

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No. : IB\_GOODS\_2022-02-006

Name of Contract : PURCHASE OF GAA-FUNDED COMMON-USE OFFICE  
SUPPLIES, JANITORIAL AND CONSUMABLES, INCLUDING  
MISCELLANEOUS SUPPLIES FOR CY 2022

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  
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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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**BIDS AND AWARDS COMMITTEE**

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## *Section I. Invitation to Bid*



## INVITATION TO BID FOR PURCHASE OF GAA-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES, INCLUDING MISCELLANEOUS SUPPLIES FOR CY 2022

1. The Kalinga State University, through the Regular Agency Fund (RAF) for CY 2022, intends to apply the sum of **One Million Two Hundred Eighty-One Thousand Two Hundred Twenty-Seven Philippine Pesos (Php 1,281,227.00)** being the ABC to payments under the contract for **Purchase of GAA-Funded Common-Use Office Supplies, Janitorial and Consumables including Miscellaneous Supplies for Cy 2022/ IB\_Goods\_2022-02-006**. Partial bid is not allowed. All the items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Kalinga State University now invites bids for the above Procurement Project. Delivery of the Goods is required **within Forty-Five (45) 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, any of the following:
  1. A contract similar to the project with 50% of the ABC (Php 640,613.5); **or**
  2. For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 320,306.75); **or**
  3. The bidder should have completed at least 2 similar contracts, and the aggregate contract amounts should be equivalent to at least 25% of the ABC (Php Php 320,306.75). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 160,153.37).

The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 9 am to 4 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 9, 2022 (Wednesday) until 10 am of March 1, 2022 (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 of not more than Five Thousand Philippine Pesos (Php 5,000.00) as prescribed in the Guidelines for the sum of the ABC of all lots as stated above*. 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 **February 17, 2022 (Thursday), 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/psa-saee-vhu](https://meet.google.com/psa-saee-vhu), which shall be open to prospective bidders.



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*Bids and Awards Committee*



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 March 1, 2021 (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 **10:01 am on March 1, 2021 (Tuesday)** at the given address below and/or via **Google Meet Platform** at the link: **meet.google.com/owj-eaaw-avg**. 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](mailto:procurementservice_bac@ksu.edu.ph)  
(074) 627-5321

13. You may visit the following websites: <https://ksu.edu.ph/>

For downloading of Bidding Documents:

February 9, 2022

(Sgd)  
**Romualdo U. Wacas, PhD**  
BAC Chairperson



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## *Section II. Instructions to Bidders*



## 1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Purchase of GAA-Funded Common-Use Office Supplies, Janitorial and Consumables including Miscellaneous Supplies for Cy 2022**, with identification number **IB\_Goods\_2022-02-006**.

The Procurement Project (referred to herein as "Project") is composed of **one (1) Lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP, through the source of funding as indicated below for **CY 2022** in the amount of **One Million Two Hundred Eighty-One Thousand Two Hundred Twenty-Seven Philippine Pesos (Php 1,281,227.00)**.

2.2. The source of funding is:  
**Regular Agency Fund.**

## 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.
- a. Payment of the contract price shall be made in 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 1 – One Project having several items that shall be awarded as one Contract.**

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

## 20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and 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> <p>a. Single Largest Completed Contract shall refer to any of the following:</p> <ol style="list-style-type: none"> <li>1. <b>A contract similar to the project with 50% of the ABC (Php 640,613.00); or</b></li> <li>2. <b>For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 320,306.75); or</b></li> <li>3. <b>The bidder should have completed at least 2 similar contracts, and the aggregate contract amounts should be equivalent to at least 25% of the ABC (Php 320,306.75). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 160,153.37).</b></li> </ol> <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>a. The amount of not less than <b>Php 25,624.54</b>, 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 <b>Php 64,061.35</b>, if bid security is in Surety Bond.</p>
19.3	The Project will be awarded by one lot. For the List of Items, please refer to Section VII- Technical Specifications.
20.2	<p>List of licenses and permits relevant to the Project and the corresponding law requiring it:</p> <p>a. VAT or Non-VAT Registration Certificates; and</p> <p>b. Other appropriate licenses and permits, as may be required during post-qualification evaluation.</p>
21.2	<p>Contract documents relevant to the Project:</p> <p>a. 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"> <li>1. <b>Performance Security.</b> 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.</li> </ol> <p>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD) - Revised Edition, to guarantee its faithful performance of obligations under the Contract, subject to the following:</p> <ol style="list-style-type: none"> <li>i) 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.</li> <li>ii) 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.</li> </ol> <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> <p>b. During or after the delivery, the Supplier shall submit the following requirements:</p> <ol style="list-style-type: none"> <li>1. Delivery Receipt</li> <li>2. Supplier's Sales Invoice</li> </ol>



