

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No.	: IB_GOODS_2020-12-074
Name of Contract	: PROCUREMENT OF CY 2021 NON-COMMON USE 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.

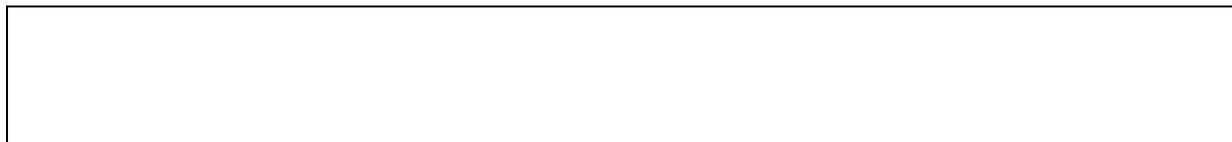
Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business, and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 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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Project Reference Number : IB_GOODS_2020-12-074
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Location of the Project : KSU-MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
End-User Unit : PROCUREMENT MANAGEMENT OFFICE



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 PROCUREMENT OF CY 2021 NON-COMMON USE SUPPLIES AND MATERIALS

1. The **Kalinga State University**, through the **National Expenditure Program (NEP)** for the succeeding year – **Single Year**, intends to apply the sum of **Two Million Eight Hundred Forty Thousand Five Hundred Fifty-Nine Philippine Pesos and Nine Centavos (Php 2,840,559.09)** being the total ABC to payments under the contract for **Procurement of CY 2021 Non-Common Use Supplies and Materials/ IB_Goods_2020-12-074** for the following lots. 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	Common-Use Supplies and Materials	2,181,273.19	5,000.00	30 cd
2	Consumables	525,156.96	1,000.00	30 cd
3	Janitorial Supplies and Materials	134,128.94	500.00	30 cd
Total		2,430,000.00	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.

2. 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).
3. 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.

4. 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**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 9, 2020 (Wednesday) until 9 am of December 29, 2020 (Tuesday)** 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 **December 17, 2020 (Thursday), 9 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/gud-oijw-fud, 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 **9 am on December 29, 2020 (Tuesday)**. 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 **9:01 am on December 29, 2020 (Tuesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/vwv-xgpa-fbq. 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/procurement-cy-2021-non-common-use-supplies-and-materials>

December 9, 2020

EDNA P. YUMOL, CPA, PhD
BAC Chairperson



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Procurement of CY 2021 Non-Common Use Supplies and Materials**, with identification number **IB_Goods_2020-12-074**.

The Procurement Project (referred to herein as "Project") is composed of **three (3) 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 2021** in the amount of **Two Million Eight Hundred Forty Thousand Five Hundred Fifty-Nine Philippine Pesos and Nine Centavos (Php 2,840,559.09)**.

2.2. The source of funding is:

NGA, the National Expenditure Program (NEP) for FY 2021.

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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End-User Unit : PROCUREMENT MANAGEMENT OFFICE



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> <p>a. Lot 1: Procurement and/or Delivery of Common-Use Supplies and Materials, 25% of the ABC; Lot 2: Procurement and/or Delivery of Consumables, 25% of the ABC; Lot 3: Procurement and/or Delivery of Janitorial Supplies and Materials; and</p> <p>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																				
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: Common-Use Supplies and Materials:</p> <p>a. The amount of not less than Php 43,625.46, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 109,063.66, if bid security is in Surety Bond.</p> <p>Lot 2: Consumables:</p> <p>a. The amount of not less than Php 10,503.14, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 26,257.85, if bid security is in Surety Bond.</p> <p>Lot 2: Janitorial Supplies and Materials:</p> <p>a. The amount of not less than Php 2,682.58, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 6,706.45, if bid security is in Surety Bond.</p> <p>For Total Lots (1, 2 & 3):</p> <p>a. The amount of not less than Php 56,811.18, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 142,027.95, if bid security is in Surety Bond.</p>																				
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;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Title</th> <th style="text-align: center;">Items</th> <th style="text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Common-Use Supplies and Materials</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td style="text-align: right;">2,181,273.19</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Consumables</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td style="text-align: right;">525,156.96</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Janitorial Supplies and Materials</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td style="text-align: right;">134,128.94</td> </tr> <tr> <td colspan="3" style="text-align: center;">Total ABC of 3 Lots</td> <td style="text-align: right;">2,840,559.09</td> </tr> </tbody> </table>	Lot No.	Title	Items	ABC	1	Common-Use Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	2,181,273.19	2	Consumables	Various items, refer to Section VII (Technical Specifications)	525,156.96	3	Janitorial Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	134,128.94	Total ABC of 3 Lots			2,840,559.09
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Total ABC of 3 Lots			2,840,559.09																		
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"> VAT or Non-VAT Registration Certificates; and 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"> 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. 																				



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:

- 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.

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.



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.



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 style="padding-left: 40px;">“The delivery terms applicable to this Contract are delivered at the Kalinga State University- 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 <hr/> <ol style="list-style-type: none"> 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 No.	Lot and Reference	Qty	Unit	Delivered, Weeks/Months
1	Common-Use Supplies and Materials	1	lot	Delivery and/or Installation service shall be completed within THIRTY (30) CALENDAR DAYS upon acceptance of the Purchase Order
2	Consumables	1	lot	Delivery and/or Installation service shall be completed within THIRTY (30) CALENDAR DAYS upon acceptance of the Purchase Order
3	Janitorial Supplies and Materials	1	lot	Delivery and/or Installation service shall be completed within THIRTY (30) CALENDAR DAYS upon acceptance of the Purchase Order

Note:

- a) *Contract Warranty:* Three (3) months for expendable supplies and one (1) year for non-expendable supplies or materials reckoned from the date of acceptance of the Goods
- b) *To be delivered at:* Supply and Property Management Office, Administration Building, Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date



Section VII. Technical Specifications



Technical Specifications

Lot 1: Common-Use Supplies and Materials

NO.	ITEM AND DESCRIPTION	END-USER UNIT	QTY	UNIT	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	Library- LHS	2	book	
		Library- Rizal	2	book	
2	ARCH FILE FOLDER, 3", Long, Blue	BAC	20	piece	
3	ARCH FILE, 13 1/2" H x 11" W x 3" diameter, Blue	COED	20	piece	
4	ARCH FILE, 13 1/2" H x 11" W x 3" diameter, Green	CHNS- Research	5	piece	
5	BALLPEN, Ordinary, 12 pcs. /box, color: black	Agricultural Services	12	piece	
		Auxiliary Services	12	piece	
		CAES- Extension	50	piece	
		CAES- Research	12	piece	
		CBAA- Extension	360	piece	
		CBAA- Research	50	piece	
		CEIT- Research	50	piece	
		CETHM- Extension	180	piece	
		CHNS- Extension	240	piece	
		CHNS- Research	24	piece	
		CLASS	24	piece	
		CoForestry- Extension	60	piece	
		Dept. of Social Science	12	piece	
		Director for Finance	24	piece	
		LHS- Extension	12	piece	
LHS- Research	12	piece			
6	BALLPOINT PEN, High Quality Writing, BP-S FINE, 12pcs/box, Black	Registrar	36	piece	
		SPMO	18	piece	
		VPASD	25	piece	
		Accounting Unit	60	piece	
		BAC	24	piece	
		Campus Admin- Rizal	24	piece	
		Cashiering	16	box	
CBAA	24	piece			
CCJE	12	piece			
CEIT- Extension	12	piece			



