

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No.	: IB_GOODS_2020-10-050
Name of Contract	: PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS
Location of Contract	: KALINGA STATE UNIVERSITY-MAIN CAMPUS NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
Name of Procuring Entity	: KALINGA STATE UNIVERSITY (KSU)



Kalinga State University envisions to be "a Knowledge and Technology Hub in Asia-Pacific Region"

Sixth Edition
July 2020



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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 the 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.

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Location of the Project : KSU-MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
End-User Unit : VARIOUS OFFICES, SERVICES AND COLLEGES



Section I. Invitation to Bid



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

INVITATION TO BID FOR PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS

- The **Kalinga State University**, through the **General Appropriations Act** under the **Regular Agency Fund CY 2020**, intends to apply the sum of **Two Million, Thirty-Six Thousand, Six Hundred Forty Thousand Philippine Pesos and Thirty-Seven Centavos (Php 2,036,640.37)** being the total ABC to payments under the contract for **Purchase of Office and Janitorial Supplies and Materials/ IB_Goods_2020-10-050** for the following lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Particulars	ABC	Bidding Fees (Non-Refundable)	Delivery Period
1	Office Supplies, Materials, and Fixtures	1,845,756.93	5,000.00	30 cd
2	Janitorial Supplies and Materials	190,883.44	500.00	30 cd
Total		2,036,640.37	5,000.00	30 cd

Partial bids are allowed. All Goods are grouped into lots listed below. Bidders shall have the option of submitting a proposal on any or all lots, and evaluation and contract award will be undertaken on a per-lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

- The **Kalinga State University** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Thirty (30) calendar days upon receipt of the Purchase Order**. Bidders should have completed, within **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).
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

- Prospective Bidders may obtain further information from **Kalinga State University** and inspect the Bidding Documents at the address given below during **office hours from 8 am to 5 pm**.
- A complete set of Bidding Documents may be acquired by interested Bidders on **October 8, 2020 (Thursday) until 10 am of October 28, 2020 (Wednesday)** from the given address and websites below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount and schedule indicated above but not to exceed the maximum amount of Five Thousand Philippine Pesos (Php 5,000.00) as prescribed in the Guidelines for the sum of the ABC of all lots*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person or through electronic means*.



6. The **Kalinga State University** will hold a **Pre-Bid Conference** on **October 16, 2020 (Friday), 10 am** at the **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: meet.google.com/sgo-tfrb-rbd, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **10 am on October 28, 2020 (Wednesday)**. 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 **10:01 am on October 28, 2020 (Wednesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/umc-yuvk-qkh. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.
11. The **Kalinga 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:

Ronaldo B. Daluping
BAC Secretariat
Procurement Management Office
Kalinga State University-Main Campus
Administration Building, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800
procurementservice_bac@ksu.edu.ph
(074) 627-5321
<https://ksu.edu.ph/>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ksu.edu.ph/bid/purchase-office-and-janitorial-supplies-and-materials>

October 8, 2020


EDNA R. YUMOL, CPA, PhD
BAC Chairperson

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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End-User Unit : VARIOUS OFFICES, SERVICES AND COLLEGES



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Purchase of Office and Janitorial Supplies and Materials**, with identification number **IB_Goods_2020-10-050**.

The Procurement Project (referred to herein as “Project”) is composed of **two (2) Lots**, 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 2020** in the amount of **Two Million, Thirty-Six Thousand, Six Hundred Forty Thousand Philippine Pesos, and Thirty-Seven Centavos (Php 2,036,640.37)**.

2.2. The source of funding is:

NGA, the General Appropriations Act 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.

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. 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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) 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.

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 at **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing/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 **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 a 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)**.
- 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 the 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 **One Hundred Twenty (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.

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 video conferencing, 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 that participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 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 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**.

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Section III. Bid Data Sheet

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Bid Data Sheet

ITB Clause																	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Lot 1: Procurement and/or Delivery of Office Supplies or Materials; Lot 2: Procurement and/or Delivery of Janitorial Supplies or Materials b. completed within five (5) years prior to the deadline for the submission and receipt of bids. 																
7.1	<i>Subcontracting is not allowed.</i>																
12	The price of the Goods shall be quoted DDP port of Manila 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>Lot 1: Office Supplies, Materials, and Fixtures:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 36,915.14, 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 92,287.85, if bid security is in Surety Bond. <p>Lot 2: Janitorial Supplies and Materials:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 3,817.67, 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 9,544.17, if bid security is in Surety Bond. 																
19.3	<p>The Project will be awarded by lot, and the following are the grouping of lots:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 40%;">Title</th> <th style="width: 40%;">Items</th> <th style="width: 10%;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Office Supplies, Materials, and Fixtures</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td style="text-align: right;">1,845,756.93</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Janitorial Supplies and Materials</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td style="text-align: right;">190,883.44</td> </tr> <tr> <td colspan="3" style="text-align: center;">Total ABC of 2 Lots</td> <td style="text-align: right;">2,036,640.37</td> </tr> </tbody> </table>	Lot No.	Title	Items	ABC	1	Office Supplies, Materials, and Fixtures	Various items, refer to Section VII (Technical Specifications)	1,845,756.93	2	Janitorial Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	190,883.44	Total ABC of 2 Lots			2,036,640.37
Lot No.	Title	Items	ABC														
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2	Janitorial Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	190,883.44														
Total ABC of 2 Lots			2,036,640.37														
20.2	<p>List of licenses and permits relevant to the Project and the corresponding law requiring it:</p> <ol style="list-style-type: none"> 1. VAT or Non-VAT Registration Certificates; and 2. Other appropriate licenses and permits, as may be required during post-qualification evaluation. 																
21.2	<p>Contract documents relevant to the Project:</p> <p>The following relevant documents are to be submitted by the lowest calculated and responsive bidder after issuance of a notice of award:</p> <ol style="list-style-type: none"> 1. Performance Security. The Winning Bidder shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project. <p>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD), to guarantee its faithful performance of obligations under the contract, subject to the following:</p> <ol style="list-style-type: none"> a) Such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with a prior similar offense, in the event it violates any of the conditions stated in the contract. b) The unnotarized PSD may be accepted, subject to submitting a notarized PSD before payment unless the same is replaced with performance security in the prescribed form. <p>The end-user may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting the State of Calamity, or community quarantine or similar restrictions, as the case may be.</p>																



Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

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.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
Project Reference Number : IB_GOODS_2020-10-050
Name of the Project : PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS
Location of the Project : KSU-MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
End-User Unit : VARIOUS OFFICES, SERVICES AND COLLEGES



Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <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><i>For Goods supplied from abroad:</i></p> <p style="padding-left: 40px;">“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the Kalinga State Unievrstity-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga. 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:</p> <p style="padding-left: 40px;">Mr. Joseph Tracy D. Labbutan Supply and Property Officer Supply and Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao Tabuk City 3800, Kalinga, Philippines</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 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; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <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>



	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, insufficient 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. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements), and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 30 days. <i>If not used, a time period of 90 days, which is three times the warranty period.</i></p>
	<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> <ul style="list-style-type: none"> 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>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 the use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed except.</i>
4	The inspections and tests that will be conducted are: Manual Inspection by the Inspectorate and Acceptance Committee of the University, including a COA representative.



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.

LOT 1: OFFICE SUPPLIES, MATERIALS, AND FIXTURES:

Item No.	Description	Qty	Unit	Delivered, Weeks/Months
1	Accession Book	5	piece	1 month
2	ADAPTOR, 3 hole	2	piece	1 month
3	Arc. File, 13 1/2" H X 11" W X 3" diameter, Blue	20	piece	1 month
4	BALL POINT PEN, Fine Tip, 12pcs/box, black	484	piece	1 month
5	BALL POINT PEN, Fine Tip, 12pcs/box, Blue	36	piece	1 month
6	BALL POINT PEN, Fine Tip, 12pcs/box, Red	60	piece	1 month
7	Ballpen, Ordinary, 12pcs/box, Black	1,543	piece	1 month
8	Ballpen, Ordinary, 12pcs/box, Blue	12	piece	1 month
9	Ballpen, Ordinary, 12pcs/box, Red	24	piece	1 month
10	BATTERY, size AA, alkaline, 2 pieces/pack	6	pack	1 month
11	BINDING AND PUNCHING MACHINE, two (2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all-metal construction	4	unit	1 month
12	BOOK ENDS (Specification: Height: 17 cm/7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g; Color: green)	150	piece	1 month
13	BOOK STAND (225 mm x 300 mm)	5	piece	1 month
14	BOYA BY-PM700 USB CONDENSER MICROPHONE, used for a conference meeting, recording, online interview, USB interface, omnidirectional	1	unit	1 month
15	CABINET, Open Steel Shelves, 4 layers, 3 by 8 ft,	1	piece	1 month
16	CABINET, Steel Filing, 4D, Vertical, Color: Gray	11	unit	1 month
17	Cabinet, Steel Filing, Lateral, 4D	6	unit	1 month
18	CALCULATOR, Scientific	2	unit	1 month
19	CARBON PAPER, permafilm legal, blue	2	pad	1 month
20	CARTOLINA, Assorted	3	pack	1 month
21	CD-RW 700MB	39	piece	1 month
22	CD-RW 700MB with cover	26	piece	1 month
23	CERTIFICATE FRAME, A4	70	piece	1 month
24	CERTIFICATE FRAME, Legal (8.5" x 13")	35	piece	1 month
25	CERTIFICATE FRAME, Short (8.5"x11")	72	piece	1 month
26	Chalk, dustless	5	box	1 month
27	CHALK, Dustless, Assorted Colors, 100pcs./box	4	box	1 month
28	COLORED PAPER, Assorted Colors, A4, 80gsm	2	ream	1 month
29	Colored Paper, Assorted Colors, Legal, 80gs	41	ream	1 month
30	COLORED PAPER, Assorted Colors, Letter, 80gsm	16	ream	1 month
31	Colored Paper, Lavender or light Violet, Legal, 80gs	8	ream	1 month
32	CORK BOARD 18"x24" (1.5' x 2') with Aluminum Frame	1	piece	1 month
33	CORK BOARD with an aluminum frame, 3 ft x 4 ft	2	unit	1 month
34	CORK BOARD, 2ft x 3ft	4	unit	1 month
35	CORK BOARD, 3ft x 3ft	1	unit	1 month
36	CORK BOARD, 4' x 6'	1	piece	1 month
37	CORK BOARD, 4' x 8'	2	piece	1 month
38	CORK BOARD, 90 x 2 x 60 cm	1	unit	1 month
39	CORRECTION FLUID, Touch & Go, 50 ml. tube	14	tube	1 month
40	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	119	piece	1 month
41	Cutter blade, L500, 10pcs/tube	2	tube	1 month
42	Cutter, L500, Retractable / Utility Knife	3	piece	1 month
43	Data File Box with cover, Black	32	piece	1 month
44	Data file box, made of chipboard, with close ends	105	piece	1 month