## *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.





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## *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><b>Delivery and Documents –</b></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>“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 <b>Kalinga State University- Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b>. 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) and Section VII (Technical Specifications).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is:</p> <p><b>Mr. Joseph Tracy D. Labbutan</b> 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><b>Incidental Services –</b></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"> <li>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol>

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.

**Spare Parts –**

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

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, 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.

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.

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. *If not used, a time period of 90 days, which is three times the warranty period.*

**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- 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

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><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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: <b>Testing and Sealing by the Inspectorate and Acceptance Committee of the University, including a COA representative, TWG, and end-users representatives.</b>



## *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.

No.	Lot and Reference	Qty	Unit	Delivered, Weeks/Months
1	Purchase of GAA-Funded Common-Use Office Supplies, Janitorial and Consumables including Miscellaneous Supplies for Cy 2022	1	Lot	Delivery shall be completed within <b>FORTY-FIVE (45) CALENDAR DAYS</b> upon acceptance of the Purchase Order

**Note:**

- a) *Contract Warranty:* Three (3) months, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
- b) *To be delivered at:* Supply and Property Management Office (SPMO), Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, Philippines

I hereby certify to comply and deliver the above requirements.

\_\_\_\_\_  
 Name of Company/Bidder

\_\_\_\_\_  
 Signature Over Printed Name  
 of Representative

\_\_\_\_\_  
 Date



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## *Section VII. Technical Specifications*