		CHNS	12	piece	
		CLAW	24	piece	
		CLAW	10	piece	
		CPAIG	12	piece	
		Dental Services	48	piece	
		Dept. of Languages	24	piece	
		Director for Research Dev't	144	piece	
		DSDS-PS	24	piece	
		LHS	12	piece	
		LHS- Research	24	piece	
		Library- Rizal	12	piece	
		Medical Services	48	piece	
		Payroll Section	6	piece	
		PMO	12	piece	
		SPMO	6	piece	
		VPAF	36	piece	
		VPRDET	36	piece	
7	BALLPOINT PEN, High Quality Writing, BP-S FINE, 12pcs/box, Blue	Budget Unit	12	piece	
8	BALLPOINT PEN, ordinary (HBW), BLACK, 12pcs/box	President's Office	144	piece	
9	BATTERY, Rechargeable, size AA	LHS- Research	2	pair	
10	BOOK ENDS (Specification: Hight: 17 cm/7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; metal; Weight: 260g)	Library- Dagupan	25	pair	
		Library- Rizal	5	pair	
11	BOOK SHELVES (Chipboard) (4 layers, 8 shelves)	CETHM	1	unit	
12	BOOK STAND (225 mm x 300 mm)	Library- Dagupan	5	piece	
		Library- Rizal	2	piece	
13	CABINET, Steel Filing, 4D, Lateral	Accounting Unit	2	unit	
		Campus Admin- Bulanao	1	unit	
		CBAA	1	unit	
		CBAA- Extension	1	unit	
		CEIT	1	unit	
		CEIT- Extension	1	unit	
		CEIT- Research	1	unit	
		CETHM	1	unit	
		CHNS	1	unit	
		CHNS- Extension	1	unit	
		CLASS	2	unit	
		CLASS- Research	1	unit	
		CoForestry	1	unit	
		CPAIG	1	unit	
		Dept. of Mathematics	1	unit	
		Dept. of Natural Science	1	unit	
		Payroll Section	1	unit	
		VPASD	1	unit	
14	CABINET, Steel Filing, 4D, Vertical, Color: Gray	CCJE- Research	1	unit	
		CETHM- Extension	1	unit	
		CHNS- Research	1	unit	
		CLASS- Extension	1	unit	
		COED	2	unit	
15	CABINET, Steel Filing, Vertical, Gauge: 24	Budget Unit	1	piece	
16	CALCULATOR, Scientific	LHS- Extension	1	unit	
		LHS- Research	1	unit	
		VPRDET	1	unit	
17	CD-RW, 700MB, with cover	Cashiering	60	piece	
18	CERTIFICATE FRAME, (8.5" x 11")	CCJE- Extension	12	piece	
		CETHM- Extension	10	piece	
		CHNS- Research	1	piece	
		President's Office	50	piece	
		Quality Assurance	40	piece	
19	CERTIFICATE FRAME, (8.5"x13")	CHNS- Extension	20	piece	



		President's Office	20	piece	
		Quality Assurance	40	piece	
20	CERTIFICATE FRAME, A4	CEIT- Extension	10	piece	
		CEIT- Research	10	piece	
21	Charger, battery size AA	LHS- Research	1	unit	
22	Class Card, 1/8, white	Registrar	80000	piece	
23	Claw Hammer, Stanley	GSO	3	piece	
24	COLORED PAPER, Assorted Colors, Legal	CAES- Research	3	ream	
		CBAA	1	ream	
		CEIT- Research	2	ream	
		CHNS- Extension	2	ream	
		CoForestry- Extension	5	ream	
		Library- Bulanao	2	ream	
		ODTEIL	1	ream	
		Quality Assurance	1	ream	
25	COLORED PAPER, Assorted Colors, Letter	CAES- Research	3	ream	
		CBAA	1	ream	
		CoForestry- Extension	5	ream	
		Library- Bulanao	2	ream	
		ODTEIL	1	ream	
		Quality Assurance	1	ream	
		Records & Archive Office	1	ream	
26	COLORED PAPER, Legal, apple green	President's Office	8	ream	
27	COMPUTER MOUSE, 3.0, USB Type	CHNS- Extension	1	unit	
28	CONTINUOUS FORM, 3 Ply 11 x 9.5, Carbonless	PMO	15	box	
29	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	Budget Unit	7	box	
30	CORK BOARD 12" inches x 18"	CETHM	1	unit	
31	CORK BOARD, 2' x 3'	CAES- Research	1	unit	
		Campus Admin- Bulanao	1	unit	
		CEIT- Research	1	unit	
		CHNS- Extension	1	unit	
		CLASS- Extension	1	unit	
		CPAIG	1	unit	
		Dept. of Languages	1	unit	
		Library- LHS	1	unit	
32	CORK BOARD, 3' x 4'	Director for Research Dev't	5	unit	
		LHS- Research	1	unit	
33	CORK BOARD, 3' x 5' feet	CEIT- Extension	1	unit	
34	CORK BOARD, 4' x 5'	Director for Research Dev't	5	unit	
35	CORK BOARD, 4' x 8'	CCJE- Extension	1	unit	
		CCJE- Research	1	unit	
36	CORRECTION TAPE, 8 meters(min) 1 pc. in individual plastic	Accounting Unit	50	piece	
		Agricultural Services	5	piece	
		Auxiliary Services	5	piece	
		Board Secretary	2	piece	
		CAES	10	piece	
		CAES- Research	4	piece	
		Campus Admin- Bulanao	2	piece	
		Campus Admin- Dagupan	2	piece	
		Campus Admin- Rizal	10	piece	
		Cashiering	12	piece	
		CBAA	5	piece	
		CBAA- Research	20	piece	
		CCJE	12	piece	
		CCJE- Extension	6	piece	
		CEIT	20	piece	
		CEIT- Research	12	piece	
		CETHM	4	piece	
		CHNS	10	piece	
		CHNS- Extension	12	piece	



		CHNS- Research	10	piece	
		CLASS	12	piece	
		CoAgriculture	10	piece	
		COED- Extension	6	piece	
		CoForestry	4	piece	
		CoForestry- Extension	10	piece	
		CPAIG	5	piece	
		Dental Services	4	piece	
		Director for Finance	5	piece	
		Director for Planning	20	piece	
		Director for Research Dev't	12	piece	
		DSDS-PS	5	piece	
		GSO	6	piece	
		Guidance Services	5	piece	
		HRMO	3	piece	
		LHS- Extension	2	piece	
		LHS- Research	3	piece	
		Library- Bulanao	5	piece	
		Library- Dagupan	2	piece	
		Library- Rizal	2	piece	
		Medical Services	4	piece	
		ODTEIL	10	piece	
		Payroll Section	12	piece	
		PMO	6	piece	
		President's Office	12	piece	
		Quality Assurance	6	piece	
		Records & Archive Office	20	piece	
		Registrar	5	piece	
		SPMO	12	piece	
		VPAF	12	piece	
		VPASD	6	piece	
37	Data File Box with cover, 15 1/2" Wx 11" Hx 11 1/2" diameter	Academic Council	6	piece	
		CETHM- Extension	5	box	
		PE	4	piece	
		SPMO	8	piece	
38	DATA FOLDER, Legal, Green	CAES	10	piece	
39	DESKTOP STORAGE BOX, transparent pen holder frosted simple oblique insertion type multifunctional stationery tube, material: plastic, with compartments, no cover, Capacity: 12*7cm 25*5cm	BAC	2	set	
40	Digital Voice Recorder, with USB connector	CCJE	1	unit	
41	Document Holder, Monitor Mounted, Adjustable, copy clip holds up to 100 sheets of paper	SPMO	3	piece	
42	Dual USB Drive 3.0 (16GB)	CCJE	1	unit	
43	DUCT TAPE, 2"	CCJE	2	roll	
		CHNS	3	piece	
		CLASS- Extension	3	roll	
		Director for Research Dev't	4	roll	
44	DUCT TAPE, 2", black	CEIT- Extension	4	roll	
		CoForestry	2	roll	
45	DUCT TAPE, 2", green	Budget Unit	4	piece	
		CoForestry	2	roll	
		President's Office	2	roll	
46	ELECTRIC FAN, Stand fan, Metal Blade, 16"	Auxiliary Services	2	unit	
		Campus Admin- Rizal	2	piece	
		CCJE	3	unit	
		CCJE- Extension	1	unit	
		CEIT- Research	1	unit	
		CETHM- Extension	1	unit	
		CoAgriculture	2	unit	
		COED	2	unit	