Item No.	Description	Qty	Unit	Delivered, Weeks/Months
45	Duct Tape, 2", black	29	roll	1 month
46	Duct Tape, 2", green	7	roll	1 month
47	Duct Tape, 2", yellow	5	piece	1 month
48	Electric Bulb, 18 watts	6	piece	1 month
49	ELECTRIC FAN, Stand type, standard, 18" HD, metal blade, Wattage:60W, Voltage:220V/60Hz	6	unit	1 month
50	Envelope, Brown (A4)	200	piece	1 month
51	Envelope, brown (Long)	300	piece	1 month
52	ENVELOPE, Brown, Short, 500 pieces/box	290	piece	1 month
53	Envelope, Expanding w/ garter, weight-.04kgs, black, size-legal	10	piece	1 month
54	Envelope, Mailing, White, long, 500 pcs.	10	box	1 month
55	Envelope, Plastic Legal	15	piece	1 month
56	Eraser,felt, for blackboard/whiteboard	10	piece	1 month
57	Evidence Tag (stocked, Numbers and Letters)	5	set	1 month
58	Extension Cord, 10m, 5 female outlet	2	unit	1 month
59	Extension cord, guage 12, 4 gangs, 15meters	2	unit	1 month
60	Extension wire #14, With outlet and male plug, 10meter/set	7	unit	1 month
61	Extension Wire (100m)	1	piece	1 month
62	Extension Wire (50 meters), with four sockets	1	set	1 month
63	Extension Wire, 15 m, with accessories	1	unit	1 month
64	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	3	set	1 month
65	Extension wire, 4 sockets, 20 m	3	piece	1 month
66	Extension wire, 4 sockets, 5 m	3	unit	1 month
67	Extension wire, 50m, Flat Cord	1	set	1 month
68	Extension wire,100m, Flat cord	1	set	1 month
69	External Drive, 1 TB, USB 3.0	1	unit	1 month
70	Fastener, Non-rust metal,70mmbet.prongs,50sets/box	26	box	1 month
71	FASTENER, plastic, FS-5507 Assorted 7cm /50 Box	16	box	1 month
72	Flag, Cotton, Standard size	1	piece	1 month
73	Flash Drive, 32GB capacity, 1pc in individual blister/pack	34	piece	1 month
74	Flash drive, OTG, 128 GB	4	piece	1 month
75	Flashdrive, 16GB	10	piece	1 month
76	Folder (A4), Green	20	piece	1 month
77	FOLDER (Long), Green	60	piece	1 month
78	FOLDER, Expanded, Legal, Green	50	piece	1 month
79	FOLDER, Expanded, Long	646	piece	1 month
80	Folder, Expanded, Metal Tab, Legal	280	piece	1 month
81	Folder, Fancy (morocco), Short, 50 pcs/bundle	50	bundle	1 month
82	Folder, Fancy, Morocco, legal, Lavander	120	piece	1 month
83	Folder, L-Type, Legal	1	ream	1 month
84	Folder, Plastic, Long, Sliding	50	piece	1 month
85	Folder, Plastic, Short, Sliding	50	piece	1 month
86	Folder, Pressboard, Legal, size 210mm x 370mm, Green	2,276	piece	1 month
87	Folder, Tagboard A4, 100pcs/pack	15	pack	1 month
88	Folder, Tagboard, Short, 100pcs/pack	150	piece	1 month
89	GLUE GUN, M/s	5	piece	1 month
90	GLUE STICK, Large	110	piece	1 month
91	Glue, all-purpose, 130gram	40	tube	1 month
92	Glue, all-purpose, 300 grams min	49	tube	1 month
93	HAND TOWEL, white	20	piece	1 month
94	HDMI Adaptor	2	piece	1 month
95	HDMI Cable, 6FT Display Port, DP M/M	1	piece	1 month
96	Illustration board, 1/2	12	piece	1 month
97	Illustration board, whole	24	piece	1 month
98	Index Tab, 5 sets/box	3	box	1 month
99	Ink Cart, Epson Printer, T6641, Black	77	bottle	1 month



Item No.	Description	Qty	Unit	Delivered, Weeks/Months
100	Ink Cart, Epson Printer, T6642, Cyan	25	bottle	1 month
101	Ink Cart, Epson Printer, T6643, Magenta	45	bottle	1 month
102	Ink Cart, Epson Printer, T6644, Yellow	30	bottle	1 month
103	INK HIGH YIELD CARTRIDGE, HP955XL, Cyan	10	piece	1 month
104	INK HIGH YIELD CARTRIDGE, HP955XL, Black	15	piece	1 month
105	INK HIGH YIELD CARTRIDGE, HP955XL, Yellow	10	piece	1 month
106	INK HIGH YIELD CARTRIDGE, HP955XL, Magenta	10	piece	1 month
107	Ink Refill for Permanent Marker, preferably pilot	2	bottle	1 month
108	Ink refill for Whiteboard Marker, preferably pilot	18	bottle	1 month
109	Ink Roller	3	piece	1 month
110	Ink, EPSON, 003, Black	20	bottle	1 month
111	Ink, EPSON, 003, Cyan	5	bottle	1 month
112	Ink, EPSON, 003, Magenta	5	bottle	1 month
113	Ink, EPSON, 003, Yellow	5	bottle	1 month
114	Inks Laboratory, for BS Crim use	3	piece	1 month
115	Linen Board, 180gsm, 10pcs/pack, Short, Cream	326	pack	1 month
116	Linen Board, 180gsm, 10pcs/pack, A4, Cream	146	pack	1 month
117	Linen Paper, 180gsm, legal, 10pieces/pack, Cream	69	pack	1 month
118	Linen Paper, 180gsm, legal, 10pieces/pack, White	472	pack	1 month
119	Linen paper, matte A4, White (10pcs/pack)	174	pack	1 month
120	Manila Paper	42	piece	1 month
121	Map of the World, B/s	1	piece	1 month
122	Marker fluorescent, 3 colors/ set	16	set	1 month
123	Marker fluorescent, Green	30	piece	1 month
124	Marker, Permanent, Broad Type, Black	258	piece	1 month
125	Marker, Permanent, Bullet Type, Black	9	piece	1 month
126	Marker, White Board, Bullet Type, 12piece/box, Black	177	piece	1 month
127	Metal Bookends, HD	50	piece	1 month
128	Microphone Stand	2	piece	1 month
129	Microphone with cord, Stainless (10 meters)	1	piece	1 month
130	Microphone, wireless, with battery	5	piece	1 month
131	Mobile Pedestal, 3 Layer, width: 565 mm; depth: 645 mm; Height: 420 mm	7	unit	1 month
132	Note Pad, stick-on, 2"x1", 100 sheets/pad	12	pad	1 month
133	Note pad, stick-on, 2"x3", 100sheets/pad	5	pad	1 month
134	ORGANIZER TRAY/rack, 3 layers	1	piece	1 month
135	PAD PAPER, Yellow, Ruled	38	pad	1 month
136	Paper bag, Large size	60	piece	1 month
137	PAPER BAG, M/s	60	piece	1 month
138	Paper Clip, 33mm, 100 pcs/box	17	box	1 month
139	Paper Clip, 50mm, 100 pcs/box	17	box	1 month
140	Paper cutter/Trimmer, heavy duty, No. 8003, 15" x 12"	5	unit	1 month
141	Paper, Multi Purpose (copy) 8.5 X 24 Inches, 70gsm	6	ream	1 month
142	Paper, Multicopy, 80gsm, 210mm x 297mm, A4	179	ream	1 month
143	Paper, Multicopy, 80gsm, Short	236	ream	1 month
144	Paper, Multicopy, 80gsm, size:216mmx330mm (Legal)	228	ream	1 month
145	PAPER, Multicopy, A3	20	ream	1 month
146	PAPER, Multi-Purpose (COPY) A4, 70gsm	211	ream	1 month
147	PAPER, Multi-Purpose (COPY) Legal, 70gsm	269	ream	1 month
148	Paper, Multi-purpose, 70gsm, Short	5	ream	1 month
149	Pencil, Lead with Eraser, 12 pieces per box	14	box	1 month
150	Pencil sharpener, table mountable type with metal clamp	2	unit	1 month
151	Perculator, 11 liters capacity	1	unit	1 month
152	Photo Frame, Short (8.5" x 11")	5	piece	1 month
153	Photo paper, 20 pcs/pack, Legal, High Glossy	61	pack	1 month
154	Photo paper, 20pcs/pack, A4, High Glossy	31	pack	1 month