## Technical Specifications

ITEM NO.	ITEM AND DESCRIPTION	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>
<b>I. COMMON-USE OFFICE SUPPLIES AND EQUIPMENT</b>				
1	ADHESIVE MAGNETIC SHEETS, A4, 0.5 mm thick, 10 pcs/set	2	pack	
2	ARC FILE FOLDER, 13 1/2" H x 11" W x 3" diameter, Color: Blue; 2 hole punch	85	piece	
3	AUTOMATIC ALCOHOL DISPENSER with stand and thermal scanner	1	piece	
4	AUTOMATIC VOLTAGE REGULATOR (AVR) SVC-3000VA	5	unit	
5	BALLPOINT PEN, High Quality Writing, BP-S FINE, 12pcs/box, Black	45	box	
6	BALLPEN, Black (ordinary)	200	piece	
7	BALLPEN, Ordinary, 12pcs/box, Black	16	box	
8	BALLPEN, Ordinary, 12pcs/box, Blue	2	box	
9	BALLPEN, Ordinary, 12pcs/box, Red	2	box	
10	BATTERY, size AA (12pcs/packs)	3	pack	
11	BATTERY, dry cell, size AAA (12pcs/packs)	3	pack	
12	BATTERY, size AAA, Chargeable	5	pair	
13	BOOK ENDS (Specification: Hight: 17 cm/ 7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g)	25	pair	
14	BOOK STAND, 9" Plain Metal	3	pack	
15	BOOK PAPER, Letter Size, 80gsm	8	ream	
16	BOOK SHELVES, Wooden 72"x24"x12"	2	unit	
17	CABINET, Steel Filing, 4D, Lateral	6	unit	
18	CABINET, Steel Filing, 4D, Vertical	1	piece	
19	CERTIFICATE FRAME (8.5" x 11")	45	piece	
20	COLORED PAPER, assorted colors, A4	1	ream	
21	COLORED PAPER, Assorted Colors, Legal	3	ream	
22	COLORED PAPER, Legal, apple green	10	ream	
23	COLORED PAPER, Assorted Colors, Letter	1	ream	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
24	COMPUTER TABLE, 3layers	2	Unit	
25	CONTINUOUS FORM, 3ply, 11" x 5.5", 500sets/box, carbonless	6	box	
26	CORK BOARD, 2ft x 3ft	4	piece	
27	CORK BOARD, 3ft x 4ft, Wooden frame	1	unit	
28	CURTAIN, Plain, Color: Cream (8 rings, 215 cm Length x 140 cm(Width)	15	piece	
29	CUTTING MAT, A2, Self healing, PVC)	1	Piece	
30	DATA FILE BOX with cover, 15 1/2" W x 11" H x 11 1/2" diameter	44	Piece	
31	DIGITAL CAMERA, Power Shot SX430 IS, 45X Optical Zoom, 24-1080mm with 90x Zoom Plus, 20.0 Megapixels Sensor, Intelligent IS, WiFi & NFC	1	unit	
32	DISPLAY HOLDER, 297 x 105mm (Table)	20	piece	
33	DOCUMENT HOLDER, Monitor mounted, Adjustable, copy clip holds up to 100 sheets of paper	1	Piece	
34	DUCT TAPE, 2", black	10	roll	
35	DUCT TAPE, 2", color: red	3	roll	
36	DUCT TAPE, 2", color: yellow	3	roll	
37	DUCT TAPE, 2", green	8	roll	
38	ELECTRIC FAN, Stand Type, 16" diameter, Metal Blade	1	unit	
39	ENVELOPE, Documentary, letter	150	piece	
40	ENVELOPE, DOCUMENTARY, for legal size document	200	piece	
41	ENVELOPE, expanding, kraft, legal	44	piece	
42	EXTENSION WIRE, 4 gang, 5 m, #14	3	set	
43	EXTENSION WIRE, 4 gang with male plug, 10meters, #14	1	set	
44	EXTENSION CABLE WIRE, Wheel, 10 meters	1	set	
45	EXTENSION WIRE, 4 gang, 20 meter, #14	3	set	
46	FASTENER, plastic, non sharp edges	1	box	
47	FIRST AID EMERGENCY KIT, complete set/42 pcs, package content: 1 storage bag, 1 role elastic bandage,	1	set	
48	FLASH DRIVE , 16 GB, plug and play usb	3	piece	
49	FLASH DRIVE, 32GB capacity, 1pc in individual blister/pack	18	pcs	
50	FLASH DRIVE, 64GB	9	piece	
51	FLASH DRIVE, 64 GB, plug and play, capless, OTG	2	unit	
52	FLASH DRIVE, 128 GB, dual drive go USB Type- C	2	piece	
53	FLOWER POTS, 12" x 12", earthen	5	piece	
54	FOLDER, Expandable, with Tab, Legal, 100pcs/box	1	box	
55	FOLDER, Pressboard/ Expanded, Legal, size 210mm x 370mm, 100pcs/box, color: green	183	piece	
56	FOLDER, Pressboard/ Expanded, Legal, size 210mm x 370mm, 100pcs/box, Pink	20	piece	
57	FOLDER, Fancy (morocco) A4, 50 pcs/bundle, green	1	bundle	
58	FOLDER, Fancy (morocco) legal, 50 pcs/bundle, green	2	bundle	
59	FOLDER, Multi-purpose filing pack	5	piece	
60	FOLDER, Plastic, Long, Sliding	50	piece	
61	FOLDER, Plastic, Short, Sliding	50	piece	
62	FOLDER, Tagboard, short, 100pcs/pack	1	pack	
63	FOLDER, with tab, Short	30	piece	
64	FOLDER, Tagboard/ with Tab, A4	100	piece	
65	FOLDER, TAGBOARD/ with Tab, legal	282	piece	
66	GLOVES, Nitrile	20	piece	
67	GLUE GUN, heavy duty, medium size	1	piece	





ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
68	GLUE STICK, big size	20	piece	
69	LINEN BOARD, 180 gsm, 10pcs/pack, short	45	pack	
70	LINEN BOARD, 180 gsm, 10pcs/pack, A4	40	pack	
71	LINEN BOARD, 180gsm, 10pcs/pack, A4, Cream	77	pack	
72	LINEN BOARD, 180gsm, 10pcs/pack, A4, White	10	pack	
73	LINEN BOARD, 180gsm, 10pcs/pack, A4, color: Pink	5	pack	
74	LINEN BOARD, 180 gsm, 10pcs/pack, Legal	30	pack	
75	LINEN BOARD, 180gsm, 10pcs/pack, Letter, Cream	30	pack	
76	LINEN BOARD, 180gsm, 10pcs/pack, Legal, Cream	86	pack	
77	LINEN BOARD, 180gsm, 10pcs/pack, Legal, color: Pink	5	pack	
78	LINEN PAPER, Matte, Letter, 10sheets/pack	30	pack	
79	LINEN PAPER, Matte ,A4 ,10sheets/pack	30	pack	
80	LINEN PAPER, Matte, Legal ,10sheets/pack	30	pack	
81	MAGAZINE FILE BOX, large	3	piece	
82	MAGAZINE /JOURNAL STAND (Wood,20-Pocket Floor Stand, 21 x 4 x 49" )	2	piece	
83	MARKER FOR PROJECTOR, Permanent, Fine tip, 0.4mm	20	piece	
84	MARKER, Permanent, bullet type, 12pcs/box, Refillable, Black	4	box	
85	MARKER, Permanent, bullet type, 12pcs/box, Refillable, Black	4	piece	
86	MARKER, Permanent , blue, bullet type, refillable	8	piece	
87	MARKER, Permanent , red, bullet type, refillable	8	piece	
88	MARKER, Permanent, broad type, 12pcs/box, Black	7	box	
89	MARKER, Permanent, broad type, 12pcs/box, Blue	1	box	
90	MARKER, Permanent, broad type, Black	2	piece	
91	MARKER, Permanent, fine tip, black	5	piece	
92	MARKER, Whiteboard, Bullet type, refillable, 12pcs/box, Black	1	box	
93	MARKER, Whiteboard, Broad type, refillable, 12pcs/box, Black	1	box	
94	Marker, White Board, Bullet type, Black, refillable	6	piece	
95	Marker, White Board, Bullet type, Red, refillable	6	piece	
96	MARKER, Whiteboard, Broad type, 12pcs/box, Black	6	box	
97	MARKER, Whiteboard, Broad type, Black	25	piece	
98	MARKER, Whiteboard, Broad type, Blue	1	piece	
99	MARKER, Whiteboard, Broad type, Red	1	piece	
100	MOBILE PEDESTAL Office Steel Drawer, 2 layers, movable	1	unit	
101	MOSQUITO SPRAY REPELLENT, 500ml	3	Bottle	
102	NOTE PAD, Stick-on, 2" x 1"	12	piece	
103	NOTE BOOK, 50 leaves, Spring	50	pcs	
104	OPEN SHELVES, Steel, H 2000mm x L 900mm x W 400mm, 5 Layers	5	unit	
105	ORGANIZING TRAY, Metal (2 Layer)	2	piece	
106	ORGANIZING TRAY/RACK, 3 layer, metal	5	piece	
107	PAD PAPER, Yellow, ruled	5	pad	
108	PADLOCK, 40mm	3	piece	
109	PAPER BAG, Large	50	piece	
110	PAPER BINDING COVER, Short, Blue	50	piece	
111	PAPER CATCH/MOISTURIZER	2	piece	
112	PAPER, MULTICOPY, 80gsm, Short	124	ream	
113	PAPER, MULTICOPY, A3, 80gsm	25	ream	
114	PAPER, MULTICOPY, A3, 100gsm	1	ream	