		CoForestry	2	unit	
		Director for Research Dev't	2	unit	
		LHS- Research	1	unit	
		President's Office	2	unit	
		VPAF	1	unit	
47	Electric Stove, 1 burner	Director for Research Dev't	1	unit	
48	Emergency Lamp	Campus Admin- Bulanao	1	unit	
49	ENVELOPE, Documentary, Short	Director for Research Dev't	120	piece	
50	Extension Cord, 10m, 5 female outlets	Director for Research Dev't	3	set	
51	Extension Wire (25 m long, 4 multipurpose sockets)	ODTEIL	1	piece	
		Quality Assurance	1	piece	
52	Extension wire with male plug and female sockets, 4M	CHNS	2	piece	
53	Extension wire, 100m with 4 gang plugs	CAES- Research	1	set	
54	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	CCJE- Extension	2	set	
		CCJE- Research	2	set	
55	Extension wire, 4 gang, 5 m	CEIT- Extension	1	set	
		CETHM- Extension	2	set	
		CoForestry	1	piece	
		CoForestry- Extension	1	piece	
56	Extension Wire, no. 12, Stranded, with 3 gang outlet and 1 female plug, 100 meters	LHS	1	set	
57	External Hard Drive, 1 Terabyte	CEIT- Extension	1	piece	
58	FASTENER, plastic, FS-5507 Assorted 7cm /50 Box	BAC	3	box	
		CETHM	5	box	
		Director for Planning	5	box	
		VPASD	2	box	
59	File Tab Divider, Letter	ICU	50	set	
60	File/Magazine File Holder/Organizer (3-layer compartments)	Campus Admin- Bulanao	2	piece	
		CETHM	2	piece	
61	FIRST AID EMERGENCY KIT, complete set / 42 pcs, Package Contents: 1 Storage bag, 1 Roll elastic bandage, 4* Povidine-iodine Prep Pad, 10* Band-aid, 1 Roll silicone tourniquet, 1 Small scissors, 10*Alcohol Pad, 1 Roll of medical tape, 10* pcs of Individual needles, 2* sterile gauze pieces, 1 Plastic tweezers	BAC	1	set	
62	Flash Drive, 32GB capacity, 1pc in individual blister/pack	Accounting Unit	4	piece	
		BAC	2	piece	
		Budget Unit	2	piece	
		CETHM- Extension	2	piece	
		CLAW	1	piece	
		Dept. of Languages	1	piece	
		Dept. of Social Science	2	piece	
		Director for Planning	5	piece	
		LHS	1	piece	
		LHS- Extension	1	piece	
		PMO	2	piece	
		President's Office	3	piece	
		Records & Archive Office	2	piece	
		VPASD	3	unit	
63	Flash Drive, 64 GB	LHS- Research	1	piece	
64	Flash Drive, 64 GB, plug and play, OTG	CEIT- Extension	1	piece	
		CEIT- Research	2	piece	
		CHNS- Research	2	piece	
65	Flash Drive, OTG, 128 GB	Director for Research Dev't	2	piece	
66	Flash drive, 8GB	HRMO	4	piece	
67	Folder Display Clear Book (Long Size, 30 Pockets, color Black/White)	CETHM	30	piece	
68	FOLDER, Expanded, Metal Tab, 100PCS/box	CETHM- Extension	10	piece	
69	FOLDER, Expanded, Metal Tab, Red	CCJE	50	piece	
70	FOLDER, Plastic, Long, Sliding	Accounting Unit	50	piece	
71	FOLDER, Plastic, Short, Sliding	Accounting Unit	50	piece	



72	Folder, Pressboard, Legal, size 210mm x 370mm, 100pcs/box Orange	CLASS- Extension	1	box	
73	Folder, Pressboard, Legal, size 210mm x 370mm, Green, 100pc/pack	CAES	3	box	
		CLAW	1	pack	
		CoForestry	1	box	
		CoForestry- Extension	2	box	
		HRMO	3	box	
		Quality Assurance	1	pack	
74	FOLDER, tagboard, short, 100pcs/pack	Accounting Unit	1	pack	
		CAES- Research	1	pack	
		DSDS-PS	1	pack	
75	Food Dehydrator, Smart Dried Fruit Machine,10 layers, Stainless Steel, 1000W, Temp. range:30°C-90°, Timing range: 0-24Hrs,	LHS- Research	1	unit	
76	Gang Chair, 4-seater, all steel	COED	2	unit	
77	Glue Stick, large	Records & Archive Office	10	piece	
		President's Office	20	piece	
78	GLUE, 240g	DSDS-PS	2	bottle	
79	GLUE, all purpose, 300 grams min	CETHM	2	jar	
		CoForestry	2	jar	
		President's Office	5	jar	
80	Glue, All-purpose, 240 grams	CLASS	10	tube	
81	HDMI connector (1.5 meters), use to connect the Laptop and the LCD Projector	VPASD	1	piece	
82	Home Wi-Fi, Prepaid	CLASS- Research	1	unit	
		Dept. of Mathematics	1	unit	
		Dept. of Natural Science	1	unit	
83	ID Card Holder	Quality Assurance	50	piece	
84	ILLUSTRATION BOARD, 1 whole	Director for Research Dev't	12	piece	
85	INDEX CARD (8" X 5")	Payroll Section	100	piece	
86	Keyboard, USB type	Director for Research Dev't	6	unit	
87	KRAFT PAPER, 8.5" x 11.5"	Board Secretary	2	pack	
88	LABEL MAKER, Thermal Printer XP-490B, for parcel labelling, transportation and logistics shipping labels, postage labels, file management labelling, High Speed, Clear printing, USB interface, Photographic Color Quality, Model: OC-490B, Size: (with box) 25 X 33.5 X 22 cm	BAC	1	unit	
89	LETTER OPENER, edges of blade may either be straight or partially serrated (saw-toothed), 13.5mm long with cap	BAC	2	piece	
90	LINEN BOARD, 180 gsm, 10pcs/pack, A4	CETHM	3	pack	
		CHNS	10	pack	
		CLASS- Extension	10	pack	
		DSDS-PS	5	pack	
		ODTEIL	5	pack	
		President's Office	20	pack	
91	LINEN BOARD, 180 gsm, 10pcs/pack, Legal	CAES- Research	5	pack	
		CETHM	3	pack	
		CETHM- Extension	3	pack	
		CHNS	10	pack	
		CLASS- Extension	10	pack	
		CoForestry	25	pack	
		Dept. of Social Science	5	pack	
		Director for Research Dev't	30	pack	
		DSDS-PS	5	pack	
		DTPE	120	pack	
		ODTEIL	5	pack	
		President's Office	10	pack	
92	LINEN BOARD, 180 gsm, 10pcs/pack, pink, legal	Quality Assurance	5	pack	
93	LINEN BOARD, 180 gsm, 10pcs/pack, short	CBAA- Extension	50	pack	
		CCJE- Extension	50	pack	