Item No.	Description	Qty	Unit	Delivered, Weeks/Months
155	Photo Paper, Glossy Matte, 10 piece/packs, Letter (for magazine)	36	pack	1 month
156	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	7	unit	1 month
157	Printer, 3 in 1, Continuous ink	9	unit	1 month
158	Puncher, Paper, Heavy Duty with 2 holes and guide	3	unit	1 month
159	PUSH PIN, flat head type, assorted colors, 100s/case	25	case	1 month
160	Push Pin, hammerhead type, 100 pcs/box	57	box	1 month
161	PVC Binding Cover, Legal	286	piece	1 month
162	PVC, Binding Cover, A4	66	piece	1 month
163	Rechargeable Flashlight (big)	2	piece	1 month
164	Record Book, 200 pages, Landscape	50	piece	1 month
165	Record Book, 300 pages, size: 214mm x 278mm	15	book	1 month
166	Record Book, 500 pages, 214mm x 276mm	5	book	1 month
167	Ring Binder 3"	63	piece	1 month
168	Ring Binder 4"	58	piece	1 month
169	Ring Binder Machine (150 sheets binding capacity with a maximum comb size of 18 mm)	1	unit	1 month
170	Ring Binder, 1"	121	piece	1 month
171	Ring Binder, 1/2 inch	83	piece	1 month
172	Ring Binder, 2"	90	piece	1 month
173	Ring Binder, 3/4"	73	piece	1 month
174	Ring Binder, Plastic 5/16" 8MM	50	piece	1 month
175	Rubber band (small size)	25	box	1 month
176	Sala set, fabric, 1 long bench, 2 single chairs and 1 center table	6	set	1 month
177	Sci dama Board (for elementary level - 3/ level)	9	piece	1 month
178	Scissors, 6", Heavy-duty, wide-hole handle	65	pair	1 month
179	Scissors, 12", Heavy-duty, wide-hole handle	6	pair	1 month
180	SD CARD, 64GB	4	piece	1 month
181	SIGN PEN, BLACK, liquid gel ink, 0.5mm needle tip	197	piece	1 month
182	SIGN PEN, Black, pilot G-tech-C4, .4	15	piece	1 month
183	SIGN PEN, blue, pilot G-tech-C4, .4	12	piece	1 month
184	Stamp Pad , felt pad, 60mm x 100mm	2	piece	1 month
185	Stamp Pad ink, 50ml, Violet	6	bottle	1 month
186	STAMP PAD INK, Blue, 50ml (min)	2	bottle	1 month
187	STAMP PAD INK, Red, 50ml (min)	2	bottle	1 month
188	Staple wire 1/2", 1000 wires/box	1	box	1 month
189	Staple Wire 23/10, 500 pcs/box	3	box	1 month
190	Staple wire 3/8", 1000 wires/box	1	box	1 month
191	Staple wire 5/16", 1000 wires/box	1	box	1 month
192	Staple wire, 1/4", 1000 wires/box	1	box	1 month
193	Staple wire, 1208 FA-h, 8mm(5/16")	1	box	1 month
194	Staple wire, 23/20, 20mm, 140-200 sheet	2	box	1 month
195	Staple wire, 23/23, 1000 wires/box	6	box	1 month
196	Staple wire, 23/6	16	box	1 month
197	Staple Wire, 23/8	1	box	1 month
198	Staple Wire, Heavy Duty, 23/13, 1000 pcs/box	1	box	1 month
199	Staple wire, no. 23/17	5	box	1 month
200	STAPLE WIRE, STANDARD, 5000 wires/box, #35	221	box	1 month
201	Stapler w/ Staple Remover, Max	7	piece	1 month
202	Stapler, for Binding, HD, 23/6-23/25 399	8	unit	1 month
203	Sticker paper, A4, 10 pcs./pack, white	37	pack	1 month
204	Sticker paper, A4, 10 pcs./pack, Assorted Colors	110	pack	1 month
205	STICKER PAPER, assorted color, 10 pieces/pack, legal	9	pack	1 month
206	STICKY NOTES, Arrow tab, (sign here tab) colored, 10 pads/pack	73	pack	1 month
207	Styrofoam 1/2 inch	27	piece	1 month
208	Swivel Chair, Gas type, Clerical with armrest	1	unit	1 month