115	PARCHMENT PAPER, 8.5" x 11"	1000	piece	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
116	PEN, Ball point, ordinary (HBW), BLACK, 12pcs/box	12	box	
117	PENCIL Lead with eraser	26	piece	
118	PERCOLATOR, 12L Capacity	1	unit	
119	PHOTO PAPER, A4, 20 pcs/pack	39	pack	
120	PHOTO PAPER, 20 pcs/pack, legal, glossy	2	pack	
121	PHOTO PAPER, 20 pcs/pack, letter, glossy	2	pack	
122	PORTABLE COMPUTER SPEAKER USB Powered Desktop Mini Speaker Bass Sound Music Player	3	unit	
123	PRINTER, 3 in 1, Continuous Ink	1	unit	
124	PRINTER, 3-in-1, Wi-Fi ready, ink tank with ADF	3	unit	
125	PUSH PIN, hammer head type, Assorted colors, 100pcs/case	15	box	
126	PVC Binding Cover, legal, 217mm x 331mmx200mic,100 pcs/pack	3	pack	
127	RAIN COAT, Heavy Duty, Large	15	piece	
128	RAIN COAT, Heavy Duty, xxl	15	piec	
129	RECORD BOOK, small 300 pages (21.6 cm x 14 cm)	4	book	
130	RECORD BOOK, 300 pages, Landscpae size: 7cm x 29cm,	10	piece	
131	REFRIGERATOR, 2 Doors, 5 Cubic Feet	2	unit	
132	RIBBON CARTRIDGE, EPSON LX310	17	piece	
133	RING BINDER, Plastic, 1/2"	30	piece	
134	RING BINDER, Plastic, 1/2" (12mm)	100	piece	
135	RING BINDER, 1", Plastic	24	piece	
136	RING BINDER, 2", Plastic	14	piece	
137	RING BINDER, 3", Plastic	14	piece	
138	RING BINDER, Plastic, 3/4"	30	piece	
139	RING BINDER, Plastic, (14mm)	100	piece	
140	RING BINDER, plastic, 1/2 inch (20mm), A4, 21 Holes, 100 pieces per box	1	box	
141	RING BINDER, plastic, 3/4 inch (20mm), Legal, 23 Holes, 100 pieces per box	1	box	
142	Roller Blinds (Curtain)	10	piece	
143	RUBBER STAMP, KSU Laboratory High School, Certified True Copy from the Original	1	piece	
144	RULER, stainless steel, 16"	1	Piece	
145	SALA SET (1 long chair, 2 single chairs, 1 glass center table), Foam, Golden Brown	1	set	
146	SALA SET (1 long chair, 2 single chairs, 1 glass center table), Foam, leather cover, black	4	Set	
147	SALA SET (1 long chair, 2 single chairs, 1 glass center table), Foam, Blue	1	set	
148	SELF INKING STAMP, dater stamp, mini dater s-300	1	piece	
149	SELF INKING STAMP, KSU Laboratory High School, Received	1	piece	
150	SELF INKING STAMP (KSU-PMO Received w/ date)	2	piece	
151	SIGN PEN, Liquid gel ink, 0.7mm needle tip, Black	6	box	
152	SIGN PEN, Liquid gel ink, 0.7mm needle tip, Blue	12	box	
153	SIGN PEN, Blue, G-tech-C4, .4	15	piece	
154	SIGN PEN, Black, G-Tec-C4, .4	1	box	
155	STAMP PAD INK, 25 ml, blue	1	bottle	
156	STAPLE WIRE,HD no. 26/6	6	box	
157	STAPLE WIRE, HD no. 23/8	1	box	
158	STAPLE WIRE, HD,23/10, 1000 wires/box,	4	box	
159	STAPLE WIRE HD, no. 23/17	1	box	
160	STAPLES, 18mm leg length	2	box	



ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
161	STAPLES, 24mm leg length	2	box	
162	STICK ON ARROW, sign here tab, 5 sets/pack	9	pack	
163	STICK-ON ARROW, (sign here Tab), 10 sets/pad	10	pad	
164	STICKY NOTES, 5 IN 1 strips, 3" x 0.6"	2	packs	
165	STICKER LABEL, Blank Thermal Printer Waterproof Self-adhesive, Size: 40mm x 25mm x 700pcs, compatible with Thermal Printing Functions	2	roll	
166	STICKER LABEL, Blank Thermal Printer Waterproof Self-adhesive, Size: 2" x 3" x 700pcs, compatible with Thermal Printing Functions	5	roll	
167	STICKER PAPER, 10 pcs/pack, A4	62	pack	
168	STICKER PAPER, A4, Green	2	pack	
169	STICKER PAPER, 10pcs/pack, A4, White	20	pack	
170	STORAGE AND ORGANIZING BOXS - high impact resistant 50L	4	piece	
171	SWIVEL CHAIR, Jr. Executive, Black, Steel Base, leather	2	unit	
172	TABLE, Junior Executive, 1 Center Drawer, 6 Side Drawer	3	unit	
173	TAPE, Double sided, 1/2' w/ foam	1	roll	
174	TAPE, Double sided, 1/2"	40	roll	
175	TAPE, Double Sided, 1", 50m/roll	60	roll	
176	THERMAL SCANNER with alcohol dispenser	1	unit	
177	THUMBTUCKS	20	box	
178	VACUUM CLEANER, Wet and Dry, 120W, Vacuum Suction: 4000(Mbar)	2	unit	
179	VELLUM PAPER, cartolina size, 180 gsm, canary, yellow	2005	piece	
180	VELLUM PAPER, Cartolina Size, 180 gsm, white	3000	piece	
181	VELLUM PAPER, White, 200gsm, 8.5" x 13", 10 sheets/pack	10	pack	
182	WALL CLOCK, Analog, 18 " Blue	1	piece	
183	WATER CONTAINER, round plastic for water dispenser,20L	2	piece	
174	WATER CONTAINER, 25 liters, round plastic, for water dispenser	2	piece	
185	WATER DIPPER	2	piece	
186	WATER DISPENSER, (hot-500Watts, cold- 85watts, 230 volts ac 60Hz, high-speed cooling system, adjustable temperature control) with a gallon	4	unit	
187	WHITE BOARD, MAGNETIC WITH ALUMINUM FRAME (3X4 feet)	1	unit	
188	WHITEBOARD, 2' x 3'	2	unit	
189	WHITEBOARD, Magnetic with Aluminum Frame 24 X 36 inches (2 x 3 feet)	1	piece	
190	WHITEBOARD with stand, magnetic tempered glass, mobile, dry erase, 3ft x 4ft	1	Piece	
191	WHITEBOARD, wall mounted, magnetic, 36"x48"	1	piece	
	<b>II. COMMON-USE JANITORIAL SUPPLIES</b>			
1	BLEACH, Original, 1000ml/bottle	85	bottle	
2	BROOM, long handled	1	Piece	
3	BROOM, soft, tambo, Kalinga made	4	Piece	
4	DISHWASHING LIQUID, 250 ml/bottle	40	bottle	
5	DISHWASHING LIQUID, 500 mlbottle	32	bottle	
6	DISHWASHING LIQUID, 1000ml/bottle	7	bottle	
7	DISHWASHING SPONGE,	7	bottle	
8	DISINFECTING DOORMAT,	4	piece	
9	DOOR MAT 1.67' x 1.5'	12	piece	
10	DOOR MAT (Cloth)	19	piece	
11	DOOR MAT (plastic)	3	piece	
12	DOOR MAT, Rubber, 1.67' x 1.5'	12	piece	
13	DOOR MAT, rubberized	2	piece	
14	DUST DUSTER, CLOTH	2	piece	



ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
15	DUSTPAN, Stainless	2	piece	
16	FABRIC CONTAINER, 1 Liter	10	bottle	
17	GARBAGE BIN, Rectangular, plastic with Cover, 16 Liters	2	piece	
18	GLASS CLEANER, 1000ml/bottle	9	bottle	
19	HAND SOAP	3	piece	
20	LIQUID WAX, 1000ml/bottle (for tile-floor)	6	bottle	
21	PAIL, 20 Liter capacity, with cover	1	piece	
22	TOILET BOWL BRUSH, w/ stand, plastic 72cm x 40cm	4	piece	
23	TOILET BOWL BRUSH, wooden handle	1	piece	
24	TOILET BOWL CLEANER, 1000ml/bottle	17	bottle	
25	TOILET DEODORANT CAKE, 100g/pc	27	piece	
26	TOILET DEODORANT CAKE, 100g, 3pcs/pack	7	Pack	
27	TOILET RUBBER PUMP, wooden handle	2	Piece	
28	TOILET TISSUE PAPER, 12rolls/pack, 2 ply	14	pack	
29	TOILET TISSUE PAPER, 12rolls/bag, 3ply	19	pack	
30	TORNADO SPIN MOP, Stainless wringer bucket with mop pole and microfiber mop heads eco series 360 degree spin mop head	5	set	
31	UTILITY PAIL, 58 liter capacity, with cover	1	piece	
32	WINDOW SQUEEZER, Adjustable Long Handle	2	piece	
<b>CONSUMABLES</b>				
1	INK CART, compatible for Epson Printer, 003, Black, Original	229	bottle	
2	INK CART, compatible for Epson Printer, 003, Cyan, Original	134	bottle	
3	INK CART, compatible for Epson Printer, 003, Magenta, Original	127	bottle	
4	INK CART, compatible for Epson Printer, 003, Yellow, Original	127	bottle	
5	INKS MAINTENANCE BOX, Epson WF-869 R, 110,000 pages	2	boxes	
6	INKS STANDARDS, Epson WF-869 R, Cyan, 22,000 pages	3	bags	
7	INKS STANDARDS, Epson WF-869 R, Magenta, 22,000 pages	3	bags	
8	INKS STANDARDS, Epson WF-869 R, Yellow, 22,000 pages	3	bags	
9	INKS STANDARDS, Epson WF-869 R, Black, 22,500 pages	3	bags	
10	Ink Cartridge HP #704, Black	10	piece	
11	Ink Cartridge HP #704, Colored	10	piece	
12	INK, Refill for Xstamper Quix Self-Inking stamp, 10ml, blue	5	bottle	
<b>IV. MISCELLANEOUS SUPPLIES AND MATAERIALS</b>				
1	Blade, Chef knife, 10-12 inches	1	Piece	
2	Bowl, Melaware	1	dozen	
3	Brewed Coffee Drip	20	boxes	
4	Brown Sugar	8	kilo	
5	Coffe Mug, 220 ml	1	dozen	
6	Coffee Creamer, 50 sachets per bag	5	bag	
7	Coffee cups, ceramic, white	1	dozen	
8	Coffee maker	1	unit	
9	COFFEE MUGS, ceramic	1	dozen	
10	Coffee, Brewed, 400grams/box	6	box	
11	Cup, Melaware, 450ml capacity	1	dozen	
12	Drinking Glass, 450 ml	1	dozen	
13	Fork, stainless	1	dozen	
14	Kalinga Woven Multi-purpose pouch (medium)	20	pieces	
15	Saucer, ceramic, white	1	dozen	
16	Tablespoon, stainless	1	dozen	
17	Teaspoon, stainless	1	dozen	