		CCJE- Research	50	pack	
		CETHM- Extension	5	pack	
		Dept. of Languages	5	pack	
		Director for Research Dev't	15	pack	
		DSDS-PS	5	pack	
		President's Office	10	pack	
94	LINEN BOARD, 180gsm, 10pcs/pack, Legal, White	Board Secretary	20	pack	
		CAES	5	set	
		COED- Extension	30	pack	
95	LINEN BOARD, 180gsm, 10pcs/pack, A4, Cream	CAES- Extension	10	pack	
		Campus Admin- Bulanao	3	pack	
		CBAA	2	pack	
		CEIT- Extension	2	pack	
		CHNS- Research	10	pack	
		CLASS	50	pack	
96	LINEN BOARD, 180gsm, 10pcs/pack, Legal, Cream	CAES- Extension	10	pack	
		Campus Admin- Bulanao	3	pack	
		CBAA- Research	3	pack	
		CCJE	20	pack	
		CEIT- Extension	2	pack	
		CEIT- Research	20	pack	
		CHNS- Extension	40	pack	
		CLASS	50	pack	
		CoForestry- Extension	12	pack	
		Director for Finance	5	pack	
		VPASD	40	pack	
97	LINEN BOARD, 180gsm, 10pcs/pack, pink, A4	Quality Assurance	5	pack	
98	LINEN BOARD, 180gsm, 10pcs/pack, Short, Cream	CBAA- Research	3	pack	
		CCJE	20	pack	
		CEIT- Extension	2	pack	
		Director for Finance	5	pack	
99	Linen Paper, cream, letter size (8.5"x11")	CEIT	10	pack	
100	LINEN PAPER, matte, 80gsm, legal, 10sheets/pack	CoForestry	10	pack	
101	LINEN PAPER, matte, 80gsm, short, 10sheets/pack	CoForestry	10	pack	
102	Linen Paper, white, letter size (8.5"x11")	CEIT	10	pack	
103	MARKER, Permanent, black, bullet type, refillable	Dental Services	4	piece	
		Medical Services	4	piece	
		SPMO	24	piece	
104	MARKER, Permanent, blue, bullet type, refillable	Dental Services	4	piece	
		Medical Services	4	piece	
105	MARKER, Permanent, red, bullet type, refillable	Dental Services	4	piece	
		Medical Services	4	piece	
106	MARKER, Permanent, broad type, black	CAES- Research	4	box	
		CBAA- Extension	5	box	
		CEIT- Extension	1	box	
		CEIT- Research	12	piece	
		CETHM- Extension	2	piece	
		CLAW	3	box	
		CoForestry	2	box	
		Dept. of Languages	1	box	
		LHS	1	box	
		LHS- Extension	1	box	
		LHS- Research	1	box	
		Library- Rizal	1	box	
		PMO	1	box	
		Quality Assurance	10	piece	
		Records & Archive Office	5	piece	
107	MARKER, Permanent, broad type, black, 12pcs/box, Refillable	CHNS- Extension	3	box	
		CHNS- Research	2	box	
		CHNS- Research	1	box	
108	MARKER, Permanent, Broad type, blue, 12pcs/box	LHS- Research	1	box	
109	MARKER, White Board, Broad type, Black	CBAA- Extension	5	box	



		CETHM- Extension	4	piece	
		CLASS- Extension	1	box	
		CLAW	5	box	
		LHS- Extension	1	box	
		LHS- Research	1	box	
		PE	4	piece	
		President's Office	24	piece	
		Quality Assurance	10	piece	
		Records & Archive Office	5	piece	
110	MARKER, White board, Broad Type, refillable, Black	CEIT- Research	20	piece	
		CHNS- Extension	3	box	
		CHNS- Research	1	box	
111	MARKER, White Board, Bullet type, Black, refillable	Dental Services	6	piece	
		Director for Research Dev't	2	box	
		Medical Services	6	piece	
		VPRDET	3	box	
112	MARKER, White Board, Bullet type, Red, refillable	CEIT	10	box	
		Dental Services	6	piece	
		Director for Planning	1	box	
		Medical Services	6	piece	
113	MESH LETTER SORTER Mail Document Tray Desk Office File Holder Organizer, Material: Metal, Color: Black, Size:17.5x9x5.5-12.5cm	BAC	3	set	
114	Microphone, wireless with 2 pc/set battery	CETHM- Extension	1	unit	
		LHS- Extension	1	unit	
115	Microwave oven, 20 li. Capacity	Director for Research Dev't	1	unit	
		LHS- Research	1	unit	
116	Mobile Pedestal Office Steel Drawer, 2 layers, movable	Accounting Unit	1	unit	
117	Mobile pedestal Office Steel drawer, 3 layers, movable, H=23.5", W= 15.5", D=22.5"	Director for Research Dev't	10	unit	
		LHS- Research	1	unit	
		VPRDET	2	unit	
118	Mobile Pedestal, Powder Coated Black width: 40; depth: 56; height: 65.	CCJE	13	unit	
		CCJE- Extension	1	unit	
		CCJE- Research	1	unit	
119	NOTE PAD, Stick-on, 2" x 1"	Accounting Unit	12	piece	
120	Notebook, 50 leaves, Spring	CoForestry- Extension	15	piece	
121	Open Shelve, Steel, H 2000mm x L 900mm x W 400mm, 4 Layers	CEIT- Extension	1	unit	
		CHNS	1	unit	
		CLASS- Research	1	unit	
		CPAIG	1	unit	
		Dept. of Mathematics	1	unit	
		Director for Research Dev't	2	unit	
		LHS	2	unit	
		LHS- Research	1	unit	
122	ORGANIZING TRAY/RACK, 3 layers	CAES	1	unit	
		CAES- Research	1	unit	
		Campus Admin- Bulanao	2	unit	
		Campus Admin- Rizal	2	unit	
		CCJE	2	unit	
		CEIT	5	unit	
		CEIT- Extension	1	unit	
		CETHM	2	unit	
		CETHM- Extension	1	unit	
		CHNS	1	unit	
		CLASS- Extension	1	unit	
		Dept. of Languages	1	unit	
		Dept. of Social Science	1	unit	
		LHS- Extension	1	unit	