Item No.	Description	Qty	Unit	Delivered, Weeks/Months
209	Swivel Chair, Jr. Executive, Black, Steel Base	9	unit	1 month
210	Tape, Double-sided, ½"	40	roll	1 month
211	Tape, Double sided, 1", 50m/roll	267	roll	1 month
212	Tape, Masking, 1"	12	roll	1 month
213	Tape, masking, 2"	3	roll	1 month
214	Tape, Packing, 2"	2	roll	1 month
215	Tape, Transparent, 24mm	12	roll	1 month
216	Tape, Transparent, 48mm	5	roll	1 month
217	Toner, DCP L2520DW (Brother), Black	100	piece	1 month
218	UPS/APC Battery back-up, 650 VA	2	unit	1 month
219	Wall Clock, Analog, 18", White	6	unit	1 month
220	Water container 25L Round plastic for water dispenser	14	piece	1 month
221	Water Dispenser, Hot and Cold (NW - 10.8 kg; GW - 11.9 kgs; Size - 323 x 345 x 995 mm;	9	unit	1 month
222	White board (2ft x 3ft)	3	unit	1 month
223	White Board 3' x 5'	2	unit	1 month
224	White Board 4" x 8" with stand	13	unit	1 month
225	Whiteboard with Aluminum frame and stand, 4ft x 6 ft	1	unit	1 month
226	White board, 3 ft x 4 ft	3	unit	1 month

LOT 2: JANITORIAL SUPPLIES AND MATERIALS:

Item No.	Description	Qty	Unit	Delivered, Weeks/Months
1	Air freshener, Glade, 300ml	11	can	1 month
2	Alcohol, Denatured 500ml	3	bottle	1 month
3	Alcohol, ethyl, 68%-70%, scented, 500 ml (-5ml)	2	bottle	1 month
4	Bath Soap, Jumbo Size	65	piece	1 month
5	Bleach, 1 liter/bottle	64	bottle	1 month
6	Broom, Stick (Ting-ting)	8	piece	1 month
7	Detergent Powder, 480 gms	24	pack	1 month
8	Dishwashing liquid, 500ml/bottle	58	bottle	1 month
9	Dishwashing paste, 400g	10	piece	1 month
10	Dishwashing liquid, 250 ml	48	bottle	1 month
11	Disinfectant Spray, 600ml	8	can	1 month
12	Door Mat (plastic/Rubberize)	18	piece	1 month
13	DOORMAT, Cloth	32	piece	1 month
14	Dust Bin, medium, plastic	1	piece	1 month
15	Dust Bin, small, plastic	2	piece	1 month
16	Dust duster, cloth	19	piece	1 month
17	Dustpan, metal	11	piece	1 month
18	Duster, Feather	6	piece	1 month
19	Fabric conditioner, 1 Liter	5	liter	1 month
20	FLOOR MAP	2	piece	1 month
21	Floor Wax, paste, Red, 2 kgs	10	can	1 month
22	Floor Wax, red paste, 1000 g	5	can	1 month
23	Floor wax, White, 500 grams	6	can	1 month
24	Garbage bag, plastic, XXL, 10pcs/roll, black	58	pack	1 month
25	Garbage bin, Rectangular, plastic with cover, 30 L	19	piece	1 month
26	Garbage Bin, Small, 20 lit. Capacity	2	piece	1 month
27	Glass cleaner, 1000ml/bottle	17	bottle	1 month



Item No.	Description	Qty	Unit	Delivered, Weeks/Months
28	Hand Sanitizer, 250 ml/bottle	35	bottle	1 month
29	Insecticide, Multi-insect Killer, 500ml, water-based, odorless	25	can	1 month
30	Liquid hand soap, 500 ml/bottle	57	bottle	1 month
31	Mod Handle, Screw type, Wooden	1	piece	1 month
32	MOISTURIZER, Fingertip money counting	4	piece	1 month
33	Mop Head, Rayon	3	piece	1 month
34	Pail, Plastic w/ cover, 16Liters capacity	32	piece	1 month
35	Pail, plastic, 500 liters capacity	1	liter	1 month
36	Pail, Rubberized, 16 liters cap.	1	piece	1 month
37	SOFT BROOM, Kalinga Made	100	piece	1 month
38	Toilet Bowl Brush withstand, plastic, 72cmx40cm	33	piece	1 month
39	Toilet Bowl Cleaner, 500ml-1000ml	121	bottle	1 month
40	Toilet Deodorant Cake, (3pcs/pack)	75	pack	1 month
41	Toilet Floor Brush with Wooden Handle	11	piece	1 month
42	Toilet rubber pump w/ wooden handle	12	piece	1 month
43	Toilet Tissue Paper, 2 ply, 9 rolls per pack	42	pack	1 month
44	Toilet Tissue Paper, 3ply 12rolls/bag	42	pack	1 month
45	Tornado Mop	10	piece	1 month
46	Water dipper, Orocan, 8cmx14.6cmx14.5cm	10	piece	1 month



Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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



Technical Specifications

LOT 1: OFFICE SUPPLIES, MATERIALS, AND FIXTURES:

