER, LONG, thin, transparent, color white	
96	PLASTIC FOLDER, LONG, thick, non-transparent, color blue	
97	PLASTIC RING BINDER, 2" color blue	
98	PLASTIC RING BINDER, 1-3/4" color blue	
99	PLASTIC RING BINDER, 1-1/2" color blue	
100	PLASTIC RING BINDER, 1" color blue	
101	PLASTIC RING BINDER, 3/4" color blue	
102	STICKER PAPER, LONG, bond paper size, glossy finish, 0.15 kgs. Color white, 10 sheets per pack	
103	RULER, plastic, (12"), 38mm min. width, flexible, transparent/clear, ruler scale: millimeters, centimeters, inches, 1.30mm min. thickness	
104	SHOE LACE, 18-24 inches long, round, color white or black	

105	GLUE STICK, big, adhesive transparent 12mm hot melt glue stick for card, ceramic, expanded polystyrene, glass, PUR foam, paper	
106	FASTENER, PLASTIC, 70mm between prongs	
107	TAPE, Dispenser, Roll	
108	FOLDER, ordinary, short	
109	FILE BOX, balikbayan box, kraft, 2 × 51 × 105 cm	
110	FILE BOX, storage box, kraft, 2 × 65 × 100 cm	
111	FILE BOX, Cardboard Storage With Lid, 12W X 15.5L X 10H	
112	FILE BOX, plastic storage box, L45 x W32 x H32cm 20L	
113	FILE BOX, plastic storage box, L49.0 / W35.0 / H26.5, 30L	
114	FILE BOX, plastic storage box, L40 x W26 x H16cm, 12L	
115	INK, for self-inking stamp pad, black, 1oz	
116	INK, for self-inking stamp pad, green, 1oz	
117	INK, for self-inking stamp pad, red, 1oz	
118	STAMP, Self-inking, no color, medium	
119	STAMP, Self-inking, no color, large	
120	PAD, Self-inking Stamp, customized, no color, medium	
121	PAD, Self-inking Stamp, customized, no color, large	
122	STAPLE WIRE #35	
123	2, tier Document Tray	
124	Book ends, metal	
125	A3, 420X297 mm, 160gsm	
126	Certificate holder, 9.25x 12.50	
127	Transparent Folder 100pg, Long	
128	Globe Box file- big size	
129	Plastic cover	
130	C2S A3 Size	
131	double-sided glossy paper	
132	LAID special paper (8.5 x 13 185 gsm - ivory)	
133	Photo Paper (glossy)	
134	BOOK PAPER, LONG (8.5" x 13") 80gsm, substance 20, Legal for laser printer	
135	BOOK PAPER, SHORT (8.5" x 11") 80gsm, substance 20, letter for laser printer	
136	Mimeographing Paper, Legal	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