		Library- Bulanao	1	unit	
		Library- LHS	1	unit	
		PE	1	unit	
		President's Office	1	unit	
		Registrar	1	unit	
123	OVEN TOASTER, 9 Li. Capacity,	Director for Research Dev't	1	unit	
124	PAD PAPER, Yellow, ruled	CCJE- Extension	10	pad	
		VPAF	6	pad	
125	PADLOCK, 50mm	CEIT- Research	1	piece	
126	PAPER BAG, large	Quality Assurance	50	piece	
127	PAPER BAG, Medium size	DTPE	20	piece	
128	PAPER CUTTER, A5 Wood	CETHM	1	unit	
129	Paper, Multi-Purpose, 8.5 X 24 In, 70gsm (customized size)	Payroll Section	10	ream	
130	PAPER, MULTICOPY, 80 gsm - Short	Accounting Unit	30	ream	
		Board Secretary	2	ream	
		Budget Unit	6	ream	
		CBA- Extension	10	ream	
		CEIT- Research	10	ream	
		CETHM- Extension	12	ream	
		CLASS	15	ream	
		CLAW	15	ream	
		CoForestry- Extension	33	ream	
		Director for Finance	10	ream	
		Director for Research Dev't	15	ream	
		DSDS-PS	5	ream	
		LHS- Research	4	ream	
		ODTEIL	5	ream	
		Quality Assurance	10	ream	
		Records & Archive Office	1	ream	
		VPRDET	15	ream	
131	PAPER, MULTICOPY, A3, 80Gsm	Director for Planning	20	ream	
132	PAPER, Multi-Purpose (COPY), Short	CoAgriculture	50	ream	
133	Paper, Vellum, white, 200gsm, 8.5" x 13", 10 sheets/pack	Budget Unit	10	pack	
134	PAPER, PARCHMENT, 8.5" x 11"	Auxiliary Services	1000	piece	
135	PERCULATOR, 100 cups capacity	VPRDET	1	unit	
136	PERCULATOR, 12L Capacity	CAES- Research	1	piece	
		LHS- Research	1	unit	
		Quality Assurance	1	unit	
137	PHILIPPINE NATIONAL FLAG, with holder and base	Director for Research Dev't	1	set	
138	PHOTO ALBUM, 20 pages, A4	CETHM- Extension	10	piece	
139	PHOTO PAPER, 20 pcs/pack, legal, glossy	CBA- Extension	2	pack	
		CCJE	2	pack	
		CETHM	1	pack	
		Director for Research Dev't	10	pack	
		Director for Research Dev't	10	pack	
140	PHOTO PAPER, 20 pcs/pack, letter, glossy	CBA- Extension	2	pack	
141	PHOTO PAPER, A4, 20 pcs/pack	CoForestry- Extension	10	pack	
		Director for Finance	1	pack	
		CoForestry	5	pack	
		President's Office	2	pack	
142	PHOTO PAPER, Glossy, 270gsm, Legal	VPASD	10	pack	
143	PHOTO PAPER, High gloss, A4	Campus Admin- Bulanao	4	pack	
		CCJE- Research	2	pack	
		CETHM	1	pack	
		CETHM- Extension	10	pack	
		Director for Research Dev't	10	pack	
		LHS- Research	5	pack	
144	Pilot Marker for Projector with plastic eraser, permanent ink	Agricultural Services	10	piece	
145	Pilot Marker for Projector with plastic eraser, permanent ink	Auxiliary Services	10	piece	
146	Plastic Folder, Envelope, Legal	CETHM	60	piece	



147	Portable Multimedia Speaker (USB 3.5 mm)	CETHM	1	unit	
148	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	CCJE	1	unit	
		CCJE- Extension	1	unit	
149	Powerful wireless speaker,750-1000-watt, w/ 1-unit microphone + USB playback, & AM & FM	CETHM- Extension	1	unit	
150	Prepaid Wi-Fi Modem with complete accessories	CHNS- Research	1	unit	
151	Prepaid Wi-Fi Router, Modem, Globe	CHNS- Extension	1	unit	
152	Printer (3 in 1) with ADF	CETHM	1	unit	
153	Printer L5190 Wi-Fi A10 ink tank w/ ADF	CEIT	6	unit	
154	PRINTER, 3 in 1, Continuous Ink	CBAA- Extension	1	unit	
		CBAA- Research	1	unit	
		CEIT- Research	1	unit	
		CETHM- Extension	1	unit	
		CHNS	1	unit	
		CLASS- Extension	1	unit	
		CoForestry	1	unit	
		CPAIG	1	unit	
		Dept. of IT	1	unit	
		Dept. of Languages	1	unit	
155	Printer, Continuous Ink, G2010, 3 in 1	CEIT- Extension	1	unit	
156	PUSH PIN, Flat head type, assorted colors, 100s/case	CCJE	10	box	
		CEIT- Research	2	box	
		CETHM	2	box	
		CHNS- Extension	2	box	
		CHNS- Research	2	box	
		LHS	1	box	
157	PUSH PIN, hammer head type, Assorted colors, 100pcs/case	Campus Admin- Bulanao	2	box	
		CCJE- Extension	2	box	
		CCJE- Research	2	box	
		CEIT- Extension	2	box	
		CETHM- Extension	1	box	
		CHNS	5	box	
		CoForestry	6	box	
		CPAIG	3	box	
		Director for Research Dev't	12	box	
		HRMO	4	box	
		LHS- Research	1	box	
		Library- Rizal	2	box	
		VPASD	2	box	
158	PVC Binding Cover, legal, 217mm x 331mmx200mic,100 pcs/pack	Board Secretary	2	ream	
		Budget Unit	1	pack	
		Campus Admin- Bulanao	1	pack	
159	REFRIGERATOR, 2 Doors, 5 cubic Feet	Director for Research Dev't	1	unit	
160	Resistance fitness bands, (latex, 1.3" width, 35-85 lbs, 81.9" length)	PE	15	piece	
161	Ribbon Pin	Auxiliary Services	1	box	
162	Ribbon, (green) Parrot	Auxiliary Services	5	roll	
163	Ribbon, (red) Parrot	Auxiliary Services	5	roll	
164	Rice cooker, 2.2 Li.	Director for Research Dev't	1	unit	
165	RING BINDER, 1"	Accounting Unit	10	piece	
		CCJE	24	piece	
		CCJE- Research	10	piece	
		CHNS- Research	10	piece	
		Guidance Services	10	piece	
166	RING BINDER, 2"	CCJE	24	piece	
		CCJE- Research	10	piece	
167	RING BINDER, 3"	CCJE- Research	5	piece	
168	RING BINDER, plastic, 1 inch(24mm)	CHNS	10	piece	
169	RING BINDER, Plastic, 1/2"	Accounting Unit	10	piece	