Item No.	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
1	Accession Book	
2	ADAPTOR, 3 hole	
3	Arc. File, 13 1/2" H X 11" W X 3" diameter, Blue	
4	BALL POINT PEN, Fine Tip, 12pcs/box, black	
5	BALL POINT PEN, Fine Tip, 12pcs/box, Blue	
6	BALL POINT PEN, Fine Tip, 12pcs/box, Red	
7	Ballpen, Ordinary, 12pcs/box, Black	
8	Ballpen, Ordinary, 12pcs/box, Blue	
9	Ballpen, Ordinary, 12pcs/box, Red	
10	BATTERY, size AA, alkaline, 2 pieces/pack	
11	BINDING AND PUNCHING MACHINE, two (2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all-metal construction	
12	BOOK ENDS (Specification: Height: 17 cm/7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g; Color: green)	
13	BOOK STAND (225 mm x 300 mm)	
14	BOYA BY-PM700 USB CONDENSER MICROPHONE, used for a conference meeting, recording, online interview, USB interface, omnidirectional	
15	CABINET, Open Steel Shelves, 4 layers, 3 by 8 ft,	
16	CABINET, Steel Filing, 4D, Vertical, Color: Gray	
17	Cabinet, Steel Filing, Lateral, 4D	
18	CALCULATOR, Scientific	
19	CARBON PAPER, permafilm legal, blue	
20	CARTOLINA, Assorted	
21	CD-RW 700MB	
22	CD-RW 700MB with cover	
23	CERTIFICATE FRAME, A4	
24	CERTIFICATE FRAME, Legal (8.5" x 13")	
25	CERTIFICATE FRAME, Short (8.5"x11")	
26	Chalk, dustless	



Item No.	Specification	Statement of Compliance
27	CHALK, Dustless, Assorted Colors, 100pcs./box	
28	COLORED PAPER, Assorted Colors, A4, 80gsm	
29	Colored Paper, Assorted Colors, Legal, 80gs	
30	COLORED PAPER, Assorted Colors, Letter, 80gsm	
31	Colored Paper, Lavender or light Violet, Legal, 80gs	
32	CORK BOARD 18"x24" (1.5' x 2') with Aluminum Frame	
33	CORK BOARD with an aluminum frame, 3 ft x 4 ft	
34	CORK BOARD, 2ft x 3ft	
35	CORK BOARD, 3ft x 3ft	
36	CORK BOARD, 4' x 6'	
37	CORK BOARD, 4' x 8'	
38	CORK BOARD, 90 x 2 x 60 cm	
39	CORRECTION FLUID, Touch & Go, 50 ml. tube	
40	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	
41	Cutter blade, L500, 10pcs/tube	
42	Cutter, L500, Retractable / Utility Knife	
43	Data File Box with cover, Black	
44	Data file box, made of chipboard, with close ends	
45	Duct Tape, 2", black	
46	Duct Tape, 2", green	
47	Duct Tape, 2", yellow	
48	Electric Bulb, 18 watts	
49	ELECTRIC FAN, Stand type, standard, 18" HD, metal blade, Wattage:60W, Voltage:220V/60Hz	
50	Envelope, Brown (A4)	
51	Envelope, brown (Long)	
52	ENVELOPE, Brown, Short, 500 pieces/box	
53	Envelope, Expanding w/ garter, weight-.04kgs, black, size-legal	
54	Envelope, Mailing, White, long, 500 pcs.	
55	Envelope, Plastic Legal	
56	Eraser, felt, for blackboard/whiteboard	
57	Evidence Tag (stocked, Numbers and Letters)	
58	Extension Cord, 10m, 5 female outlet	
59	Extension cord, guage 12, 4 gangs, 15meters	
60	Extension wire #14, With outlet and male plug, 10meter/set	
61	Extension Wire (100m)	
62	Extension Wire (50 meters), with four sockets	
63	Extension Wire, 15 m, with accessories	
64	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	
65	Extension wire, 4 sockets, 20 m	
66	Extension wire, 4 sockets, 5 m	
67	Extension wire, 50m, Flat Cord	
68	Extension wire, 100m, Flat cord	
69	External Drive, 1 TB, USB 3.0	
70	Fastener, Non-rust metal, 70mm bet. prongs, 50sets/box	
71	FASTENER, plastic, FS-5507 Assorted 7cm /50 Box	
72	Flag, Cotton, Standard size	
73	Flash Drive, 32GB capacity, 1pc in individual blister/pack	
74	Flash drive, OTG, 128 GB	
75	Flashdrive, 16GB	
76	Folder (A4), Green	
77	FOLDER (Long), Green	
78	FOLDER, Expanded, Legal, Green	
79	FOLDER, Expanded, Long	
80	Folder, Expanded, Metal Tab, Legal	
81	Folder, Fancy (morocco), Short, 50 pcs/bundle	



Item No.	Specification	Statement of Compliance
82	Folder, Fancy, Morocco, legal, Lavander	
83	Folder, L-Type, Legal	
84	Folder, Plastic, Long, Sliding	
85	Folder, Plastic, Short, Sliding	
86	Folder, Pressboard, Legal, size 210mm x 370mm, Green	
87	Folder, Tagboard A4, 100pcs/pack	
88	Folder, Tagboard, Short, 100pcs/pack	
89	GLUE GUN, M/s	
90	GLUE STICK, Large	
91	Glue, all-purpose, 130gram	
92	Glue, all-purpose, 300 grams min	
93	HAND TOWEL, white	
94	HDMI Adaptor	
95	HDMI Cable, 6FT Display Port, DP M/M	
96	Illustration board, 1/2	
97	Illustration board, whole	
98	Index Tab, 5 sets/box	
99	Ink Cart, Epson Printer, T6641, Black	
100	Ink Cart, Epson Printer, T6642, Cyan	
101	Ink Cart, Epson Printer, T6643, Magenta	
102	Ink Cart, Epson Printer, T6644, Yellow	
103	INK HIGH YIELD CARTRIDGE, HP955XL, Cyan	
104	INK HIGH YIELD CARTRIDGE, HP955XL, Black	
105	INK HIGH YIELD CARTRIDGE, HP955XL, Yellow	
106	INK HIGH YIELD CARTRIDGE, HP955XL, Magenta	
107	Ink Refill for Permanent Marker, preferably pilot	
108	Ink refill for Whiteboard Marker, preferably pilot	
109	Ink Roller	
110	Ink, EPSON, 003, Black	
111	Ink, EPSON, 003, Cyan	
112	Ink, EPSON, 003, Magenta	
113	Ink, EPSON, 003, Yellow	
114	Inks Laboratory, for BS Crim use	
115	Linen Board, 180gsm, 10pcs/pack, Short, Cream	
116	Linen Board, 180gsm, 10pcs/pack, A4, Cream	
117	Linen Paper, 180gsm, legal, 10pieces/pack, Cream	
118	Linen Paper, 180gsm, legal, 10pieces/pack, White	
119	Linen paper, matte A4, White (10pcs/pack)	
120	Manila Paper	
121	Map of the World, B/s	
122	Marker fluorescent, 3 colors/ set	
123	Marker fluorescent, Green	
124	Marker, Permanent, Broad Type, Black	
125	Marker, Permanent, Bullet Type, Black	
126	Marker, White Board, Bullet Type, 12piece/box, Black	
127	Metal Bookends, HD	
128	Microphone Stand	
129	Microphone with cord, Stainless (10 meters)	
130	Microphone, wireless, with battery	
131	Mobile Pedestal, 3 Layer, width: 565 mm; depth: 645 mm; Height: 420 mm	
132	Note Pad, stick-on, 2"x1", 100 sheets/pad	
133	Note pad, stick-on, 2"x3", 100sheets/pad	
134	ORGANIZER TRAY/rack, 3 layers	
135	PAD PAPER, Yellow, Ruled	
136	Paper bag, Large size	
137	PAPER BAG, M/s	