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<b>Terms and Conditions:</b>	
a)	Device and Components should be branded (not clone, imitation, or assemble) and brand new.
b)	Partial bid is not allowed. All the items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
c)	Evaluation of bids and award of Contract shall be based on the total lowest offer of all the items.
d)	Provision of Technical Data Sheet indicating the brand name and model of applicable item/s
e)	The items as specified in this Technical Specifications shall be delivered only to the address indicated herein to be received by authorized personnel.
f)	The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.
g)	The Supplier shall replace any rejected item within fifteen (15) calendar days from receipt of a written notice from the end-user.
h)	Prior to issuing the Certificate of Complete Deliveries, the item's testing and ceiling must be conducted with the end-users, Inspectorate Team or TWGs.
i)	After the Testing and Ceiling, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.
j)	<b>Three (3) months Warranty, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies/items.</b>
k)	The total price offered/quoted is subject to withholding tax and payable checks.
l)	During or after the delivery, the Supplier shall submit the following requirements: <ol style="list-style-type: none"> <li>1. Delivery Receipt</li> <li>2. Supplier's Sales Invoice</li> <li>3. Operations and Maintenance Manual</li> <li>4. Warranty or KSU will deduct 1% on the total value of the items as Retention Money</li> </ol>

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	:	<b>PURCHASE OF GAA-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES, INCLUDING MISCELLANEOUS SUPPLIES FOR CY 2022</b>
Approved Budget for the Contract	:	<b>Php 1,281,227.00</b>
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>I. TECHNICAL COMPONENT ENVELOPE</b>			
<i>Class "A" Documents</i>			
<i>Legal Documents</i>			
<input type="checkbox"/>	<b>A. Valid PhilGEPs Registration Certificate (Platinum Membership) (all pages); and</b>		
<input type="checkbox"/>	<b>B. Registration certificate</b> 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, <b>and</b>		
<input type="checkbox"/>	<b>C. Mayor's or Business permit</b> 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; <b>and</b>		
<input type="checkbox"/>	<b>D. Tax clearance per E.O. No. 398, s. 2005</b> , as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<i>Technical Documents</i>			
<input type="checkbox"/>	<b>E. Statement of the prospective bidder of all its ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid; <b>and</b>		
<input type="checkbox"/>	<b>F. Statement of the bidder's Single Largest Completed Contract (SLCC)</b> 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) <b>For Government Contracts:</b> 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, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the Contract; <b>or</b> Sales Invoice issued for the Contract, if completed.  b) <b>For Private Contracts:</b> i. End-user's Acceptance, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the Contract; <b>and</b>		
<input type="checkbox"/>	<b>G. Original copy of Bid Security</b> . If in the form of a Surety Bond, also submit a <b>certification issued by the Insurance Commission; or</b>  Original copy of Notarized <b>Bid Securing Declaration; and</b>		
<input type="checkbox"/>	<b>H. Conformity with Technical Specifications</b> , which include Production/ Delivery Schedule based on Section VI- Schedule of Requirements, and After-Sales/Parts, if applicable		



<u>and</u>			
ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	<b>I. Original duly signed revised Omnibus Sworn Statement, with the following supporting paragraphs as follows:</b> 1) Signatory is proprietor/duly authorized representative of bidder. 2) Full power and authority to perform acts or represent bidder. 3) Not “blacklisted” or barred from bidding 4) Each document is authentic copy of original, complete, and correct. 5) Authorizing Head of Procuring Entity to verify all documents submitted. 6) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree. 7) Complies with existing labor laws and standards. 8) Aware of and undertaken responsibilities as a bidder. 9) Did not give any commission, amount, fee, or consideration. 10) Failure to perform or deliver any of the obligations and undertakings in the Contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.		
<input type="checkbox"/>	i.1. if applicable, <b>Original Notarized Secretary's Certificate</b> in case of a corporation, partnership, or cooperative; or <b>Original Special Power of Attorney</b> 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 the attached ID of AMO <u>and</u>		
<b>Financial Documents</b>			
<input type="checkbox"/>	<b>J. The Supplier's audited financial statements</b> , 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; <u>and</u>		
<input type="checkbox"/>	<b>K. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or</b> A <b>committed Line of Credit</b> from a Universal or Commercial Bank in lieu of its NFCC computation.		
<b>Class “B” Documents</b>			
<input type="checkbox"/>	<b>L. If applicable, a duly signed joint venture agreement (JVA)</b> in case the joint venture is already in existence; <u>or</u> 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.		
<b>Other documentary requirements under RA No. 9184 (as applicable)</b>			
<input type="checkbox"/>	<b>M. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</b> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government		





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procurement activities for the same item or product.			
ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	N. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.		
<input type="checkbox"/>	O. Certificate of Exclusive Distributorship, if applicable		
<input type="checkbox"/>	P. License to Operate issued by a relevant government agency		

**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.

**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	:	<b>PURCHASE OF GAA-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES, INCLUDING MISCELLANEOUS SUPPLIES FOR CY 2022</b>
Approved Budget for the Contract	:	<b>Php 1,281,227.00</b>
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>II. FINANCIAL COMPONENT ENVELOPE</b>			
<input type="checkbox"/>	A. Original of duly signed and accomplished <b>Financial Bid Form</b> ; <u>and</u>		
<input type="checkbox"/>	B. Original of duly signed and accomplished <b>Price Schedule(s)</b>		
<input type="checkbox"/>	C. <b>Technical Data Sheet</b> of Items, as applicable		

**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**