		CBAA	10	piece	
170	RING BINDER, plastic, 2 inches(45mm)	CHNS	10	piece	
171	RING BINDER, plastic, 3/4 inch(20mm)	CHNS	10	piece	
172	RING BINDER, Plastic, 3/4"	Accounting Unit	10	piece	
		CBAA	10	piece	
173	RUBBER BAND (small size)	Cashiering	30	roll	
174	Rubber Stamp (mark RECEIVED) and Sign Rubber Numberer	CEIT- Research	1	piece	
175	Rubber Stamp, Received	CEIT	1	piece	
176	Rubber Stamp, Released	CEIT	1	piece	
177	SACK, 50kg capacity	GSO	1500	piece	
178	SALA SET (1 long chair, 2 single chairs, 1 glass center table), Foam, leather cover, black	CEIT- Research	1	set	
		CLASS- Research	1	set	
		COED	2	set	
		CPAIG	1	set	
		Director for Research Dev't	1	set	
		LHS	1	set	
		LHS- Research	1	set	
		VPRDET	1	set	
179	SALA SET, gray, with 1 long chair, 2 single chairs, 1 center table	CLASS	1	set	
180	Self-Inking Stamp (Received and Released	Campus Admin- Bulanao	2	piece	
181	Self-Inking Stamp (KSU-PMO Received w/ date)	PMO	2	piece	
182	SIGN PEN, blue, G-tech-C4, .4	BAC	15	piece	
		DSDS-PS	15	piece	
		PMO	10	piece	
		SPMO	4	piece	
183	SIGN PEN, Blue, liquid gel ink, 0.7mm ball, metal point	Budget Unit	24	piece	
184	Stamp Pad Ink, Red, 50ml	PMO	2	bottle	
185	Staple wire for Binding, 23/8	CCJE- Research	1	box	
186	Staple Wire, 23/10, 500 pcs/box	CAES- Research	5	box	
		President's Office	1	box	
187	Staple Wire, 23/15, 15 mm, 90-140 sheets	CAES- Research	5	box	
		CHNS- Research	1	box	
		LHS- Extension	1	box	
188	Staple Wire, 23/17	CHNS- Research	1	box	
		LHS- Extension	1	box	
189	Staple Wire, 23/23	CHNS- Research	1	box	
		LHS- Extension	1	box	
190	Staple wire, 23/6	CCJE	2	box	
		President's Office	1	box	
		President's Office	6	box	
191	Staple Wire, 23/8	President's Office	1	box	
192	Staple Wires, 23/20, 20 mm, 140-200 sheets	CCJE- Research	2	box	
		CoForestry- Extension	5	box	
193	Staples, 18mm leg length	Budget Unit	2	box	
194	Staples, 24mm leg length	Budget Unit	2	box	
195	STICK ON ARROW, (sign here tab), 10sets/pad	CCJE- Extension	2	pad	
		CCJE- Research	10	pad	
		GSO	2	pad	
		President's Office	10	pad	
		Records & Archive Office	3	pad	
196	STICKER PAPER, Legal, white, 10pcs/pack	CEIT- Research	6	pack	
197	STICKER PAPER, 10 pcs/pack, A4	CAES- Research	2	pack	
		CCJE	12	pack	
		CEIT- Extension	2	pack	
		CHNS- Extension	10	pack	
		CoForestry	10	pack	
		CoForestry- Extension	5	pack	
		Director for Research Dev't	5	pack	
		President's Office	50	pack	
		Records & Archive Office	2	pack	



198	STICKER PAPER, 10pcs/pack, A4, White	CHNS- Research	5	pack	
199	STICKER PAPER, A4, Green	PMO	2	pack	
200	STICKER PAPER, A4, Waterproof	SPMO	6	pack	
201	STICKER PAPER, assorted color, Matte, legal	BAC	4	pack	
202	STICKY NOTES (medium size)	CLASS	10	piece	
203	STYROFOAM, 1/2 inch, whole	Campus Admin- Bulanao	6	piece	
		CETHM	6	piece	
204	SUBLIMATION PAPER	Auxiliary Services	10	pack	
205	SWIVEL CHAIR, Jr. Executive, Black, Steel Base	CCJE- Extension	1	unit	
		CCJE- Research	1	unit	
		CEIT- Research	1	piece	
		CHNS	1	unit	
		CLASS- Research	1	unit	
		Dept. of Social Science	1	unit	
206	SWIVEL CHAIR, Senior Executive chair; high back with tilting and reclining back rest; leather finish; black color; B9	COED	6	unit	
207	Table, Office, Metal Base, 6 side drawers with center drawer	CEIT- Research	1	unit	
208	Tape Dispenser, packing, Metal, 2", Heavy duty	SPMO	2	piece	
209	TAPE, DOUBLE SIDED, 1/2"	CHNS- Extension	12	piece	
		ODTEIL	10	roll	
		President's Office	10	roll	
		Quality Assurance	10	roll	
210	TAPE, DOUBLE SIDED, 1', 50m/roll	CAES	5	roll	
		CAES	5	roll	
		CAES- Extension	10	roll	
		CAES- Research	2	roll	
		CAES- Research	25	roll	
		Campus Admin- Bulanao	8	roll	
		Campus Admin- Dagupan	2	roll	
		Campus Admin- Rizal	10	piece	
		CCJE	20	roll	
		CCJE- Research	10	roll	
		CEIT	10	roll	
		CEIT- Extension	2	roll	
		CEIT- Research	12	piece	
		CETHM	8	piece	
		CETHM- Extension	5	roll	
		CHNS	5	piece	
		CHNS- Research	5	roll	
		CLAW	5	roll	
		CoForestry	2	roll	
		Dental Services	4	roll	
		Dept. of Languages	1	roll	
		Director for Research Dev't	12	roll	
		LHS	10	roll	
		Library- Dagupan	3	piece	
		Library- Rizal	5	roll	
		Medical Services	4	roll	
		Records & Archive Office	3	roll	
		VPASD	6	roll	
211	Tape, Double sided, 48mm, 50m/roll	Library- Bulanao	10	roll	
		Library- LHS	5	roll	
212	TAPE, Electrical, big size	CBAA	2	roll	
213	TAPE, Double sided (12mmx10mm)	CLASS	20	roll	
214	Thumbtacks	Campus Admin- Bulanao	2	box	
		CBAA- Extension	10	box	
		CETHM	2	box	
		CETHM- Extension	5	box	
		ODTEIL	5	box	
		President's Office	3	box	
		Quality Assurance	5	box	



215	TWINE, plastic, 1kg/roll	Quality Assurance	2	roll	
216	UPS, 650VA, model: Backups CI AS 500 with AVR, output, power capacity:300 Watts / 500 VA	CCJE	1	unit	
		Director for Research Dev't	3	unit	
217	VELLUM PAPER, Cartolina Size, 180 gsm, Canary (yellow)	Auxiliary Services	1500	piece	
218	VELLUM, Cartolina Size, 180 gsm, white	Auxiliary Services	3250	piece	
219	VENETIAN BLINDS, duo roller, gray and white, size: 120X180cm	DSDS-PS	8	piece	
220	WALL CLOCK, Analog, 18", White	CCJE	1	unit	
		CCJE- Extension	1	unit	
		CHNS	1	unit	
221	WATER CONTAINER, 25 liters, round plastic, for water dispenser	CCJE	2	piece	
		CCJE- Research	3	piece	
		LHS	2	bottle	
		President's Office	4	piece	
222	WATER DISPENSER, (hot-500Watts, cold- 85watts, 230 volts ac 60Hz, high speed cooling system, adjustable temperature control) with gallon	CAES- Research	1	unit	
		CBAA	1	unit	
		CCJE	1	unit	
		CCJE- Extension	1	unit	
		CEIT- Extension	1	unit	
		CEIT- Research	1	piece	
		CLASS- Research	1	unit	
		CPAIG	1	unit	
		Dept. of Natural Science	1	unit	
		LHS	1	unit	
		LHS- Research	1	unit	
		PE	1	unit	
223	Water Dispenser, preferably Micromatic MWD-213	LHS	1	unit	
224	White Board 4" x 8" with stand	CEIT	10	piece	
225	WHITE BOARD INK, Refill, Blue	CEIT	10	bottle	
226	WHITE BOARD INK, Refill, Red	CEIT	10	bottle	
227	White Board, 2' x 3'	CETHM- Extension	1	unit	
		CLASS- Extension	1	unit	
		CPAIG	1	piece	
		Dept. of Languages	1	unit	
228	White board, 4' x 5', with stand	Director for Research Dev't	2	piece	
229	White board, 4' x 8'	CHNS	2	piece	
230	Whiteboard, Cork Board Combination board (24 inches x 24 inches)	CETHM	1	piece	

I hereby certify to comply with all the above Technical Specifications.