Item No.	Specification	Statement of Compliance
138	Paper Clip, 33mm, 100 pcs/box	
139	Paper Clip, 50mm, 100 pcs/box	
140	Paper cutter/Trimmer, heavy-duty, No. 8003, 15" x 12"	
141	Paper, Multi-Purpose (copy) 8.5 X 24 Inches, 70gsm	
142	Paper, Multicopy, 80gsm, 210mm x 297mm, A4	
143	Paper, Multicopy, 80gsm, Short	
144	Paper, Multicopy, 80gsm, size:216mmx330mm (Legal)	
145	PAPER, Multicopy, A3	
146	PAPER, Multi-Purpose (COPY) A4, 70gsm	
147	PAPER, Multi-Purpose (COPY) Legal, 70gsm	
148	Paper, Multi-purpose, 70gsm, Short	
149	Pencil, Lead with Eraser, 12 pieces per box	
150	Pencil sharpener, table mountable type with metal clamp	
151	Percolator, 11 liters capacity	
152	Photo Frame, Short (8.5" x 11")	
153	Photo paper, 20 pcs/pack, Legal, High Glossy	
154	Photo paper, 20pcs/pack, A4, High Glossy	
155	Photo Paper, Glossy Matte, 10 piece/packs, Letter (for the magazine)	
156	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	
157	Printer, 3 in 1, Continuous ink	
158	Puncher, Paper, Heavy Duty with 2 holes and guide	
159	PUSH PIN, flat head type, assorted colors, 100s/case	
160	Push Pin, hammerhead type, 100pcs/box	
161	PVC Binding Cover, Legal	
162	PVC, Binding Cover, A4	
163	Rechargeable Flashlight (big)	
164	Record Book, 200 pages, Landscape	
165	Record Book, 300 pages, size: 214mm x 278mm	
166	Record Book, 500 pages, 214mm x 276mm	
167	Ring Binder 3"	
168	Ring Binder 4"	
169	Ring Binder Machine (150 sheets binding capacity with a maximum comb size of 18 mm)	
170	Ring Binder, 1"	
171	Ring Binder, 1/2 inch	
172	Ring Binder, 2"	
173	Ring Binder, 3/4"	
174	Ring Binder, Plastic 5/16" 8MM	
175	Rubber band (small size)	
176	Sala set, fabric, 1 long bench, 2 single chairs, and 1 center table	
177	Sci dama Board (for elementary level - 3/ level)	
178	Scissors, 6", Heavy-duty, wide-hole handle	
179	Scissors, 12", Heavy-duty, wide-hole handle	
180	SD CARD, 64GB	
181	SIGN PEN, BLACK, liquid gel ink, 0.5mm needle tip	
182	SIGN PEN, Black, pilot G-tech-C4, .4	
183	SIGN PEN, blue, pilot G-tech-C4, .4	
184	Stamp Pad, felt pad, 60mm x 100mm	
185	Stamp Pad ink, 50ml, Violet	



Item No.	Specification	Statement of Compliance
186	STAMP PAD INK, Blue, 50ml (min)	
187	STAMP PAD INK, Red, 50ml (min)	
188	Staple wire 1/2", 1000 wires/box	
189	Staple Wire 23/10,500 pcs/box	
190	Staple wire 3/8", 1000 wires/box	
191	Staple wire 5/16", 1000 wires/box	
192	Staple wire, 1/4", 1000 wires/box	
193	Staple wire, 1208 FA-h, 8mm (5/16")	
194	Staple wire, 23/20,20mm, 140-200 sheet	
195	Staple wire, 23/23, 1000 wires/box	
196	Staple wire, 23/6	
197	Staple Wire, 23/8	
198	Staple Wire, Heavy Duty, 23/13, 1000 pcs/box	
199	Staple wire, no. 23/17	
200	STAPLE WIRE, STANDARD, 5000 wires/box, #35	
201	Stapler w/ Staple Remover, Max	
202	Stapler, for Binding, HD, 23/6-23/25 399	
203	Sticker paper, A4, 10 pcs. /pack, white	
204	Sticker paper, A4, 10pcs/pack, Assorted Colors	
205	STICKER PAPER, assorted color, 10 pieces/pack, legal	
206	STICKY NOTES, Arrow tab, (sign here tab) colored, 10 pads/pack	
207	Styrofoam 1/2 inch	
208	Swivel Chair, Gas type, Clerical with armrest	
209	Swivel Chair, Jr. Executive, Black, Steel Base	
210	Tape, Double-sided, 1/2"	
211	Tape, Double sided,1", 50m/roll	
212	Tape, Masking, 1"	
213	Tape, masking, 2"	
214	Tape, Packing, 2"	
215	Tape, Transparent, 24mm	
216	Tape, Transparent, 48mm	
217	Toner, DCP L2520DW (Brother), Black	
218	UPS/APC Battery back-up, 650 VA	
219	Wall Clock, Analog, 18", White	
220	Water container 25L Round plastic for water dispenser	
221	Water Dispenser, Hot and Cold (NW - 10.8 kg; GW - 11.9 kgs; Size - 323 x 345 x 995 mm;	
222	Whiteboard (2ft x 3ft)	
223	White Board 3' x 5'	
224	White Board 4" x 8" with stand	
225	Whiteboard with Aluminum frame and stand, 4ft x 6 ft	
226	Whiteboard, 3 ft x 4 ft	