 Name of Company/Bidder

 Signature Over Printed Name
 of Representative

 Date



Lot 2: Consumables

NO.	ITEM AND DESCRIPTION	END-USER UNIT	QTY	UNIT	Statement of Compliance
					<p><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></p>
1	Canon G2010 ink refill, black	CEIT- Extension	16	bottle	
2	Canon G2010 ink refill, cyan	CEIT- Extension	10	bottle	
3	Canon G2010 ink refill, magenta	CEIT- Extension	10	bottle	
4	Canon G2010 ink refill, yellow	CEIT- Extension	10	bottle	
5	Epson WF-869 R Inks Maintenance Box, 110,000 pages	Agricultural Services	1	box	
6	Epson WF-869 R Inks Maintenance Box, 110,000 pages	Auxiliary Services	2	box	
7	Epson WF-869 R Inks Standard Cyan, 22,000 pages	Agricultural Services	1	bag	
8	Epson WF-869 R Inks Standard Cyan, 22,000 pages	Auxiliary Services	4	bag	
9	Epson WF-869 R Inks Standard Magenta, 22,000 pages	Agricultural Services	1	bag	
10	Epson WF-869 R Inks Standard Magenta, 22,000 pages	Auxiliary Services	4	bag	
11	Epson WF-869 R Inks Standard yellow, 22,000 pages	Agricultural Services	1	bag	
12	Epson WF-869 R Inks Standard yellow, 22,000 pages	Auxiliary Services	4	bag	
13	Epson WF-869 R Inks Standard, 22,500 pages	Auxiliary Services	4	bag	
14	Epson WF-869 R Inks Standard, black, 22,500 pages	Agricultural Services	1	bag	
15	Ink Cart, compatible for Epson Printer, 003, Black	Accounting Unit	3	bottle	
		Budget Unit	12	bottle	
		Campus Admin- Dagupan	2	piece	
		Campus Admin- Rizal	10	bottle	
		Cashiering	10	bottle	
		CBA	10	piece	
		CBA- Extension	10	bottle	
		CBA- Research	15	piece	
		CLASS- Extension	1	bottle	
		COED	20	bottle	
		CoForestry- Extension	18	bottle	
		CPAIG	8	bottle	
		CTPD	1	bottle	
		Director for Research Dev't	18	bottle	
		DSDS-PS	5	bottle	
		GSO	4	bottle	
		LHS	35	bottle	
		Library- LHS	3	bottle	
		PE	3	bottle	
		PMO	2	bottle	



		Quality Assurance	4	bottle	
		Records & Archive Office	10	bottle	
		Scholarship Services	5	bottle	
		SPMO	8	piece	
		VPAF	10	bottle	
		VPRDET	18	bottle	
16	Ink Cart, compatible for Epson Printer, 003, Cyan	Accounting Unit	2	bottle	
		Budget Unit	2	bottle	
		CAES	5	bottle	
		Campus Admin- Dagupan	1	piece	
		Campus Admin- Rizal	4	bottle	
		Cashiering	3	bottle	
		CBAA	5	piece	
		CBAA- Extension	8	bottle	
		CBAA- Research	9	piece	
		CLASS- Extension	1	bottle	
		COED	15	bottle	
		CoForestry- Extension	12	bottle	
		CPAIG	4	bottle	
		CTPD	1	bottle	
		Director for Research Dev't	12	bottle	
		DSDS-PS	3	bottle	
		GSO	4	bottle	
		LHS	25	bottle	
		Library- LHS	2	bottle	
		PE	2	bottle	
		PMO	2	bottle	
		Quality Assurance	2	bottle	
		Records & Archive Office	5	bottle	
		Scholarship Services	3	bottle	
		SPMO	3	piece	
		VPAF	4	bottle	
		VPRDET	12	bottle	
17	Ink Cart, compatible for Epson Printer, 003, Magenta	Accounting Unit	2	bottle	
		Budget Unit	2	bottle	
		CAES	5	bottle	
		Campus Admin- Dagupan	1	piece	
		Campus Admin- Rizal	5	bottle	
		Cashiering	3	bottle	
		CBAA	5	piece	
		CBAA- Extension	8	bottle	
		CBAA- Research	9	piece	
		CLASS- Extension	1	bottle	
		COED	15	bottle	
		CoForestry- Extension	12	bottle	
		CPAIG	4	bottle	
		CTPD	1	bottle	
		Director for Research Dev't	12	bottle	
		DSDS-PS	3	bottle	
		GSO	4	bottle	
		LHS	25	bottle	
		Library- LHS	2	bottle	
		PE	2	bottle	
		PMO	2	bottle	
		Quality Assurance	2	bottle	
		Records & Archive Office	5	bottle	
		Scholarship Services	3	bottle	
		SPMO	3	piece	
		VPAF	4	bottle	
		VPRDET	12	bottle	



18	Ink Cart, compatible for Epson Printer, 003, Yellow	Accounting Unit	2	bottle	
		Budget Unit	2	bottle	
		Campus Admin- Dagupan	1	piece	
		Campus Admin- Rizal	5	bottle	
		Cashiering	3	bottle	
		CBA	5	piece	
		CBA- Extension	8	bottle	
		CBA- Research	9	piece	
		CLASS- Extension	1	bottle	
		COED	15	bottle	
		CoForestry- Extension	12	bottle	
		CPAIG	4	bottle	
		CTPD	1	bottle	
		Director for Research Dev't	12	bottle	
		DSDS-PS	3	bottle	
		GSO	4	bottle	
		LHS	25	bottle	
		Library- LHS	2	bottle	
		PE	2	bottle	
		PMO	2	bottle	
		Quality Assurance	2	bottle	
		Records & Archive Office	5	bottle	
		Scholarship Services	3	bottle	
		SPMO	3	piece	
		VPAF	4	bottle	
		VPRDET	12	bottle	
19	Ink Cartridge HP #704, Colored	LHS	10	piece	
20	Ink for Epson L5190 003, Yellow, 70ml	CEIT	20	tube	
21	Ink for Epson L5190 003, Cyan, 70ml	CEIT	20	tube	
22	Ink for Epson L5190 003, Magenta, 70ml	CEIT	20	tube	
23	Ink for Epson L5190, Black, 70ml	CEIT	30	tube	
24	Ink Laboratory	CCJE	3	bottle	
25	Ink Roller	CCJE	3	piece	
27	Ink, Refill, Whiteboard, Black	CEIT	10	bottle	

I hereby certify to comply with all the above Technical Specifications.