LOT 2: JANITORIAL SUPPLIES AND MATERIALS:

Item No.	Specification	Statement of Compliance
1	Air freshener, Glade, 300ml	
2	Alcohol, Denatured 500ml	
3	Alcohol, ethyl, 68%-70%, scented, 500 ml (-5ml)	
4	Bath Soap, Jumbo Size	
5	Bleach, 1 liter/bottle	
6	Broom, Stick (Ting-ting)	
7	Detergent Powder, 480 gms	
8	Dishwashing liquid, 500ml/bottle	
9	Dishwashing paste, 400g	
10	Dishwashing liquid, 250 ml	
11	Disinfectant Spray, 600ml	
12	Door Mat (plastic/Rubberize)	
13	DOORMAT, Cloth	
14	Dust Bin, medium, plastic	
15	Dust Bin, small, plastic	
16	Dust duster, cloth	
17	Dustpan, metal	
18	Duster, Feather	
19	Fabric conditioner, 1 Liter	
20	FLOOR MAP	
21	Floor Wax, paste, Red, 2 kgs	
22	Floor Wax, red paste, 1000 g	
23	Floor wax, White, 500 grams	
24	Garbage bag, plastic, XXL, 10pcs/roll, black	
25	Garbage bin, Rectangular, plastic with cover, 30 L	
26	Garbage Bin, Small, 20 lit. Capacity	
27	Glass cleaner, 1000ml/bottle	
28	Hand Sanitizer, 250 ml/bottle	
29	Insecticide, Multi-insect Killer, 500ml, water-based, odorless	
30	Liquid hand soap, 500 ml/bottle	
31	Mod Handle, Screw type, Wooden	
32	MOISTURIZER, Fingertip money counting	
33	Mop Head, Rayon	
34	Pail, Plastic w/ cover, 16Liters capacity	
35	Pail, plastic, 500 liters capacity	
36	Pail, Rubberized, 16 liters cap.	
37	SOFT BROOM, Kalinga Made	
38	Toilet Bowl Brush withstand, plastic, 72cmx40cm	
39	Toilet Bowl Cleaner, 500ml-1000ml	
40	Toilet Deodorant Cake (3pcs/pack)	
41	Toilet Floor Brush with Wooden Handle	
42	Toilet rubber pump w/ wooden handle	
43	Toilet Tissue Paper, 2 ply, 9 rolls per pack	
44	Toilet Tissue Paper, 3ply 12rolls/bag	
45	Tornado Mop	
46	Water dipper, Orocan, 8cmx14.6cmx14.5cm	



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 Documents

Name of Project : **PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS**

Total ABC for Lot 1 & 2 : **Php 2,036,640.37**

Lot No., Reference, and ABC : **Lot 1: Office Supplies, Materials, and Fixtures** **Lot 1: Php 1,845,756.93**
 Lot 2: Janitorial Supplies and Materials **Lot 2: Php 190,883.44**

Name of Bidder :

Address of Bidder :

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I. TECHNICAL COMPONENT ENVELOPE			
<i>Class "A" Documents</i>			
<i>Legal Documents</i>			
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or		
<input type="checkbox"/>	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 document, and		
<input type="checkbox"/>	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		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<i>Technical Documents</i>			
<input type="checkbox"/>	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		
<input type="checkbox"/>	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; This statement shall be supported with any of the following as applicable: a) For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, ii. Official Receipt(s) of the bidder covering the full amount of the contract; or iii. Sales Invoice issued for the contract, if completed. b) For Private Contracts: i. End-user's Acceptance, or ii. Official Receipt(s) of the bidder covering the full amount of the contract; and		
<input type="checkbox"/>	G. Original copy of Bid Security. If in the form of a Surety Bond, also submit a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and		
<input type="checkbox"/>	H. Conformity with the Technical Specifications , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and		



ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	I. Original duly signed Omnibus Sworn Statement (OSS) ; and		
<input type="checkbox"/>	i.1. 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 (<i>Authority of the signatory</i>)		
<input type="checkbox"/>	i.2. Integrity Pledge of KSU Service Provider with attached ID of AMO		
<i>Financial Documents</i>			
<input type="checkbox"/>	J. The Supplier's audited financial statements , 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		
<input type="checkbox"/>	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.		
<i>Class "B" Documents</i>			
<input type="checkbox"/>	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.		
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>			
<input type="checkbox"/>	M. <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.		
<input type="checkbox"/>	N. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.		

NOTE:

- Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS: Eligible/ Passed
 Non-Eligible/ Failed



Checklist of Financial Documents

Name of Project : **PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS**

Total ABC for Lot 1 & 2 : **Php 2,036,640.37**

Lot No., Reference, and ABC : **Lot 1: Office Supplies, Materials, and Fixtures** **Lot 1: Php 1,845,756.93**
 Lot 2: Janitorial Supplies and Materials **Lot 2: Php 190,883.44**

Name of Bidder :

Address of Bidder :

ITEM NO.	REQUIREMENTS	PASSED	FAILED
II. FINANCIAL COMPONENT ENVELOPE			
<input type="checkbox"/>	O. Original of duly signed and accomplished <u>Financial Bid Form</u>; <u>and</u>		
<input type="checkbox"/>	P. Original of duly signed and accomplished <u>Price Schedule(s)</u>.		

NOTE:

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.
3. **Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS:

- Complying**
 Non-Complying