 Name of Company/Bidder

 Signature Over Printed Name
 of Representative

 Date



Lot 3: Janitorial Supplies and Materials

NO.	ITEM AND DESCRIPTION	END-USER UNIT	QTY	UNIT	Statement of Compliance
					<p><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></p>
1	BATHSOAP, Jumbo size	PMO	6	piece	
		Quality Assurance	3	piece	
		VPASD	5	piece	
2	BLEACH, Original, 1000ml/bottle	CBA	15	bottle	
		CEIT- Research	5	liter	
		CLASS	30	liter	
		CoForestry	10	liter	
		CPAIG	6	liter	
		Director for Planning	4	liter	
		GSO	60	liter	
		Library- Bulanao	5	bottle	
		PMO	4	bottle	
		President's Office	12	bottle	
3	BROOM, SOFT, Kalinga made	VPASD	2	liter	
		CBA	3	piece	
		CEIT- Research	2	piece	
		CLASS	5	piece	
		DSDS-PS	10	piece	
4	Dish Washing Liquid, 1 liter	VPASD	2	piece	
		CLASS	36	bottle	
5	Dish washing liquid, 500ml/bottle	CEIT- Extension	2	bottle	
		CoForestry	6	bottle	
		CPAIG	6	bottle	
		Guidance Services	3	bottle	
		VPASD	3	bottle	
6	Dishwashing liquid, 250ml/bottle	Campus Admin- Bulanao	3	bottle	
		CETHM	12	bottle	
		PMO	4	bottle	
		Quality Assurance	5	bottle	
7	DISHWASHING LIQUID, 600 mL	CBA	4	bottle	
		CCJE	12	bottle	
		DSDS-PS	2	bottle	
		President's Office	10	bottle	
8	Dishwashing paste, anti-bacterial, 400g	CoAgriculture	24	piece	



9	Dishwashing sponge	President's Office	5	piece	
10	Disinfecting Door Mat	CETHM	4	piece	
11	Door Mat (cloth)	CCJE- Research	2	piece	
		CEIT- Extension	3	piece	
		President's Office	10	piece	
		VPASD	4	piece	
12	DOOR MAT (plastic/rubberize)	CBAA	2	piece	
		CCJE	4	piece	
		CCJE- Extension	2	piece	
		CHNS	2	piece	
		DSDS-PS	8	piece	
		LHS	3	piece	
		Quality Assurance	2	piece	
13	Door mat, cloth	CBAA	3	piece	
14	DUST DUSTER, cloth	CAES	2	piece	
		CCJE- Extension	3	piece	
		CEIT- Extension	2	piece	
15	DUST PAN, STAINLESS	CAES	2	piece	
		Guidance Services	4	piece	
16	Fabric conditioner, 1 Liter	President's Office	10	liter	
17	Garbage bag, plastic, XXL, 10pcs/pack, black	CCJE	1	pack	
		GSO	36	pack	
		President's Office	10	piece	
18	Garbage bin, Rectangular, plastic with Cover, 30 Liters	CBAA	1	piece	
		CHNS- Research	1	piece	
		CoForestry	4	piece	
		Library- LHS	2	piece	
19	Garbage bin, Rectangular, plastic with Cover, 30 Liters, 4 different colors/set	CEIT- Extension	1	set	
20	Garbage Bin, with cover, 30 liters capacity, Green	LHS	3	piece	
21	GLASS CLEANER, 1000ml/bottle	CCJE	1	bottle	
		CEIT- Extension	2	bottle	
		GSO	6	bottle	
		PMO	3	bottle	
		Quality Assurance	2	bottle	
		VPASD	3	bottle	
22	Hand Sanitizer, 250 ml	Agricultural Services	2	bottle	
		Auxiliary Services	4	bottle	
		CCJE	12	bottle	
		CCJE- Research	3	bottle	
		COED- Research	2	bottle	
		President's Office	12	piece	
23	LIQUID HAND SOAP, 250 ml/bottle	CEIT- Extension	2	bottle	
24	LIQUID SOAP, 1000ml	GSO	60	liter	
25	MOISTURIZER, Fingertip money counting	President's Office	4	piece	
26	Muriatic Acid, 500ml/bottle	GSO	60	bottle	
27	PAIL, 16 Liter capacity, with cover	CoForestry	2	piece	
		CPAIG	2	piece	
		DSDS-PS	10	piece	
28	TISSUE PAPER, 12rolls/bag, 3 ply	DSDS-PS	1	pack	
		Guidance Services	12	pack	
		PMO	4	pack	
		President's Office	10	pack	
		VPASD	5	pack	
29	Toilet Bowl Brush, wooden handle	President's Office	1	piece	
30	Toilet Bowl Cleaner, 1000ml/bottle	CoForestry	5	bottle	
31	Toilet Bowl Cleaner, 500ml	Board Secretary	3	bottle	
		CHNS	8	bottle	
		PMO	6	bottle	
		VPASD	10	bottle	



32	Toilet brush with handle, Aluminum	Library- Bulanao	2	piece	
33	Toilet Brush with stand, plastic, size:72cm x 40cm	CBA	1	piece	
		CCJE	5	piece	
		CETHM	2	piece	
		CLASS	3	piece	
		CoForestry	2	piece	
		PMO	1	piece	
		President's Office	2	piece	
34	TOILET DEODORANT CAKE, 100 g/pc	CBA	2	pack	
		CoAgriculture	20	pack	
		DSDS-PS	5	pack	
		Guidance Services	3	pack	
		Library- Bulanao	10	pack	
		PMO	3	pack	
		President's Office	15	piece	
35	Toilet Floor Brush with Wooden Handle	CCJE	5	piece	
		DSDS-PS	5	piece	
		GSO	15	piece	
36	TOILET Rubber Pump with Wooden handle	DSDS-PS	5	piece	
		GSO	15	piece	
		Library- Rizal	1	piece	
		PMO	1	piece	
		President's Office	2	piece	
37	Tornado spin mop stainless wringer bucket with mop pole and microfiber mop heads eco series 360-degree spin mop head	CAES- Research	1	set	
		CBA	2	set	
		CETHM	1	piece	
		CoForestry	1	set	
38	TRASH BAG GPP, specs, black 940mmx1016mm	CoAgriculture	20	pack	
39	Trash pedal bin	CETHM	6	piece	
40	Trash bag, Black, 940mmx1016mm, 10pcs/roll/pack	Board Secretary	2	pack	
		CAES	2	pack	
		Campus Admin- Bulanao	5	roll	
		CBA	4	pack	
		CCJE- Research	4	pack	
		CETHM	10	roll	
		CLASS	24	pack	
		COED- Research	5	pack	
		Guidance Services	3	pack	
		Quality Assurance	5	pack	

I hereby certify to comply with all the above Technical Specifications.

 Name of Company/Bidder

 Signature Over Printed Name
 of Representative

 Date



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 : **PROCUREMENT OF CY 2021 NON-COMMON USE SUPPLIES AND MATERIALS**

Total ABC (Lot 1, 2 & 3) : **Php 2,840,559.09**

Lot No., Reference, and ABC : **Lot 1: Common-Use Supplies and Materials** / **Lot 1: Php 2,181,273.19**
 Lot 2: Consumables / **Lot 2: Php 525,156.96**
 Lot 3: Janitorial Supplies and Materials / **Lot 3: Php 134,128.94**

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); <u>or</u>		
<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, <u>and</u>		
<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; <u>and</u>		
<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; <u>and</u>		
<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 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; <u>and</u>		
<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; <u>or</u> Original copy of Notarized Bid Securing Declaration; <u>and</u>		
<input type="checkbox"/>	H. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <u>and</u>		



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 : **PROCUREMENT OF CY 2021 NON-COMMON USE SUPPLIES AND MATERIALS**

Total ABC (Lot 1, 2 & 3) : **Php 2,840,559.09**

Lot No., Reference, and ABC : **Lot 1: Common-Use Supplies and Materials / Lot 1: Php 2,181,273.19**
 Lot 2: Consumables / Lot 2: Php 525,156.96
 Lot 3: Janitorial Supplies and Materials / Lot 1: Php 134,128.94

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; 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

